

LOBBYING REGISTER WORKING GROUP: PERSON SPECIFICATION

Members of the Lobbying Register Working Group

We are seeking to fill 12 separate posts to form the Working Group.

We will use the following as our priority criteria for selection. In all cases the individual must have the confidence of the people in the organisation concerned (1 to 9) or the field concerned (10 to 12) and be able to articulate their interests in the context of lobbying.

Third sector (posts 1 to 3)

One individual each from:

- a third sector focussed membership body with lobbying interests
- a small (less than 20 persons) third sector organisation with lobbying interests
- a medium or large (more than 20 persons) third sector organisation with lobbying interests.

Public Affairs/Consultant Lobbyist (posts 4 to 6)

One individual each from:

- a public affairs/consultancy focussed membership body with lobbying interests
- a small company (up to 49 employees) specifically focussed on public affairs/consultancy work with lobbying interests
- a medium or large company (50 plus employees) specifically focussed on public affairs/consultancy work with lobbying interests.

Business/enterprise (posts 7 to 9)

One individual each from:

- a business focussed membership body with lobbying interests
- a small enterprise (up to 49 employees) with lobbying interests
- a medium or large enterprise (50 plus employees) with lobbying interests.

Transparency promoter (post 10)

An individual with an active interest in the promotion of openness and transparency.

Journalism (post 11)

A journalist with knowledge of lobbying related matters.

Legal sector (post 12)

An individual from the legal sector with experience of lobbying related matters.

General criteria

All of the following criteria apply to the positions to be filled.

- Effective communication skills
- Ability to work cooperatively and collaboratively
- Reliability and integrity

POSITION 1 THIRD SECTOR

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/ QUALITIES
An individual from a third sector focussed membership body with lobbying interests	<p>You are an individual who works in a paid or voluntary capacity for a third sector membership body with lobbying interests.</p> <p>You have the confidence of the people who work for the body and the organisations who are its members and you are able to articulate their interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 2 – THIRD SECTOR

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS / QUALITIES
An individual from a small (less than 20 persons) third sector organisation with lobbying interests	<p>You are an individual who works in a paid or voluntary capacity for a small third sector organisation with lobbying interests.</p> <p>You are able to articulate issues faced by a small organisation working in the third sector and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 3 – THIRD SECTOR

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/ QUALITIES
An individual from a medium or large (more than 20 persons) third sector organisation with lobbying interests.	<p>You are an individual who works in a paid or voluntary capacity for a medium or large third sector organisation with lobbying interests.</p> <p>You are able to articulate the issues faced by a medium or large organisation working in the third sector and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 4 PUBLIC AFFAIRS/CONSULTANCY

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual from a public affairs/consultancy focussed membership body with lobbying interests.	<p>You are an individual who works in a public affairs/consultancy focussed membership body with lobbying interests.</p> <p>You have the confidence of the people who work for the body and the organisations who are its members and you are able to articulate their interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 5 – PUBLIC AFFAIRS/CONSULTANCY

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual based in a small company (up to 49 employees) specifically focussed on public affairs/consultancy work with lobbying interests.	<p>You are an individual who works in a small company specifically focussed on public affairs/consultancy work with lobbying interests.</p> <p>You are able to articulate the issues faced by a small company working in this field and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 6 – PUBLIC AFFAIRS/CONSULTANCY

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual based in a medium or large company (50 plus employees) specifically focussed on public affairs/consultancy work with lobbying interests.	<p>You are an individual who works in a medium or large company specifically focussed on public affairs/consultancy with lobbying interests.</p> <p>You are able to articulate the issues faced by a medium/large company working in this field and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 7 BUSINESS/ENTERPRISE

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual from a business/enterprise focussed membership body with lobbying interests.	<p>You are an individual who works in a business/enterprise focussed membership body with lobbying interests.</p> <p>You have the confidence of the people who work for the body and the organisations who are its members and you are able to articulate their interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 8 – BUSINESS/ENTERPRISE

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual based in a small enterprise (up to 49 employees) with lobbying interests.	<p>You are an individual who works in a small enterprise with lobbying interests.</p> <p>You are able to articulate the issues faced by a small enterprise working in this field and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 9 – BUSINESS/ENTERPRISE

PRIORITY SKILLS/ EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual based in a medium or large enterprise (50 plus employees) with lobbying interests.	<p>You are an individual who works in a medium or large enterprise with lobbying interests.</p> <p>You are able to articulate the issues faced by a medium/large company working in this field and describe their relevant interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 10 – TRANSPARENCY PROMOTER

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual with an active interest in the promotion of openness and transparency.	<p>You are an individual who has experience on lobbying related issues.</p> <p>You have the confidence of a wide range of people and organisations active in pro-transparency matters and you are able to articulate their interests in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 11 – JOURNALIST

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
A journalist with an interest in and knowledge of lobbying related matters.	<p>You are a journalist with an interest in and knowledge of lobbying related issues.</p> <p>You have the confidence of the people who work in the sector and you are able to articulate their interests and views in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

POSITION 12 – LEGAL SECTOR

PRIORITY SKILLS/EXPERIENCE		GENERAL SKILLS/QUALITIES
An individual from the legal sector with experience of lobbying related matters.	<p>You are an individual who works in the legal sector with lobbying interests.</p> <p>You have the confidence of the people who work in the sector and you are able to articulate their interests and views in the context of lobbying.</p>	<p>Effective communication skills</p> <p>Ability to work cooperatively and collaboratively</p> <p>Reliability and integrity</p>

ADDITIONAL MEMBERSHIP INFORMATION

Other Members could be co-opted to the Group, where a significant case is made for inclusion.

Other guests can also be invited for potential presentations or advice on key areas, as the Group determines.

There will be a representative from the Standards in Public Office Commission in Ireland to assist the Working Group on key lessons learnt from the introduction of the Irish Lobbying Register, ongoing since 2015.

A representative from the Office of the Commissioner for Ethical Standards in Public Life in Scotland may also attend with observer status.

Other roles/possible attendees

Chair of the Lobbying Register Working Group

Name: Billy McLaren, Lobbying Registrar, Scottish Parliament (SP). Role:
To chair meetings and present to the Group.

Secretary of the Lobbying Register Working Group

Name: James Drummond, Lobbying Register Team, SP.
Role: To minute meetings and present to the Group.

Administrator for the Lobbying Register Working Group

Name: Fiona Sinclair, PA/Head of Chamber, Broadcasting & Reporting, SP. Role:
To organise meetings and at times attend the Group.

Lobbying Register IT Project Board Manager & Clerk to the Standards, Procedures and Public Appointments (SPPA) Committee Name: Dougie Wands, SP.

IT contractors for Lobbying Register Name:
Northgate PS.

Chair of the Lobbying Register IT Project Board

Name: Tracey White, Head of Chamber, Broadcasting & Reporting, SP.

Other Members of the Lobbying Register IT Project Board Name:

Dorothy Sneddon, Business & Information Technology, SP. Name:
Emma Armstrong, Web & Social Media, SP.

Senior Media Relations Officer Name:

Linda Peters, SP.