



The Scottish Parliament
Pàrlamaid na h-Alba

Public Participation Development Officers—2 Fixed Term Posts

Recruitment Pack



Welcome from Gillian Baxendine, Head of Committee Engagement Unit

Thank you for your interest in applying for these key roles within the Scottish Parliament.

This is a brand new unit, created to meet the challenge set by the Commission on Parliamentary Reform for a step-change in committees' public engagement.



With that in mind, we have ambitious plans to reform how Parliament works, with a focus on widening the audience we hear from and the ways we reach them — ensuring the Parliament remains outward looking and in touch with all the people that it represents.

Our Committee Engagement Unit will be made up of a diverse group of professional staff who excel in working as part of a collaborative, creative team. Together we will 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.

Gillian Baxendine
Head of Committee Engagement Unit



The Scottish Parliament
Pàrlamaid na h-Alba

About the role

Can you help the people of Scotland to have their voices heard by the Scottish Parliament's committees?

The Scottish Parliament's [Public Engagement Strategy](#) aims to increase engagement and participation to support and strengthen the work of the Parliament and enhance parliamentary democracy. In recent years we have increasingly concentrated our efforts on activities that lead directly to public participation in the work of the Parliament—issues based engagement. In response to the Presiding Officer's recent [Commission on Parliamentary Reform](#), a new Committee Engagement Unit (CEU) is being set up.

We are looking for two creative and flexible individuals to join the unit and play a vital role in developing public participation to improve committees' scrutiny of policy and legislation.

These are full time temporary posts, with successful candidates appointed on a 2-year fixed term contract.

These are exciting and rewarding posts, focused on developing and delivering excellent and innovative public engagement across all the Parliament's committees. You will have a chance to design and influence how the unit works with colleagues across the Parliament to help people have their voices heard on issues that matter to them.

We are looking for two people with complementary expertise and a track record of delivering successful engagement initiatives and projects which have led to improved outcomes. Critically, you must have the professional credibility to win the trust of stakeholders, including elected Members.

One of the roles for this new team will be to provide extra support to committees which are pursuing innovative or particularly complex forms of engagement. You will work very closely with existing teams (for example Community Outreach and Social Media), experimenting with how we gather views and evidence, to deliver activities that meet the needs of committees, to uncover people's experiences of how public policy has affected their lives.

Creativity and a 'can do' mentality are critical in delivering the types of participatory engagement activities that can help shape the scrutiny work of the Parliament.

Duties

Reporting to the Head of the Committee Engagement Unit and the Senior Public Participation Specialist, you will take the lead on specific projects or activities. These could include innovative participative or digital engagement activities or developing more effective approaches in areas such as engagement planning, evaluation or ways of giving feedback to citizens who have engaged with committees. You may also be asked to lead on collaborative engagement projects with external partners.

Skills, Knowledge and Experience

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

Specialist Professional Skills

A track record of developing and delivering effective public engagement activities in one or more of the following areas:

- Digital engagement
- Deliberative engagement (approaches which give participants the time and information to reach a considered view on issues)
- Community engagement, particularly with harder to reach groups
- Engagement with young people

We will be looking for a complementary range of specialist experience across the two posts.

Planning, Organisation and Delivery

- A focus on delivery, with an ability to translate strategic thinking into fit-for-purpose activities which meet tight timescales and budgets
- A 'what works' mentality, with a passion for finding new ways of doing things, working as part of a team to make things happen

Improvement, Innovation and Change

- Creativity coupled with strong project management skills, with a track record of delivering good outcomes
- A commitment to evaluating your work and sharing learning with others

Communication and Interpersonal Skills

- A confident communicator with the ability to win the confidence of senior stakeholders, including elected Members
- An ability to build effective and collaborative relationships, internally and externally, based on credibility and trust.
- A skilled facilitator able to engage diverse groups of people



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 submission of a written exercise (full details of which can be found on our [Recruitment Page](#)). This should be no more than 750 words.

To apply please complete the application form (space has been provided on Part B of the application form for the written exercise) and send it along to jobs@parliament.scot by 4pm on 25 April 2018. You must provide evidence of the skills, knowledge and experience detailed above.

The next stage will be an interview and a presentation, and you will be asked to provide evidence of the skills, knowledge and experience for the role. Please note that interviews may take place week commencing Monday 14 May 2018, however, this date may change.

Closing date for applications: 4pm on 25 April 2018

For an informal, confidential discussion about the role, please contact Gillian Baxendine, Head of Committee Engagement Unit:

Gillian.baxendine@parliament.scot

0131 348 5219



Summary of terms and conditions of employment

Salary

Minimum starting salary £32,709 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)
£32,709	£35,062	£37,414	£40,560

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**



The Scottish Parliament
Pàrlamaid na h-Alba