Security Office Administrator

About the Post

We’re offering the opportunity to join our Security Office team at the Scottish Parliament to deliver a high-quality service to our wide range of customers, including Members of the Scottish Parliament (MSPs), their staff, office holders and Scottish Parliamentary Service Staff. Working with our partners at Police Scotland and the Security Services, you will be responsible for security vetting all those who need to work on the parliamentary estate or have access to the parliamentary network. This role is extremely interesting and varied but fast paced and demanding.

Duties

Your main duties will include:

- ensuring security vetting information is input, accurately and to deadlines
- investigating security vetting queries from our range of customers
- providing information and guidance to MSPs, their staff and parliamentary service staff over the phone, by email and face-to-face
- understanding pass categories and privileges. Issuing passes to cleared personnel
- enrolling passholders on our biometric security system
- reviewing guidance on security policies and procedures, updating and communicating changes to staff and building users
- supporting the work of the Security Office by arranging meetings and maintaining plans and reports
- working on ad hoc projects and tasks when requested to meet the demands of the business

Skills, Knowledge and Experience Required

- You’ll need excellent interpersonal and customer service skills, with the ability to manage confidential queries from individuals of all levels of the organisation and maintain principles of equality, diversity and inclusion at all times.
- You will have the ability to communicate clearly, concisely and effectively both orally and in writing to a variety of audiences.
- You will be able to work at pace whilst paying attention to detail with both paper and complex IT systems.
- Be able to demonstrate initiative to spot and deal with issues autonomously.
- You will enjoy working as part of a busy team and supporting colleagues.
**Application process**

To apply, please provide:

- your CV (maximum of two sides of A4) setting out your relevant career history, responsibilities and key achievements and;
- a supporting statement on why you have applied and what interests you, demonstrating why you consider you are suitable for the role, having regard to the skills, knowledge and experience requirements for the role, as detailed above. This should be no more than two sides of A4.

Please send this and our completed [Equal Opportunities Monitoring form](mailto:jobs@parliament.scot) to [jobs@parliament.scot](mailto:jobs@parliament.scot) by 5pm, Wednesday 12 June 2019.

Applications from Gaelic speakers are welcome. Cuirear fàilte air tagraidhean bho luchd-labhairt na Gàidhlig.

If you don’t receive an automated acknowledgement within 24 hours of submitting your application, please contact us.

**Disability**

We guarantee to interview any disabled applicants who meet the essential requirements for the job they've applied for. This means that if you meet the criteria 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.

**Salary**

The salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>£21,837</td>
<td>£23,199</td>
<td>£25,641</td>
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**Benefits**

We offer a great range of benefits including 41.5 days’ leave (including public holidays), the opportunity to join the Civil Service pension arrangement and flexible working arrangements and family-friendly policies.

**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](mailto:jobs@parliament.scot).