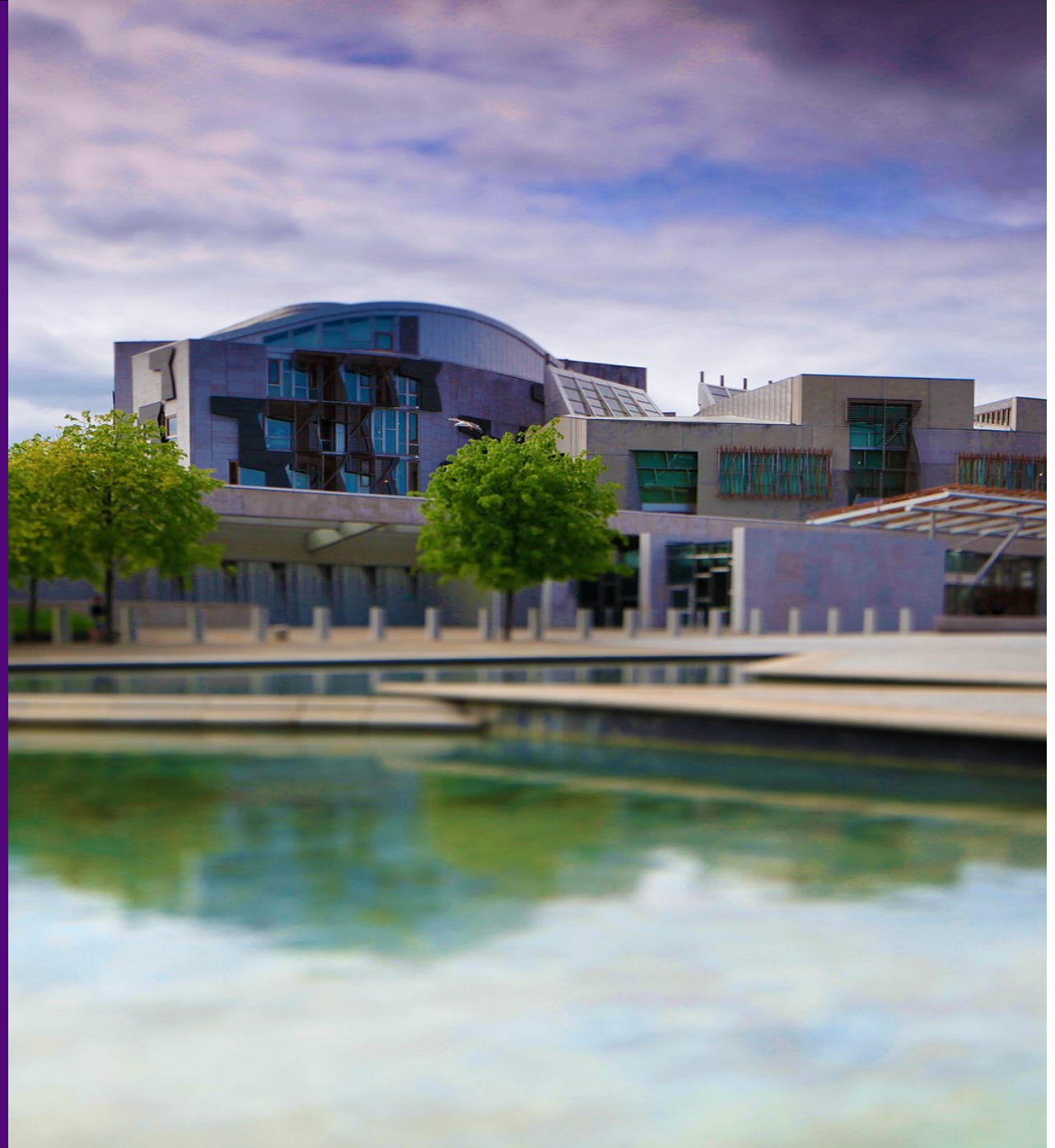




The Scottish Parliament  
Pàrlamaid na h-Alba

**Junior Project  
Managers—2 Posts  
1 Permanent  
1 Fixed Term (2-  
Years)**

**Recruitment Pack**



# Welcome from Stuart Nicol, Head of Resources and Governance

Thank you for your interest in applying for this role within the Scottish Parliament's Business Information Technology (BIT) Office.

Within BIT sits the Portfolio Management Office (PMO) which leads and facilitates the delivery of the projects and programmes within the Digital Services Portfolio.



With that in mind, we are current revisiting how we work and collaborate with colleagues within BIT and across Parliament in a constantly evolving digital environment.

Our Portfolio Management Office is made up of a diverse group of professional staff who excel in working as part of a collaborative, creative team. Together we will play a key role in supporting parliamentary business and the Parliament's digital change initiatives.

We are committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills and experience as we tackle the challenges and opportunities ahead. We would therefore particularly welcome applications from disabled people and members of the black and minority ethnic communities.

We also operate a wide variety of work patterns, successfully balancing lifestyle choices with business requirements. Although our normal working week is 37 hours all requests for flexible working will be seriously considered.

If the opportunity to work for the Scottish Parliament in this challenging role excites you, and you have the right skills and experience, we would love to hear from you.



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# About the role

The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland.

Our Business Information Technology team plays an essential role in designing, developing and maintaining the digital and IT services that Parliament needs. A major aspect of this is the work our Portfolio Management Office does to make sure we deliver the right services, the right way and with the right people.

We are currently looking at how we work and collaborate with colleagues within BIT and across Parliament. This includes making more and better use of agile methods, governance and leadership to help deliver services that provide a positive experience to the public, Parliament's members and Parliamentary staff, more quickly and at less cost.

We are looking for two enthusiastic and professional junior project managers (one permanent and one on a fixed term contract). If you are seeking to develop your project management experience and expertise working in a dynamic and constantly evolving digital environment, this may be the opportunity for you.

You will already possess a good understanding of project management principles combined with the commitment and desire to succeed as a project manager. Most likely you will have some practical experience of working in a digital service or IT-enabled business change environment.

You will be involved in all aspects of commercial, technical and business change project management, providing support to one or more projects. You will assist the project manager and deputise as appropriate across a variety of areas including planning, resourcing, budgeting, prioritisation and management.

## Main duties

- Working with the project manager and team to set up projects (in terms of approach, timetable, expected outcomes and delivery plans)
- Working with the colleagues in the PMO to establish lean, iterative, collaborative and user-centric planning and working practices within projects and project teams
- Working collaboratively as part of a multi-disciplined team to help co-ordinate project management activities, resources and information
- Helping ensure projects are delivered on time, within budget and to agreed specifications
- Helping ensure projects add value to the work of the Parliament
- Helping to anticipate, manage and resolve risks, issues, dependencies and other impediments to success
- Acting as a first point of contact for communicating project performance and progress to stakeholders
- Developing key relationships with other BIT teams, key stakeholders and external partners to help design and deliver collaborative solutions
- Assisting in establishing and maintaining a supportive and stimulating working environment that generates high capability, autonomy, collaboration, trust, high performance and effective delivery
- Playing an active part in portfolio planning, prioritisation and financial management



## About the role



Debbie Duncan, Project Manager, BIT PMO

“ Working as a Project Manager at the Scottish Parliament is a great experience, which exposes you to a variety of projects each with their own challenges. Currently I am working full-time on a project which will update digital working environment for all Scottish Parliament staff.

This involves the delivery of a range of new hardware, software and other tools. In contrast, other projects I have managed have focussed on delivering services to Members including the introduction of a casework management system to help Members and their staff to effectively manage their constituency work.

With every project being different the sense of achievement from overcoming each new challenge is very rewarding, as is knowing the outcomes and benefits will contribute to the work of the Parliament and help provide better services for its members, staff and the public. Working within the Portfolio Management Office also provides the opportunity to see where each project fits into the broader digital strategy and the spectrum of work in the Parliament as well as offering the chance to help develop and improve the Parliament’s project management practices. ”

# Skills, Knowledge and Experience

To be successful in this role you will be able to provide evidence to demonstrate the following:

## Project Management

- An understanding of modern project management and portfolio methodologies including some practical exposure to their use
- Experience of successfully delivering small projects or changes with a direct customer impact, either alone or as part of a team
- An awareness of public sector procurement and some experience of working with third party suppliers

## Project, Programme and Portfolio Support

- An ability to prepare and interpret roadmaps, plans and other project and programme artefacts
- An ability to improve project administration processes through identifying inefficiencies and recommending solutions
- A good working knowledge of project management tools and techniques
- Experience of taking a leading role in evaluating and managing the quality of outputs, including identifying and assessing changes and risk to delivery

## Problem Solving and Decision Making

- A willingness to take ownership of issues and present solutions and recommendations for their resolution
- A systematic and analytical approach to problem solving with the ability to communicate technical information to both technical and non-technical audiences
- Good planning and organisational skills to prioritise tasks to meet deadlines and cope with fluctuations in workload

## Communication, Collaboration and Leadership

- The ability to work collaboratively as part of a multi-disciplined team, including supporting, motivating and inspiring others
- Excellent oral communication and interpersonal skills
- An aptitude for forming effective working relationships with key customers, stakeholder and colleagues within a complex management structure

## Policies and Processes

- The ability to develop, implement and improve processes
- An awareness of how diversity and inclusion principles may be applied to shape outputs

## Financial and Resource Management

- An understanding of the principles of financial management and the budgetary cycle
- The ability to monitor and track project budgets and identify areas of variance and financial risk
- An awareness of value for money issues in relation to the shaping and delivering of outputs





# About us

The parliamentary service of over 500 people is a high-achieving and professional organisation. We are not civil servants; we serve the Parliament and its Members and not the Scottish Government.



The [Scottish Parliamentary Corporate Body](#) is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to Sir Paul Grice, our Clerk/Chief Executive. Paul is assisted by his [Leadership Group](#) in setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view the [organisational chart](#) and you can read about the [Parliamentary offices](#).

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The [strategic plan](#) sets out our aims and priorities and the [delivery plan](#) contains the activities that deliver the strategy. They provide a set of shared priorities for everyone across the parliamentary service and cover matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.

We attach great importance to the [Diversity and Inclusion Strategy \(D&I\)](#) and our commitments form a central part of our working culture.

We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and black and ethnic minorities (BME) candidates who are under-represented at this level. All appointments will be made on merit.



We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.



# How to apply

## Applications

The first stage of the recruitment process requires you to send your CV and a covering statement (of no more than 300 words) on why you have applied, what interests you and what qualities you could bring to the role to [jobs@parliament.scot](mailto:jobs@parliament.scot) by 5pm on 14 June 2018.

**We will only consider applications that include a covering statement.**

We would ask that you also complete and submit along with your CV and statement our Equal Opportunities Monitoring form (full details of which can be found on our [Recruitment Page](#)).

The next stage will be an interview, where you will be asked to provide evidence of the skills, knowledge and experience listed on page 5.

Please note that interviews may take place week commencing Monday 9 July 2018, however, this date may change.

**Closing date for applications: 5pm on 14 June 2018**

For informal enquiries or to register your interest in the role, please contact Cliff Andrews, Portfolio Management Office Manager by email or telephone:

[Cliff.andrews@parliament.scot](mailto:Cliff.andrews@parliament.scot)

0131 348 6737





# Summary of terms and conditions of employment

## Salary

Minimum starting salary £25,626 (pay award pending) per annum, paid monthly by bank credit transfer. You will progress at the rate of one scale point per year on the anniversary of taking up the appointment grade.

The salary range for this post is shown below:

Minimum Year 1	Year 2	Year 3 (max)
£25,626	£28,389	£31,770

## Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

## Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager. The annual leave allowance is 30 days.

## Pension

Unless staff choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards the Civil Service pension. More information can be found on the [Civil Service Pensions website](#).

## Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

## Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

## Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

## Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

## Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

## Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job.

Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

## Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

## Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

## Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

## Visa and Work Permits

There are no nationality restrictions on who the SPCB employs.

You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment.

Go to our [staff handbook](#) for full details of our terms and conditions of employment.



HAPPY TO **TRANSLATE**



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