Delivering for Excellence

Head of Office, SPICe
(Scottish Parliament Information Centre)

As a Head of Office, you will work in the Scottish Parliament Information Centre (SPICe) and be jointly responsible for managing the provision of research to MSPs, their staff, parliamentary committees and Parliament staff. You will have advanced information management or research skills, relevant to a subject area devolved to the Parliament.

Being forward thinking and having a creative mindset are essential. You will have the confidence and ability to manage a multi-subject team of researchers and information specialists in your operational remit.

As an experienced manager you will be accountable for the performance and delivery of your team by setting a strategic direction, making key decisions and ensuring the delivery of high-quality outputs and services. You will demonstrate an acute awareness of political background with the ability to apply this within a scrutinised environment.

As an exceptional leader, you will empower those reporting to you, acting impartially and exercising sound judgement in everything you do. You will also lead and contribute to parliamentary-wide projects and continuous improvement initiatives encouraging co-operative working, anticipating and resolving conflict and risk effectively. You will be able to work under pressure and to tight deadlines whilst ensuring priorities are aligned to strategic objectives.

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 in the Main Duties and Key Requirements.
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 responsibilities will involve:

- Working with other SPICE office heads to set strategic direction to inspire and motivate team members to deliver high-quality, impartial and impactful services;
- Leading a multi-subject research team to support innovative scrutiny of government and policy making, to grow SPICE’s reputation as a source of trusted and valued information;
- Supporting research leads to deliver high-performance results, including providing leadership in complex, contested or politically sensitive matters.

And in delivering these you will have:

- A thorough understanding of current political issues and the opportunities and challenges as they relate to SPICE;
- Ability to exercise sound judgement in a heavily scrutinised and political environment to deliver impartial and impactful research to MSPs, Committees and officials; and
- Advanced information management/research skills, relevant to a subject matter devolved to the Parliament

**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 responsibilities will involve:

- Working with other SPICE office heads to set plans, including carrying out workforce planning and budget management to ensure resources meet business needs;
- Leading change management or continuous improvement projects, including the design of new value-added products and services;
- Demonstrable commitment to your own continuous professional development (CPD) and supporting others to do the same to deliver high-performance for the wider benefit of the Parliament.

And in delivering these you will have:

- Proven ability to manage projects, work under pressure, prioritise, schedule and balance workloads in the face of conflicting and uneven demands and to prioritise your workload and those of others;
- Commitment to continuous improvement with previous experience of reviewing processes and improving services in response to feedback from others and best practice; and
- Ability to lead others in situations where ambiguity exists, seeking their contribution to analyse problems and develop innovative and workable solutions.
**Respect:** Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Establishing effective relationships and working closely with colleagues across the parliamentary service, recognising the value of their strengths, skills, experience and knowledge;
- Developing an effective network to ensure working relationships are maintained and issues are dealt with promptly; and
- Championing a clear commitment to equality, diversity and tackling exclusion.

And in delivering these you will have:

- A coaching style of leadership, inspiring team members to deliver sustainable high-performance results in line with the Parliament’s purpose and values;
- Experience of creating an inclusive and collaborative working culture which values diversity and promotes equality of opportunity; and
- Ability to inspire others to consider the needs of end-users when designing and developing services, with a focus on outcomes.

**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 responsibilities will involve:

- Taking an active role as a senior manager and leader in the parliamentary service, working collegiately to deliver effective and efficient services in line with our strategic priorities;
- Developing and maintaining relationships with our external partners to ensure to support the delivery of high-quality research and service excellence; and
- Representing the Parliament at external events and networks to increase the visibility and profile of SPICe.

And in delivering these you will have:

- Track record of working collaboratively with others, including those outside of your line management, and willingness to share knowledge and information to improve parliamentary services;
- The ability to communicate ideas and enthusiasm about the future direction of SPICe and its services in a way that engages and motivates others; and
- An ability to look beyond the Parliament’s boundaries to anticipate future trends in research and identify how these can improve SPICe.
Getting in touch

If you would like to have an informal discussion about the role please contact Callum Thomson, Group Head of Research, Communications and Public Engagement on (0131) 348 5253 or email callum.thomson@parliament.scot

For any queries on the recruitment process, please contact Amber Barron, HR Adviser, on (0131) 348 6874 or email amber.barron@parliament.scot

Terms and conditions of employment

Salary

The minimum starting salary for this post is per annum, paid monthly by bank credit transfer. You’ll 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>Year</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Minimum</td>
<td>£55,617</td>
</tr>
<tr>
<td>Year 1</td>
<td>£57,192</td>
</tr>
<tr>
<td>Year 2</td>
<td>£60,132</td>
</tr>
<tr>
<td>Year 3</td>
<td>£63,070</td>
</tr>
<tr>
<td>Year 4</td>
<td>£68,654</td>
</tr>
</tbody>
</table>

Hours

The way the Parliament works means that you may 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’ll be required to work within these arrangements.

Considering your individual working pattern, you’ll 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’ll 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’ll 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.

**Benefits**

We offer excellent benefits including:

- opportunities for flexible working during your working week
- option to join the Civil Service pension arrangement
- comprehensive development programmes and
- access to a range of health and wellbeing initiatives including access to confidential counselling and information services, cycle to work scheme, an onsite gym facility and corporate gym membership at discount rates.

Full details can be found [here](#).

**Pension**

Unless staff choose otherwise we offer the opportunity to join the Civil Service pension arrangements. We'll 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. You’re free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

**Travel and other expenses**

We pay travelling and other expenses if you incur them whilst on official duty. 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 6 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. 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’re successful at interview, you’ll be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment, 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’s also to find out if we need to carry out any adjustments to help you do your job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. The 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**

You must 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.

There are no nationality restrictions on who the SPCB employs.

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.