



The Scottish Parliament
Pàrlamaid na h-Alba

Head of Broadcasting

Recruitment Pack



Welcome from Tracey White, Group Head

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

This is an exciting time to join our organisation. The recent addition of new responsibilities for tax and social security matters has increased the Parliament's impact it has on people's lives.

With that in mind, we have ambitious plans to reform how Parliament works, with a focus on improving our digital capability and ensuring the Parliament remains outward looking and in touch with all the people that it represents.

Our Broadcasting office is made up of a creative and diverse group of professional staff who play a key role in supporting parliamentary business and our public engagement strategy.



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.

We also operate a wide variety of work patterns, successfully balancing lifestyle choices with business requirements. 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.

Tracey White
Group Head of the Chamber Reporting and Broadcasting Group



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About the role

The Scottish Parliament is committed to being open, accessible and accountable to the people of Scotland. Our broadcast output is a cornerstone of our public engagement work, allowing a mass audience to watch parliamentary proceedings through the mainstream media and on various social media platforms. Working collaboratively across the organisation, our expanding video production team produces programmes to help inform people and involve them in our work.

This is a senior role requiring strategic leadership skills along with the ability to build, coach and maintain an effective team in a fast paced working environment.

You will lead a team of 13 permanent in-house staff, augmented by freelance staff. You will be accountable for the effective delivery of our broadcasting services, working collaboratively with internal and external stakeholders.

Main duties

With operational accountability for the Broadcasting Office, you will understand and support the Scottish Parliament's strategic objectives. Your main duties will include:

Leadership

- Leading and managing a diverse group of professional staff, providing them with support and advice to succeed in their roles.
- Promoting good working practices and creating an environment where everyone feels motivated and committed, ensuring that the Parliament's values and behaviours are embedded within your team.
- Responsibility for career development, performance management and recruitment within your team.

- Ongoing strategic development to consider how services can best be delivered due to the changing nature and fast moving pace of the broadcast /video production industry.

Managing Services

You'll have overall responsibility for:

- The delivery of broadcast services for Parliament, including supplying live coverage of chamber and committee meetings to broadcasters, following television rules of coverage and monitoring coverage.
- Managing the performance of a number of business critical contracts, including the chamber sound and voting system and the webcasting service (www.scottishparliament.tv).
- Preparing project bids, business cases and specifications and carrying out tender exercises with the Parliament's procurement policies.
- A strategy for the production of videos about the Parliament ranging from single clips to longer promotional pieces.
- Office finance; taking charge of the office budget and budget setting, service planning, all budget bids and forecasting, providing the business case for new equipment and infrastructure changes and approving all minor capital equipment purchases.

Managing Relationships

- You will be required to understand and communicate with a wide range of internal and external offices, including counterparts in other Parliaments, and have a positive influence on corporate policies and initiatives.
- Working with the Media Relations Office, you will develop and maintain relationships with broadcasters to meet their output needs in the context of Scottish Parliament corporate policy.
- Working with the Events and Exhibitions Team, you will have overall responsibility for the filming of corporate events included in the major events programme. The programme includes the filming of the ceremony to mark a new Session of Parliament, a particularly complex and high-profile operation where the office is responsible for producing the live feed to broadcasters.



Ruth Connelly, current Head of Broadcasting

“ It has been a huge privilege to work at the Scottish Parliament. Since its inception in 1999, the Parliament has aimed to be open and accessible to everyone and I believe that our office makes an important contribution to that aim.

Our team of professional staff are a great group of hardworking, dedicated people and I am sure who ever gets this job will find it as enjoyable and fulfilling as I have ”



Skills, Knowledge and Experience

To be successful, you will need to develop an understanding of, and have the ability to communicate effectively with, a wide range of Parliament and external offices, and be committed to work collaboratively on joint projects. You will have a positive crosscutting influence across the Parliament, supporting corporate initiatives and contributing to policy decisions.

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

Experience

- Relevant experience at a senior level of planning, operational delivery and decision-making.
- The ability to operate effectively in a complex, high profile environment, constantly under media and public scrutiny.
- Ability to lead a diverse group of professional staff (relevant experience is desirable).

Leadership

- Experience of leading, managing and developing technical and creative staff (desirable) and the ability to lead by example, influencing and inspiring confidence in others (essential).
- Ability to provide clear direction and to delegate effectively.
- Ability to lead change in a form that delivers co-operative working and translates organisational strategy into operational achievements.

Communication and interpersonal

- Excellent influencing and negotiating skills.
- Experience of building connections at all levels, both internally and externally.
- Ability to maintain the confidence of colleagues.

Problem solving and decision making

- An agile approach to problem solving in a pressurised working environment.
- Ability to make decisions based on the Parliament's values and take responsibility for them.
- Ability to identify key issues across broad subject areas to deliver in the face of competing demands.



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 will be an [application form](#) and a covering statement on why you have applied and what interests you. This should be no more than 300 words. To apply please complete the application form and send it along with your statement to jobs@parliament.scot by 5pm, Monday 23 April 2018. You must provide evidence of the skills, knowledge and experience detailed above.

The next stage will be an interview, and you will be asked to provide evidence of the skills, knowledge and experience for the role. Please note that interviews will take place week commencing Monday 7 May 2018.

As this is a leadership role extra weight will be applied to leadership criteria when assessing your candidacy throughout this process.

Closing date for applications: Monday 23 April 2018

For an informal, confidential discussion about the role, please contact Tracey White, Group Head of Chamber, Reporting and Broadcasting:

Tracey.White@parliament.scot

0131 348 5173



Summary of terms and conditions of employment

Salary

Minimum starting salary £52,152 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	Year 4 (max)
£52,152	£54,976	£57,801	£60,626	£64,712

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.

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.

Go to our [staff handbook](#) for full details of our terms and conditions of employment.



HAPPY TO **TRANSLATE**



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