Permanent Entry Level Analyst Developer  
Full time, although job share applications welcome 
Salary Range: £21,837 to £25,641 
Location: Holyrood, Edinburgh

The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Parliament’s Business Information Technology Office (BIT) develops and maintains the IT applications, infrastructure, solutions and services that support the business of the Parliament and its Members. We support about 1250 network users, mostly at Holyrood, but also in more than 100 local offices.

You will be joining the Application Support & Development team whose primary functions are to develop, support and maintain the existing application landscape to support the needs of the business. This is an entry-level position where the successful individuals will be expected to develop into the role as they will be given an opportunity to apply skills and knowledge in a real business environment. We will provide you with a mentor and excellent learning and development opportunities to enable you to grow in the role.

**Duties**

Reporting to their Line Manager within the Applications Support and Development team, the post holder will;

- Assist with the support & development, maintenance, testing, delivery, documentation, planning and analysis of software applications which enable and support the goals of the Parliament.

- Assist with the designing, documentation and modification of software specifications and data solutions throughout the full application life cycle.

- Work closely with customers, other stakeholders and team members to understand business requirements and the design of quality technical solutions.

- Maintain a current view of technologies already in use within the development area.

- Assist with the identification of new technologies to be used to support parliamentary business.
Skills, Knowledge, Qualifications and Experience Required

You must have at least an HNC or HND (SCQF level 7 or 8/ SVQ level 4) in a relevant subject (e.g. software development, computing etc).

This is an entry-level post so we are not expecting applicants to have experience in working in a similar role outside of any coursework you may have undertaken. However, any real-life experience you have in this type of role will be advantageous.

You must also be able to demonstrate the following skills and knowledge:

1. Software Development Process
   - Knowledge/awareness of the software development life cycle including the analysis, design, development and release of new and enhanced business solutions.
   - Knowledge/awareness of software testing and the release management process including designing test plans.
   - Knowledge/awareness of technical roles performed within Projects and Project Management methodology.
   - Knowledge/awareness of Planning and Estimating and its importance in the workplace in managing resources.
   - Knowledge/awareness of how to evaluate and select appropriate tools/technologies to perform tasks in support of the business.

2. Technical Skills
   - Knowledge and some experience of developing with .NET development framework.
   - Knowledge and some experience of using SQL Server or similar Database technology.
   - Knowledge of object-oriented software design.

3. Problem Solving and Decision Making
   - Ability to investigate a problem or issue and, with some assistance, deliver a resolution to meet a specific need.
   - Ability to evaluate complex and ambiguous information and then assist in the development of a coherent plan of action utilising good organisational skills.
   - Completer/finisher able to see work through to completion.

4. Communication and Customer Engagement
   - Good communication and interpersonal skills.
   - Ability to multi-task on several activities keeping stakeholders informed of progress.
   - Ability to communicate effectively both orally and in writing.
   - Ability to effectively share information as the business requires.
   - Ability to recognise prioritisation of activities against business needs.
5. Team Working & Collaborative Working

• Experience of working within a team environment.
• Flexibility in terms of taking on different team roles.
• The ability to form effective working relationships within your team and when working with teams involving colleagues from across the organisation.

Your application should provide evidence demonstrating the skills, knowledge and experience as described above.

How to Apply

The first stage of the recruitment process requires you to submit your CV and a covering statement of (no more than 1 page) demonstrating the skills and experience required for the role to jobs@parliament.scot by 5 pm on Monday, 5 November 2018. We will only consider applications that include a covering statement.

As part of Stage 1, please also complete our Equal Opportunities Monitoring Form and submit along with your CV and statement. The next stage will be an interview where you will be asked to provide further evidence of the skills, knowledge and experience for the role.

Please note that interviews will take place on Thursday, 29 November 2018, however, this date may change.

Reserves

We may hold a reserve list following the interviews.
Summary of Terms and Conditions of Employment

Salary

Minimum starting salary is £21,837 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 full-time salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2 (Max)</th>
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<tbody>
<tr>
<td>£21,837</td>
<td>£23,199</td>
<td>£25,641</td>
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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 and you will be required to work within these arrangements.

This can mean that during periods when the Parliament is sitting, there will be a requirement to provide technical support for some of the key services outwith the normal business support hours (8am – 6pm). This is likely to mean some ASD staff maintaining a support service up to 8pm during core business days (currently Tuesdays, Wednesdays & Thursdays) on a rota basis.

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 1,623.6 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 will be 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.

Pension

Unless you 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 your Civil Service pension. More information can be found on the Civil Service Pensions website at [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 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 carry 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 Employee Handbook for full details of our terms and conditions of employment.
Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.