Clerk/Chief Executive

Recruitment Pack
“Being the Clerk/Chief Executive of the Scottish Parliament is a wonderful job. Every single day I have the opportunity to engage alongside a committed, enthusiastic workforce who rise to every challenge that is put before them. The variety of the role never ceases to amaze me from dealing with queries from Members around constitutional and procedural issues to advising on the arrangements for a Royal or presidential visit. I would never have thought I would have had the opportunity of working in an iconic building where Members, staff and the public mingle together on a day to day basis, adding to the unique nature of the job.

The Parliament is now held in high regard by the people of Scotland and I am proud to have been part of that knowing that the Parliament can and does make a difference. I am sure my successor will relish the challenge of being Clerk and Chief Executive of the Scottish Parliament every bit as much as I have”
About us

The parliamentary service of over 500 people and an annual budget of £50m 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 the Clerk/Chief Executive. The Clerk/Chief Executive 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 find out more about what we do in our overview of 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.

How we deliver these priorities is important to us and is reflected in our organisational values of Stewardship, Inclusiveness, Excellence and Respect. Each of our values is underpinned by a number of linked behaviours and our Values and Behaviours Framework represents the expectations we have of ourselves and each other.
Welcome from Rt Hon Ken Macintosh MSP, Presiding Officer

Thank you for your interest in applying for the position of Clerk/Chief Executive and the vital role of leading the Scottish Parliamentary Service.

As you will know, this year marks the twentieth anniversary of the Scottish Parliament and we are looking to build on the achievements of the past two decades. More powers, particularly over income tax and social security, herald a further substantial expansion in the role of the Parliament and its potential impact on people’s lives. We need to rise to that challenge whilst continuing to reform how Parliament works, focussing on improving our capability and ensuring the Parliament remains outward looking and in touch with all the people that it represents.

Brexit continues to dominate the political landscape and we need to be agile in responding to any issues which emerge as a result, ensuring Members of the Scottish Parliament are well supported in carrying out their demanding responsibilities.

Scotland’s constitutional future will also continue to be a substantial issue for the remainder of this current session and beyond, another subject matter which can be politically very divisive. Whatever the topic, the Scottish Parliament needs to show leadership in maintaining respectful public debate and to be a trusted source of balanced, impartial and factual information.

Our staff here at the Parliament pride themselves on providing the highest quality of service and there is an expectation that we will continue to focus on improved staff collaboration, further investment in our business resilience, and in a programme running over several years to develop our skills and knowledge. As you might imagine, public sector finances remain constrained and so our efforts to continuously improve and to take advantage of new digital opportunities take place against a backdrop of requiring further efficiencies.

All of this makes for a demanding task ahead, but one which should also prove to be very stimulating, enjoyable and productive. Thank you once more for your interest and I look forward to receiving your application.

Ken Macintosh
About the Role

The Clerk/Chief Executive leads the Scottish Parliamentary Service, which is responsible for delivering all services to the Parliament and its Members, and is the principal adviser on procedural and constitutional matters. The role is the main link between Members and officials, promoting positive and open communication and ensuring strategic priorities are implemented in an appropriate and accountable manner. A key activity of the post is to promote the role of the Parliament by cultivating strategic partnerships nationally and internationally.

The Clerk/Chief Executive is also the principal accountable officer, with personal responsibility for the propriety of the Scottish Parliamentary Corporate Body’s finance and for efficient and effective use of all related resources. The role focuses upon forward planning, overall organisational performance and promotion of the cultural change necessary to achieve all round service excellence. The post is responsible for the performance management of senior staff, ensuring that they have work programmes and targets and that appropriate control mechanisms are in place.

We are looking for an exceptional Clerk/Chief Executive focussed not only on delivering the highest quality of services but also on maintaining and developing a highly skilled and motivated workforce and people we work with. A resilient leader who has a clear vision and sense of purpose, creating a pride and passion for the Parliament by encouraging fresh ways of thinking to deepen our understanding of the communities and people we work with.

You will bring a highly successful track record of operating in politically complex settings and building consensus in often pressured and politically sensitive circumstances.

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role and you will be expected to actively demonstrate the standards and behaviours set out below.
Main Duties and Key Requirements

**Stewardship**: Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main duties will involve:

- Acting as the principal adviser to the Presiding Officer and the SPCB on political and parliamentary matters, including clerking plenary meetings and advising on constitutional matters
- Ensuring that the Parliament’s interests are represented, including chairing and attending meetings with internal and external parties and delivering difficult messages when required to high level audiences
- Ensuring that all corporate policies, standards and statutory and compliance frameworks are implemented throughout the organisation, whilst delivering high quality services to Members.

And in delivering these you will have:

- High levels of political and organisational judgement to maintain the confidence of the Presiding Officer, the SPCB and Members and a strong belief in the value of democracy and accountability
- Significant experience of confronting issues and challenging assumptions at the highest levels, no matter how uncomfortable, in an assertive yet constructive way
- Significant experience of analysing highly complex issues where material is conflicting and drawn from multiple sources

**Excellence**: Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main duties will involve:

- Setting clear and focused strategies within a complex and political environment and securing continuous improvement outcomes within transparent, accountable and robust frameworks
- Nurturing a performance culture which gives colleagues the space and authority to achieve expected outcomes, whilst holding them accountable for the delivery of results, including effective use of resources and service excellence
- Overseeing the delivery of Parliamentary-wide activities and/or politically sensitive issues and ensuring that risks are identified and mitigated effectively to maintain the reputation of the Parliament

And in delivering these you will have:

- Significant experience of anticipating future trends and consequences and identifying how this relates to the Parliament’s vision and plans
- Demonstrable experience of anticipating and responding to emerging needs and organisation risk in a proportionate way, including good governance arrangements and strategic resource and financial planning
- Outstanding mentoring and coaching skills, inspiring senior colleagues to deliver sustainable high-performance results in line with the Parliament’s purpose and values
Inclusiveness: Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main duties will involve:

- Encouraging Leadership Group colleagues to adopt a collective leadership approach to delivering strategic plans in line with our aims and values
- Ensuring effective systems of communication so that all colleagues understand the strategic aims and priorities and can contribute effectively to their achievement
- Building a diverse network of professional relationships across the highest levels to further the work of the Parliament and improve outcomes for its Members

And in delivering these you will:

- Inspire others to consider the individual needs of people when designing and developing service delivery, focusing on their outcomes, and delivering in a way that creates a joined up parliamentary service
- Have an acute understanding of the sensitivities of issues such as human rights and equalities and the potential impacts they may have on Parliament, its Members and on the parliamentary service
- Apply a creative and collaborative approach, nurturing a culture where all colleagues feel empowered and safe to challenge and make a full contribution

Respect: Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main duties will involve:

- Promoting a positive and open communication between Members and colleagues and ensuring relationships are maintained and issues dealt with promptly
- Chairing the Management and Trade Union Partnership Board and maintaining our excellent record of effective employee relations and partnership working
- Championing a clear commitment to diversity and tackling exclusion, and ensuring that health, safety and wellbeing of all colleagues is valued across the Parliament

And in delivering these you will have:

- Experience of creating an inclusive and collaborative working culture which values diversity and encourages openness, approachability and sensitivity
- Proven track record of working inclusively with a diverse range of people and groups and providing leadership on issues to promote equality of opportunity
- Demonstrable experience of leading good employee and industrial relations in a complex and political environment

This role profile is not exclusive or exhaustive. It is intended as an outline indication of the areas of responsibility and may be amended in light of the changing needs of the organisation.
How to apply

If you wish to apply for this position please complete the online application process.

You will be required to submit the following:

- A comprehensive CV (maximum two sides of A4) setting out your career history, responsibilities and achievements, and current salary details (in confidence); and
- A supporting statement of no longer than 1000 words outlining your suitability for the post with reference to the key requirements outlined above. Your application must be submitted by **12 noon on Monday, 19 August 2019**. The supporting statement is an important part of your application and has equal weighting as your CV. The supporting statement will also form part of the overall assessment process.

Please note that the CV and statement must be uploaded as one document (maximum 1MB)

Should you wish to have an informal discussion about the role please contact Alan Balharrie, Group Head of HR and Digital Services on (0131) 348 6535 or email Alan.balharrie@parliament.scot.

For any other queries on the recruitment process please contact Vicky McSherry, Human Resources Manager, on (0131) 348 5350 or email Vicky.mcsherry@parliament.scot.

Recruitment Process

This competition is being run in accordance with the Scottish Parliamentary Corporate Body's Recruitment Policy and Procedure.

You will receive an acknowledgement of your application via the online process. The shortlist meeting will take place on 2 September 2019 and you will be informed of the outcome as soon as possible thereafter. Panel interviews will take place on 4 and 7 October 2019. There will be a requirement to undergo further assessments either prior to or around the time of the panel interviews and further information on this will be provided to those candidates who are shortlisted.

Feedback will only be provided on request to those who attend interview.
Our commitment to an inclusive workforce

We are committed to increasing the diversity of our parliamentary service so that we can benefit from the broadest range of perspectives, backgrounds, skills and experience. As part of our Diversity and Inclusion Strategy we are actively pursuing the 50:50 by 2020 target; have established new diversity and inclusion networks; and built diversity and inclusion into our recruitment approach.

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.
Summary of terms and conditions of employment

Salary

Minimum starting salary for this post is 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 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</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>£140,112</td>
<td>£143,574</td>
<td>£147,122</td>
<td>£150,757</td>
<td>£154,485</td>
<td>£159,641</td>
</tr>
</tbody>
</table>

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 hour week, excluding breaks. 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 is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting.

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.
**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 employee handbook for full details of our terms and conditions of employment.