



The Scottish Parliament  
Pàrlamaid na h-Alba

**Information  
Compliance Officer  
2-Year Fixed Term  
Recruitment Pack**



# Welcome from Claire Turnbull, Head of Information Governance

Thank you for your interest in applying for this key role within the Scottish Parliament.

The Scottish Parliamentary Corporate Body (SPCB) is offering a great opportunity for an experienced Compliance Officer to join its Information Management & Governance Team.



As a team we firmly believe in successfully balancing lifestyle choices with business requirements by supporting home working where appropriate. We also operate a wide variety of work patterns. 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.

Claire Turnbull  
Head of Information Governance

The IMG Team has five team members (including this post) and is responsible for managing all aspects of freedom of information, data protection, information and records management, and copyright requirements for all Parliament staff and for providing freedom of information and data protection guidance, awareness and training for MSPs and their staff.

Working in a close-knit team, you will be valued and respected as an individual. Your work will be appreciated and your input recognised by both your team and by others across the organisation.

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.



# About the role

Working in one of the most influential places in Scotland, the Information Management and Governance Team provides advice and guidance on all aspects of :

- ◆ Freedom of Information
- ◆ Environmental Information Regulations
- ◆ Data Protection
- ◆ Copyright
- ◆ Records & Information Management requirements
- ◆ Archiving

The Information Management & Governance Team (IMG) manages all aspects of compliance with the Data Protection Act 2018, the General Data Protection Regulation, Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. IMG is also responsible for all aspects of the Scottish Parliament's copyright licence and for our use of third party copyright . We also champion the use of information in a re-useable format in line with open data initiatives and the re-use of public sector information in line with the Re-use of Public Sector Information Regulations 2015.

IMG is also responsible for all aspects of information and records management within the Parliament ensuring compliance with the Records Management Plan which is a requirement of the Public Records (Scotland) Act 2011, as well as providing good practice and guidance for all MSPs and their staff in all aspects of information best practice.

The purpose of this new role is to deliver rigorous compliance with freedom of information, data protection and copyright requirements including managing incoming requests, co-ordinating responses to requests to deadline, reporting performance and maintaining a high level of understanding and knowledge in these areas across the organisation.

The successful candidate must have excellent interpersonal and communication skills, both verbal and written, with the ability to develop and maintain professional working relationships with both external and internal stakeholders .

You must be able to manage changing priorities, think on your feet and manage complex and detailed information. You will also bring plenty of energy and enthusiasm to the role.

## Duties

Reporting to the Head of Information Governance, the successful applicant will be responsible for the following:

- ◆ Delivering all aspects of freedom of information delivery including co-ordination of responses to freedom of information requests, reviews and appeals.
- ◆ Managing and further developing freedom of information processes and policy.
- ◆ Managing data protection requests and enquiries to ensure best practice.
- ◆ Co-ordination of publication of freedom of information responses on our website.
- ◆ Delivering data protection requirements in line with the General Data Protection Regulation and the Data Protection Act 2018.
- ◆ Providing guidance on all aspects of information governance to stakeholders.
- ◆ Providing routine freedom of information, copyright and data protection performance to management groups and external regulators.
- ◆ Further developing information governance online training content and delivering face to face training and guidance.
- ◆ Deputising for the Head of Information Governance in her role as Data Protection Officer as required.
- ◆ Supporting the work of the IMG Team as required.

# Skills, Knowledge and Experience

As well as having some understanding of the work of the Scottish Parliament, you must be able to provide evidence to demonstrate the following in your application:

## Technical Skills

- ◆ Extensive technical knowledge and expertise in all required areas of information governance including data protection, freedom of information and copyright
- ◆ Extensive experience of managing and providing information to stakeholders at all levels
- ◆ Experience of transferring compliance requirements into either written or verbal succinct and practical advice and guidance
- ◆ Extensive experience of providing and delivering management reports and statistics and training

## Communication and Interpersonal Skills

- ◆ A strong and confident communicator with the ability to explain technical requirements in an understandable and succinct way
- ◆ Be able to build positive working relationships to build trust and confidentiality
- ◆ Influencing skills to successfully negotiate with stakeholders at all levels across the organisation
- ◆ Ability to communicate and negotiate with all stakeholders to reach consensus to deadline
- ◆ An ability to absorb and understand complex and detailed information quickly and logically
- ◆ Strong IT skills—excellent knowledge of Microsoft Office application, particularly Excel, Word and Powerpoint.

## Organisational & Management Skills

- ◆ Strong personal organisational skills to manage competing priorities to ensure compliance with all statutory deadlines
- ◆ Excellent attention to detail and the ability to manage complex information quickly and accurately
- ◆ Ability to deliver management reporting and statistics in a positive and timely way
- ◆ Ability to motivate and encourage collaborative working to derive positive outcomes
- ◆ Ability to remain calm and focussed under pressure and workload, and to prioritise requirements
- ◆ The ability to manage changing priorities to deadline

## Leadership

- ◆ Ability to deputise for the Head of Information Governance as necessary
- ◆ Ability to direct and co-ordinate stakeholders at all levels in a way that derives positive input from participants
- ◆ Ability to develop strong and trusting relationships with stakeholders

## Team Working Skills

- ◆ Strong team working skills to work with all stakeholders in a way that shares knowledge and confidence
- ◆ Demonstrates understanding and supports priorities within the wider IMG team
- ◆ Share knowledge and expertise with other team members and is keen to coach and pass on areas of understanding and experience
- ◆ Understands that teams may be under pressure and supports others in meeting priorities
- ◆ Is keen to undertake own development and supports the development of other team members

# 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 submit your CV and a covering statement of no more than 2 pages demonstrating the skills, knowledge and experience as described on Page 4, full details of which can be found on our [Recruitment Page](#) to [jobs@parliament.scot](mailto:jobs@parliament.scot) by **4 pm on 28 September 2018**.

As part of Stage 1, please also complete our Equal Opportunities Monitoring Form and submit along with your CV and statement.

The next stage will be an interview where you will be asked to provide further evidence of the skills, knowledge and experience for the role.

Please note that interviews may take place week commencing Monday 29 October 2018, however, this date may change.

**Closing date for applications: 4pm on 28 September 2018**

For an informal, confidential discussion about the role, please contact Claire Turnbull, Head of Information Governance:

[Claire.turnbull@parliament.scot](mailto:Claire.turnbull@parliament.scot)

0131 348 6913



# Summary of terms and conditions of employment

## Salary

Minimum starting salary £33,037 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)
£33,037	£35,413	£37,789	£41,777

## 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.

## 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](#).

## 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**



The Scottish Parliament  
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