



## **Support Manager, Chamber Office**

**Ref: 612056**

**Working Pattern:** Full time (although applications on a part-time/flexible basis are welcome)

**Location:** Holyrood, Edinburgh

**Closing Date:** 24 August 2018

### **About the Parliament**

The Scottish Parliament represents the people of Scotland by debating issues of national importance, passing legislation and holding the Scottish Government to account. The business of the Scottish Parliament is conducted in the Chamber and in Committees.

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. In addition, the Chamber Office assists MSPs with the preparation of their own Bills and with amendments to other Bills and provides advice on all aspects of legislative procedure.

### **About the post**

We are looking for a Support Manager to work within the Business Team of the Chamber Office. The Business Team is at the heart of the Parliament, supporting the operation of all aspects of business in the Parliament's Debating Chamber. It provides advice and briefings to a number of parliamentary offices to ensure the efficient management of three plenary meetings each week. The Business Team also provides support to the Parliamentary Bureau, which is the group responsible for proposing the Parliament's programme of business.

The successful candidate would, after a period of time, have an opportunity to work in one of the other teams in the Chamber Office or, possibly, the Committee Office.

### **Duties**

You will work as part of a team comprising a Clerk Team Leader, a Senior Assistant Clerk, an Assistant Clerk, a Support Manager and Administrative Support Assistant. You will play an important role in supporting the core business of the Parliament. Reporting to the Assistant Clerk (and managing the work of the Administrative Support Assistant), your responsibilities will include:

- producing documents relating to business in the Chamber including procedural papers, the Minutes of Proceedings and the Parliamentary Journal.
- ensuring that follow up actions from meetings of the Parliamentary Bureau and the Parliament are carried out.
- providing guidance and assistance to members, their staff and other parliamentary staff on procedural and business matters in relation to business in the Chamber.
- managing the processes for Time for Reflection, in conjunction with the Senior Assistant Clerk.
- managing administrative systems, including databases, and providing statistics to support the effective management of parliamentary business.
- carrying out voting clerk duties in the Chamber on a rota basis and associated tasks.
- collating and editing the Business Bulletin on a rota basis.
- managing and supporting the preparation, copying, and collation of parliamentary papers, such as scripts for the Presiding Officer, draft motions, and papers for the Parliamentary Bureau.
- supervising and providing general administrative support to the Business Team, or Chamber Desk, as required.
- deputising for the Assistant Clerk and the Senior Assistant Clerk when required.

### **Skills, Knowledge and Experience Required**

You will have worked in a busy environment with changing priorities and have experience of managing and coaching others. You will also have a keen eye for detail and excellent communication skills.

You must be able to provide evidence to demonstrate the following:

#### **1. Communication**

- The ability to pass on complex or detailed information accurately and clearly
- Be able to communicate effectively at all levels, including with members
- Using a variety of styles of communication confidently depending on the situation

#### **2. Teamwork and collaborative working**

- The ability to manage and coach staff effectively
- Be able to form effective and supportive working relationships within and out with your team

#### **3. Planning Organisation and delivery**

- The ability to work quickly and accurately to deadlines
- A proactive approach to your work and an ability to work on your own initiative
- Manage changing priorities effectively

- Good IT skills and a proactive approach to suggesting and developing improvements to systems used

#### **4. Provide a high quality service**

- Provide a consistently high level of service to members, their staff and to colleagues
- A flexible attitude and a willingness to acquire new knowledge and skills

#### **5. Parliamentary and political awareness**

- An understanding of how the Parliament works and the political environment in which it operates
- An understanding of the needs of members and ability to handle confidential material and politically sensitive situations appropriately.

You should provide evidence to demonstrate these qualities in your application form.

### **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 24 August 2018. The next stage will be an interview and you will be asked to provide evidence of the skills, knowledge and experience above.

### **Salary**

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

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 (max)</b>
£26,395	£29,241	£32,724

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 appointment. 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.

### **Reserves**

We may hold a reserve list following the interviews.

## **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 1,623.6 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 11½ 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 <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.

### **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](mailto: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.**

## **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.

**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.