Clerk Team Leader

Recruitment Pack
Welcome from Susan Duffy, Group Head of Committees and Outreach

Thank you for your interest in this role.

You'll be working either in our Committee Office or our Chamber Office.

I’m the Head of Committee Office and my colleague Tracey White is Head of Chamber Office.

Both offices are at the centre of Parliamentary scrutiny and, as a clerk, you will be playing a key role in supporting MSPs, whether in the chamber or in committees.

Our clerks come from a range of backgrounds and we’re united by a desire to make the Parliament as effective as possible.

This is an exciting time to be joining the Parliament. It’s 20 years since the Parliament was established and we’re continually looking at how we can best deliver and support effective parliamentary scrutiny.

The implications of Brexit and constitutional issues will continue to dominate and we need to be agile in our response, ensuring MSPs are well supported to carry out their demanding responsibilities.

If you have the right skills and experience to work in this exciting and challenging environment, we want to hear from you.

We’re committed to increasing the diversity of our parliamentary service and we would particularly welcome applications from members of the Black, Asian and Minority Ethnic communities and from disabled people.

This is a full time post but we’re happy to talk Flexible Working.

In return, you’ll normally be expected to take annual leave during recess periods and work late occasionally, most notably when handling Parliamentary Bills or writing reports.
About the Role

The Scottish Parliament represents the people of Scotland by debating issues of national importance, passing legislation and holding the Scottish Government to account. You can find out more about the Parliament on our [website](#).

As a Clerk Team Leader, you will work in the chamber or in committees, where the business of the Scottish Parliament is conducted.

We are working to improve the way Parliament scrutinises legislation and engages with the people of Scotland and are looking for a collaborative leader who can ensure these changes take place, including supporting an innovative approach to public engagement and scrutiny as we look to revitalise the work of the Parliament in preparation for the next parliamentary session.

You will be accountable for the performance and delivery of your team by setting a strategic direction, making key decisions and providing authoritative and politically impartial advice. You will demonstrate an acute awareness of political background with the ability to apply this within a high pressured and scrutinised environment.

As an exceptional leader, you will role model the Parliament’s values by empowering your team, acting impartially and exercising sound judgement in everything you do. You will also lead and contribute to parliamentary-wide projects and continuous improvement initiatives and encourage co-operative working, anticipating and resolving conflict and risk effectively.

Main Duties, Skills, Knowledge and Experience

The Parliamentary service is a values led organisation which means our values are at the centre of everything we do. You will be expected to actively demonstrate the standards and behaviours set out in our values throughout the recruitment process.

**The role has three main elements:**

**Head of Team**

Your main responsibilities will involve:

- setting the strategic direction and leading the delivery of a team’s day-to-day business and annual plan (which could include supporting directly committee or plenary business) and taking responsibility for its performance;
- leading, managing and developing colleagues by role modelling the Parliament’s values and supporting your team in demonstrating the standards and behaviours expected of us all; and
- setting the direction of how parliamentary papers and reports are to be prepared and how policy and other advice is provided to MSPs, for example, on the drafting of amendments to legislation, motions and parliamentary questions, and personally contributing to that process.

And in delivering these you will have:

- experience of building high-performing teams and delivering through others using a coaching style of leadership;
About the role

- ability to provide clear strategic and operational direction and ensure corporate values, aims and standards are consistently met; and
- commitment to continuous improvement with previous experience of reviewing processes and improving services in response to feedback from others and best practice.

Leadership member of office and parliamentary-wide service

Your main responsibilities will involve:

- contributing to the effective operation of the office and to the effective delivery of the Parliament’s Strategic Plan and to the allocation of resources on an office-wide basis to deal with corporate priorities;
- establishing effective relationships with MSPs, staff across the Parliament and with external stakeholders, including the Scottish Government; and
- leading and contributing to parliamentary-wide projects and continuous improvement initiatives and encouraging co-operative working.

And in delivering these you will have:

- the ability to work collaboratively with a diverse range of people and organisations to identify approaches that deliver improved outcomes for MSPs and the public in complex policy areas;
- the ability to communicate ideas and enthusiasm about the future of the Parliament confidently and in a way that engages and motivates others; and
- contributing to resource planning and maintaining connections with other offices to deliver assigned office and corporate responsibilities.

Senior Adviser

Your main responsibilities will involve:

- providing impartial, robust procedural and constitutional advice to the Presiding Officer, Committee Conveners and other MSPs on a range of matters relating to parliamentary business, drawing on specialist support from others; and
- assimilating information to identify key issues across complex policy areas and producing reports and other documentation to support scrutiny in the face of competing demands where ambiguity exists in a balanced and persuasive way.

And in delivering these you will have:

- political sensitivity with the ability to apply sound impartial judgement to maintain the confidence of others and a demonstrable belief in the value of democracy and accountability; and
- experience of working in an environment where conflict can emerge, with the ability to both anticipate and negotiate resolution to such conflict.
“As a Clerk Team Leader, I lead the Economy, Jobs and Fair Work Committee team. We support and coordinate the work of the committee and you can see the breadth of work our committee has carried out in its annual report.

This is an exciting time to be joining the team, as we mark 20 years of the Scottish Parliament. There are plenty of opportunities to get involved in parliamentary-wide activities by working closely with senior leaders across the service to set strategic direction and implement corporate change.”
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.

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 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

To apply for this role please submit the following:

• a statement on why you have applied and what interests you, demonstrating why you consider you are suitable for the role, having regard to the Main Duties, Skills, Knowledge and Experience section of this recruitment pack. This should be no more than three sides of A4. All applications are anonymised for the recruitment process.

Candidates who do not already work in the Parliament should also submit a CV which includes your personal details. As part of our approach to diversity and inclusion we use blind sifting in our recruitment process which means your CV will not be shared with the recruitment panel. Therefore the most important part of your application is the statement described above.

To apply please submit your application to jobs@parliament.scot by midnight on Sunday 28 April 2019.

Please also complete and return the Diversity Monitoring form

Completed applications, including the Diversity Monitoring form should be emailed to jobs@parliament.scot

Contact points for candidates

Should you wish to have an informal discussion about the role please contact Susan Duffy on (0131) 348 5201 or email susan.duffy@parliament.scot or Tracey White on (0131) 348 5173 or email tracey.white@parliament.scot

If you have any queries about any aspect of the selection process, please contact Amber Barron on (0131) 348 6874 or email amber.barron@parliament.scot

Recruitment Process

The competition is being run in accordance with the SPCB Recruitment Policy and Procedure.

The HR team will acknowledge your application and advise you of the outcome of the sift meeting.

Successful candidates at the sifting stage will be asked to participate in an EQi assessment. Candidates will be invited to complete a questionnaire online, the outputs of which will be explored during a discussion of approximately 1-2 hours with a trained assessor.

The discussion will take place week commencing 20 May and you will need to be flexible about setting aside time in your diary to do this. The assessment does not lead to a pass or fail decision; rather, it is intended to highlight areas of strengths and possible concerns which the panel can probe at interview.

Interviews are planned to take place week commencing 27 May.

Feedback will only be provided if you attend an interview or assessment.
Summary of terms and conditions of employment

Salary

Minimum starting salary for this post is £53,196 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.

<table>
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<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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The salary range for this post is shown below:

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, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hours week, excluding breaks.

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 and you will normally be expected to take annual leave during recess periods. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

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 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. 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.