



The Scottish Parliament  
Pàrlamaid na h-Alba

## Committee Assistant, Committee and Chamber Office

**Ref: 611001**

**Salary Range: £21,837 to £25,641**

**Location: Holyrood, Edinburgh**

**Closing date: midnight on 15 July**

**Contract: permanent**

### Job Description

You will work as part of a team supporting one of the Parliament's Committees. Each Committee has a dedicated team made up usually of a Clerk Team Leader, a Senior Assistant Clerk, an Assistant Clerk and a Committee Assistant. Your responsibilities will include:

- Event management of the Committee's weekly meeting, including:
  - Collation / preparation / formatting / issuing papers for each Committee meeting
  - Inviting, and liaising with, Committee witnesses, and meeting and greeting them at meetings
  - Managing the logistical elements of the event, both before and during proceedings, to ensure meetings run smoothly
  - Liaising with colleagues in other offices regarding meeting arrangements
- Co-ordinating Committee visits and events including booking travel and accommodation
- All administration on behalf of the team, including (but not limited to):
  - Arranging meetings on behalf of the team and the Committee including all agendas, minutes and logistical arrangements
  - Logging, filing and drafting responses to routine correspondence and effectively handling internal and external inquiries
  - Collating and distributing relevant materials shared with the Committee
  - Assisting in the editing and publishing of reports and other papers
  - Maintaining effective filing, database and archiving systems
  - Managing Committee-related statistics, including budget data
  - Managing expenses claims from witnesses and members
- Updating the Committee's website and Twitter account
- Drafting Committee Papers and Reports, as well as managing the compilation and production of the Committee's annual report

An interest in the Scottish Parliament and the political environment would be beneficial.

## **Skills and Experience**

You must be able to demonstrate the following skills, knowledge and experience:

### **Communication skills, including digital communication**

- Able to communicate with a range of audiences through different mediums
- Effective and accurate written skills
- Ability to explain/pass on complex or detailed information accurately and clearly
- The ability to learn and work effectively with Microsoft Office and other bespoke IT packages
- Experience of producing high quality content for websites and twitter is desirable

### **Teamwork and interpersonal skills**

- The ability to form effective and supportive working relationships within your team
- An awareness of how issues may impact or involve other areas of the organisation
- The ability to build and sustain effective working relationships with colleagues in other Parliamentary Offices and an awareness of when to collaborate with those colleagues to achieve successful outcomes

### **Organisation and delivery**

- Excellent time management and ability to prioritise your workload to meet deadlines, and to demonstrate flexibility and adaptability when required
- Able to use initiative and demonstrate high levels of accuracy and attention to detail
- The ability to provide a wide range of administrative support services

### **Flexibility and adaptability**

- Flexible attitude and a willingness to acquire new knowledge and skills
- The ability to be flexible, to adapt to changing circumstances and to use your initiative
- Ability to suggest improvements to working practices

Your application should provide some evidence of these qualities.

## **How to apply**

To apply, please complete the application form, demonstrating the skills and experience above and return to [jobs@parliament.scot](mailto:jobs@parliament.scot) by midnight **on 15<sup>th</sup> July 2018**. The next stage will be an interview and you will be asked to provide evidence of the skills, knowledge and experience above.

## Benefits

We offer a great range of benefits including 41.5 days' leave (including public holidays), the opportunity to join the Civil Service pension arrangement and flexible working arrangements and family-friendly policies.

## Salary

The salary range for this post is shown below which is the full-time salary:

Year 1	Year 2	Year 3 (max)
£21,837	£23,199	£25,641

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

## Other Information

### 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.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

### 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 will be 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.

## **Pension**

Unless you 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 your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

## **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.**

## **Equal Opportunities**

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.