

## Delivering for Excellence

### Permanent Senior Assistant Clerk, Grade 5, Internal Candidates only

The 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.

**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 (depending which Office you are based in) will involve:

- Assimilating information to identify key issues across complex policy areas and producing reports and other documentation, in a balanced and persuasive way, to support scrutiny.
- Providing accurate procedural advice on complex rules and procedures for MSPs including Committee Conveners and the Presiding Officer.
- Supporting the preparation of motions, amendments, Parliamentary Questions and petitions to ensure they comply with the Parliament's rules and procedures.

And in delivering these you will have:

- Political sensitivity with the ability to apply sound impartial judgement to maintain the confidence of others.
- The ability to provide clear, consistent, accurate and coherent advice (both written and verbal), typically in formal environments,

**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:

- Collaborating with colleagues to plan and deliver campaigns to support public engagement and to promote the committee's work.
- Leading and contributing to parliamentary-wide projects and continuous improvement initiatives and encouraging co-operative working.
- Advising, influencing and, often, persuading others to adopt approaches they don't, at first, agree with.

And in delivering these you will have:

- Excellent organisational skills including the ability to prioritise and meet competing deadlines across many different work streams.
- The ability to communicate ideas and enthusiasm about the future of the Parliament confidently and in a way that engages and motivates others.

where often ambiguity exists and sometimes under intense pressure.

- The ability to write concisely, convincingly, accurately and appropriately for the audience.

- The ability to influence and persuade others.

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

Your main responsibilities will involve:

- Establishing effective internal and external relationships and working closely with colleagues, recognising the value of their strengths, skills, experience and knowledge.
- Liaising with internal and external contacts including the Scottish Government, and co-ordinating the efforts of colleagues to ensure work is being delivered against expected standards and timescales.

And in delivering these you will have:

- The ability to build and maintain effective relationships based on good communications and constructive contributions with experience of influencing and persuading decision-makers (including experience of working in an environment where conflict can emerge, with the ability to both anticipate and negotiate resolution to such conflict).
- The ability to work inclusively with a diverse range of people and organisations with an understanding of the needs of the end user. and the ability to find solutions that are acceptable to diverse groups with conflicting interests and needs.

**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:

- Managing others through effective leadership, setting a positive example and delegation; you may also be required to lead a team.
- Contributing to resource planning and leading on assigned office wide or corporate responsibilities.

And in delivering these you will have:

- A coaching style of leadership which empowers and encourages high performance and creativity, encouraging colleagues to perform to the best of their ability.
- A proactive and collaborative approach with the ability to drive forward specific activities and projects as part of an overall programme of work ensuring the delivery of team and organisational objectives.

## Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required and have passed their probation.
- Agency workers engaged by the SPCB who fall within the scope of the Agency Worker Regulations; have been on assignment for 6 months by the advertised closing date; and provided their assignment will continue for the period of the recruitment exercise. Any appointment will be subject to the satisfactory completion of our pre-employment enquiries. Agency workers should also seek permission from their line managers before applying.

If you have any questions about your eligibility to apply for this vacancy, please contact the HR Office on 86500.

## Other information

Line managers are asked to bring this advert to the attention of their staff (particularly those on leave or those who may not have access to the website) as soon as possible and certainly before the closing date for receipt of applications. It would be helpful if line managers ensure that all staff have access to a PC to enable them to complete their application and that staff are given a reasonable amount of time to complete it.

We intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [HR Workers Privacy Notice](#)