Sub-Editor

Recruitment Pack
Welcome from Susan Mansfield, Editor

Thank you for your interest in this role in the Official Report of the Scottish Parliament. It’s a great job that gives you a ringside seat when history is being made, and this is an exciting time to join our organisation.

The Official Report office is made up of a group of creative and diverse professional staff who play a key and impartial role in documenting our democracy and ensuring that all voices are heard.

The Official Report is now produced and published electronically and used both contemporaneously and historically. We have plans for some exciting digital developments in the months and years to come.

Our sub-editors come from a range of backgrounds: academic, non-profits, international development, arms control, IT, translation, technical writing and music. We are united by our love of language, passion for politics and consumption of cake.

We need people who can work flexibly, without fixed hours, who can churn through copy when the pressure is on, who can contribute to the overall running of our office and who can grow themselves and our team of reporters to be the best we can be.

If you feel you have the right skills and experience, and you get a shiver of excitement at the prospect of joining us, then I want to hear from you and I particularly welcome applications from anyone who can increase the diversity of our workforce. Young people and those from a minority ethnic background are particularly under-represented.

Susan Mansfield
Head of Official Report and Editor
About the role

The Official Report produces the substantially verbatim written report of proceedings in the Scottish Parliament and its committees. Substantially verbatim means that repetitions and redundancies are omitted and obvious mistakes are corrected. Official Report staff exercise editorial judgment to convey the spoken word in written text while maintaining the flavour of the speech.

Official Reports for meetings of the Parliament are published throughout the afternoon, and the complete report is available on the website within 3½ hours of meetings finishing. Official Reports for committee meetings are published as soon as possible after the meetings, according to agreed deadlines.

The sub-editor’s role is to prepare and publish high-quality copy to the required standards of accuracy and timeliness; to lead a small group of reporters to deliver their best work; and to participate in the management of the office to enable the office to meet its strategic and operational objectives.

Main duties

Production of the Official Report

- Read reporters’ copy for sense and consistency and its accurate reflection of what took place in the meeting, ensuring that it complies with the Presiding Officer’s definition of substantially verbatim
- Ensure that procedural decisions are accurately noted, that house style is applied and that any grammar, spelling and punctuation errors are corrected
- Give quality feedback to reporters on any good and poor practices that are identified
- Work with other sub-editors and the production manager to ensure that rolling publication deadlines and other scheduled publication deadlines are met or exceeded
- As rostered, act as duty editor by providing guidance and information before and during a meeting of the Parliament or its committees; assume editorial responsibility for the report of a meeting; make the final quality-control check of sub-edited copy; prepare for publication and publish committee and plenary Official Reports according to scheduling deadlines
- Provide guidance to reporters on editorial matters as necessary
- Respond constructively and quickly to queries, requests for change and suggested corrections from members, witnesses and civil servants
- Work with all sub-editors and the quality manager to ensure standardisation of editorial decisions and the development of a consistent style, and ensure that changes in style are implemented
About the role (continued)

- In line with our flexible working model, when rostered, attend committee meetings to log salient information to assist with the accurate reporting of the meeting and prepare loggers notes to give an overview of the meeting; provide reporting cover.

Other tasks

- Coach and line-manage an allocated number of reporters to deliver the office’s operational and strategic priorities in line with the organisation’s values, policies and procedures.
- Hold regular development meetings with reportees to ensure that the department’s continuous improvement programme leads to individual and team development.
- Attend and fully participate in the usually monthly management meetings and support the successful operation of the office.
- Engage effectively with allocated committees, clerks and conveners, reporting work-programme insight to the production manager and customer insight to the editor.
- Encourage new ideas and ways of working, and effectively support their implementation.
- Assist with the recruitment and training of new staff and the in-service training and development of existing staff.
- Undertake other tasks as may be assigned by the editor, which might include contributing to wider corporate priorities, line management, project management, continuous improvement work or leadership of the office.
Skills, Knowledge and Experience

Specialist Professional or Technical Skills

- Excellent editorial, grammatical and comprehension skills, with meticulous attention to detail
- Strong track record of substantially verbatim reporting of speech or editing such reported copy to the highest standards of accuracy and to very tight rolling deadlines
- Good working knowledge of editing publications in a parliamentary or similar context or reporting parliamentary or similar meetings is desirable
- Good IT skills

High Quality Service

- The determination and resilience to work on your own initiative and to deliver results, meeting tight deadlines in a high-volume, high-pressure work environment
- The ability to manage your time and competing priorities and to respond flexibly to change
- A proven track record of exercising sound professional judgment in a timely and constructive manner
- A willingness to learn and develop in the workplace and a customer-focused drive for continuous improvement
- Excellent oral and written communication skills, with the ability to convey information clearly and logically and provide constructive feedback to others

Teamwork and Collaborative Working

- Well-developed team-working and people skills
- Effective, accurate and persuasive communicator
- Ability to relate to others and build trusting relationships
- Ability to coach, support and motivate others

Parliamentary and Political Awareness

- Broad general knowledge and knowledge of the political landscape and current affairs, particularly in Scotland
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](https://www.parliament.scot/about-us) 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](https://www.parliament.scot/about-us/leadership-group) in setting the strategic direction for the parliamentary service and for creating the conditions that help to promote a positive workplace culture. You can read about the [parliamentary offices](https://www.parliament.scot/about-us/parliamentary-offices).

Our vision is clear: to make a positive difference to the lives of the people of Scotland. That 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](https://www.parliament.scot/about-us/strategic-plan) sets out our aims and priorities and the [delivery plan](https://www.parliament.scot/about-us/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 interrelated. That 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](https://www.parliament.scot/about-us/diversity-and-inclusion-strategy) 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, 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 that approach.

We are committed to building a workforce that 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 that 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 underrepresented 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 process requires you to complete the application form and editing assessment and return it, as a scan or photograph, with your diversity monitoring form, by email to jobs@parliament.scot by midnight on Monday 11 March 2019.

When you submit your application, you should receive an automated acknowledgement. If you don’t receive this automated acknowledgement within 24 hours of submitting your application, please contact us. Applications from Gaelic speakers are welcome.

If you pass the editing assessment, your application form will be reviewed. Each application is given a score and a shortlist is agreed by the selection panel. The applicants who receive the highest scores will be invited to the next stage, which takes place at an assessment centre (with the exception of candidates who apply under the Disability Symbol Scheme who may be invited if they receive the minimum acceptable score).

At the assessment centre, you will be asked to complete an editing assessment under exam conditions. The assessment will ascertain your ability to sub-edit or be trained to sub-edit to our standards, and it might form the basis of some interview questions. Each assessment will be given a score, and the applicants who receive the highest scores will be invited to the next stage, which is an interview (with the exception of candidates who apply under the Disability Symbol Scheme who may be invited if they receive the minimum acceptable score).

Candidates invited to an interview might be asked to make a short presentation on a topic, of which they will be notified in advance. As with previous stages, each candidate is given a score, which might include a score for their editing assessment, and successful candidates will either be offered a role at that time or be put onto our reserve list, which will be kept for 12 months.

Key dates (may be subject to change)

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Closing date</td>
<td>Monday 11 March</td>
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<tr>
<td>Invitation to assessment centre</td>
<td>Thursday 28 March</td>
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<tr>
<td>Assessment centre</td>
<td>Week beginning 8 April</td>
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<tr>
<td>Invitation to interview issued</td>
<td>Wednesday 24 April</td>
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<tr>
<td>Interview</td>
<td>Week beginning 6 May</td>
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<tr>
<td>Appointments made</td>
<td>Monday 13 May</td>
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<tr>
<td>Start of training programme</td>
<td>Tuesday 3 September</td>
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Training
Successful applicants will benefit from a bespoke training programme starting on Tuesday 3 September (excluding recesses). This may comprise a combination of group work, classroom-based and on-the-job training. Appointees may require to attend work Tuesday to Thursday during approximately the first three months of training. On the job you will have access to a variety of learning and development opportunities as part of your own personal development plan.

Contact
For any questions about the post, please contact Susan Mansfield, Editor, by email, susan.mansfield@parliament.scot, or telephone 0131 348 6230.

Closing date for applications: midnight on Monday 11 March 2019.
Summary of terms and conditions of employment

Salary

Minimum starting salary is £42,066 per annum, pro rata, 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</th>
<th>Year 3 (Max)</th>
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<tbody>
<tr>
<td>£42,066</td>
<td>£44,927</td>
<td>£47,788</td>
<td>£52,679</td>
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As this post is part time, and term time (24 hours a week for 36 weeks of the year), the pro rata starting salary for this post is £22,385.60 per annum.

Hours

It is important to note that we are looking for people who can work approximately three days a week, ideally over Tuesday to Friday, when Parliament is sitting (usually 36 weeks a year). You'll need to be able to work into the evening as required and be comfortable that your finish time is rarely fixed: the working day for sub-editors can finish up to 3½ hours after the close of plenary business although you'll typically only be rostered that late once a week. Leave cannot usually be taken in sitting weeks and in these posts your leave allocation is included in the pro rata salary. We have both permanent and temporary opportunities. The temporary appointments are expected to be for a period of two years and anyone appointed to a fixed term contract may have their contract extended or made permanent. A reserve list will be kept should further vacancies arise within the next 12 months.

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 work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As this post is part time and term time, your annual leave is taken during non-working weeks.

Pension

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 while 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 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.