

Assistant Clerk (Committee and Chamber Offices) Fixed Term appointment to end of May 2019

Ref: 611558

Salary range: £33,037 to £41,777

Location: Holyrood, Edinburgh

Working pattern: This is a full time post. Our normal working week is 37 hours but we currently operate a wide variety of work patterns within the Committee and Chamber teams, successfully balancing lifestyle choices with business requirements. All requests for part time or flexible working hours will be seriously considered.

Closing date: 5pm, 17 August 2018

Interviews: will be held on 31 August and 3 September 2018

The Chamber and Committee offices provide a full clerking service for all meetings of the Parliament and its Committees, the Parliamentary Bureau and the Conveners Group. Clerking teams are normally made up of a Clerk Team Leader, a Senior Assistant Clerk, an Assistant Clerk and a Committee Assistant.

The Parliament's Committees scrutinise the work of the Scottish Government, examine legislation, conduct inquiries and make recommendations on subjects within their remit. Committee Office clerks provide support for committees in all aspects of their work, including –

- scrutinising the work of the Scottish Government and public bodies
- investigating issues of current political interest and producing reports
- evidence gathering and scrutinising of Public Bills and subordinate legislation
- scrutinising the Scottish Government's budget
- considering European documents
- considering Public Petitions
- introducing Committee Bills

The Chamber is where Members of the Scottish Parliament meet to debate topical issues and decide on new laws. The Chamber Office supports the management of business in the Chamber and handles all parliamentary motions and questions. The Chamber Office also manages the introduction and publication of all Bills and the preparation of Acts. Chamber Office clerks assist MSPs with the preparation of their own Bills, and with amendments to other Bills. They also provide advice on all aspects of legislative procedure.

Clerking support/ duties of the post

As Assistant Clerk, you will work as part of a team in either the Committee Office or Chamber Office.

Your responsibilities will vary depending on which office you work in and may include:

- drafting papers, agendas, minutes, correspondence and reports and managing inquiries as appropriate
- supporting the preparation of motions, amendments, Parliamentary Questions and petitions to ensure they comply with the Parliament's rules and procedures
- assisting in the handling of Bills through the Parliamentary process

- preparing procedural advice for MSPs, including Committee Conveners and the Presiding Officer
- where appropriate, managing/supervising staff and through effective leadership and delegation, creating the circumstances in which they can perform to the best of their ability
- providing support to other clerking teams as required
- managing relationships with stakeholders
- contributing as necessary to the wider work of the office and to corporate projects
- engage with the public to promote the committee's work through social and traditional media

Skills, Knowledge and Experience Required

You must be able to demonstrate:

1. Parliamentary and Political Awareness:

- a level of understanding of the work of the Scottish Parliament
- an awareness of the political machinery in Scotland and topical issues/ current affairs
- an understanding of what it means to work in a political environment, including for example, why it is important to maintain confidentiality and behave impartially
- an understanding of the range of functions performed by MSPs
- the ability to gain credibility with MSPs and an understanding of how issues play out in a political environment

2. Communication and Interpersonal skills:

- the ability to convey information in a balanced but persuasive way – both orally and in writing
- the potential to develop excellent relationships with a wide variety of people, including elected Members, stakeholders and parliamentary staff
- the ability to explain complex information and to be confident in the accuracy of the advice or guidance that you provide
- high standards of accuracy and attention to detail in your own work with the ability to identify errors and rectify them

3. Leadership and Team-working:

- ability to manage and develop staff and to motivate and generate enthusiasm
- a track record of delivering team objectives

4. Problem Solving and Decision Making skills:

- the ability to interpret and analyse complex information and to develop options and solutions
- the ability to take considered, timely and consistent decisions, sometimes under the pressure of deadlines

5. Planning, Organising and Delivery:

- the ability to break down a project or complex task into a series of activities
- excellent time management and organisational skills
- a proactive approach, with the ability to drive forward specific activities and projects as part of an overall programme of work

How to apply

To apply, please complete the application form, demonstrating the skills and experience above and return to jobs@parliament.scot by **5pm on 17 August 2018**. The next stage will be an assessment and interview where 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:

Minimum	Year 1	Year 2	Year 3 (max)
£33,037	£35,413	£37,789	£41,777

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

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.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#)

The Application and Selection Process

Our recruitment policy is based on the principle of fair and open competition and selection on merit. Each application is assessed in the same way, against the same, agreed criteria for the vacancy in question.

Short-listing

Each application is given a score and a final short-list is agreed by the selection panel. The applicants that receive the highest scores will be invited to interview (with the exception of candidates who apply under the Disability Symbol Scheme who may be invited if they receive the minimum acceptable score)

Will you pay interview or assessment expenses?

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.

Progress of Vacancies

[Keep track of what stage we are at with vacancies on our website](#)

Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they've applied for. The essential requirements for this job are described under the section "Skills, Knowledge and Experience Required". This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing "acceptable" evidence of the skills and qualities asked for we will automatically invite you to interview. If you have a disability and would like to talk to us about any aspects of this job please get in touch using the phone numbers or addresses listed above.

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.

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.

Email Applications

On-screen applications should be e-mailed to: jobs@parliament.scot. All e-mails are automatically acknowledged. Please note that evidence of sending an e-mail does not automatically mean that we have received it.

If you do not receive our automatic response within 2 working days of submitting your application by email, please contact us immediately.

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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 carry make a complete enquiry into your eligibility to work in the United Kingdom.

1. 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); age (subject to retirement practice age); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.