



Senior Assistant Clerk

Ref: 614545

Salary range: £42,066 to £52,679 per annum

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.

Assignment: until end February 2019

Closing date: midnight, Sunday 7 October 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 MSPs meet to debate topical issues and decide on new laws. The Parliament's committees scrutinise the work of the Scottish Government, examine legislation, conduct inquiries and make recommendations on subjects within their remit.

In both the Chamber and Committees, Clerks play a vital role in ensuring that parliamentary business is conducted in accordance with guidance and procedures, that MSPs have access to the information they need to scrutinise, discuss, debate and decide on a wide range of public policy issues and that parliamentary business is conducted in a manner that is accessible to the people it affects.

About the Post

The role of Senior Assistant Clerk is wide-ranging, challenging and extremely rewarding. You don't need to be an expert in parliamentary process to succeed in your application. Instead, you need to bring a passion for the democratic process and an interest in understanding how it operates in Scotland along with a desire to work in an environment where impartiality is key and sound judgement is vital. As a Senior Assistant Clerk, you will use your skills to communicate complex information in an understandable way, investigate current political issues, gather evidence, assist members of the public to have their voice heard in the Parliament and provide advice on procedure and protocol. You will be responsible for managing staff and you may be required to lead a team.

Duties

You don't need to have worked in a similar role before but you should only consider applying if you are able to operate impartially in a political and/or public policy environment and would enjoy working in a role in which you would be required to demonstrate the following:

- The ability to write concisely, convincingly and accurately, including writing informative papers on current political issues;
- The ability to understand complex rules and procedures and to assist a wide range of audiences to understand them so that the Parliament is accessible to them;
- The ability to provide clear, consistent, accurate and coherent advice, both verbally and in writing, typically in formal environments and sometimes under intense pressure;
- The ability to build and maintain strong working relationships with a wide-range of people, both within and out with the Parliament;

- The confidence to advise, guide and, often, to persuade others to adopt approaches they don't, at first, agree with;
- The confidence to provide leadership to others by setting a positive example;
- The ability to work under minimal direction, exercising judgement to decide what to prioritise and how best to do your job.

Skills, Knowledge and Experience Required and Method of Assessment

Your skills, knowledge and experience will be assessed in a number of ways. The table below sets out what you will be expected to demonstrate at each stage of the recruitment process.

Skill, knowledge, experience	Application Form	Interview	Assessment
the ability to convey complex information in a balanced but persuasive way – both orally and in writing	✓	✓	✓
the ability to draft and agree reports in a political environment	✓	✓	✓
the ability to manage and develop staff	✓	✓	
experience of working collaboratively to deliver team and organisational objectives	✓	✓	
the ability to work on your own initiative, to think laterally and be able to analyse complex and possibly incomplete information and take decisions under pressure	✓	✓	
ability to deliver in the face of competing demands and under pressure	✓	✓	
experience of influencing and persuading decision-makers	✓	✓	
the ability to provide accurate advice on procedures and to gain credibility for your expertise	✓	✓	
a keen awareness of the political landscape in Scotland and the ability to work impartially within it		✓	✓

How to apply

The first stage of the recruitment process will be an application form. To apply, please complete the application form and send to jobs@parliament.scot by **midnight on Sunday 7 October 2018**. You must provide evidence of each skill, knowledge and experience ticked in the application form column in your form. The next stage will be an interview, and possibly an assessment, and you will be asked to provide evidence of the skills, knowledge and experience ticked in both of those columns. Please note that interviews will take place on 22 October 2018

Salary

The salary range for this post is shown below

Minimum	Year 1	Year 2	Year 3 (Max)
£42,066	£44,927	£47,788	£52,679

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 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 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 <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. 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.