

Delivering for Excellence

Permanent Assistant Clerk, Grade 4, 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:

- Production of impactful committee reports/papers or policy/procedural papers
- Accurate and time-efficient papers, agendas, minutes and correspondence to deliver the team's work
- Providing procedural advice 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 Parliaments rules and procedures
- Assisting in the handling of Bills

And in delivering these you will have:

- A strong understanding of the work of the Scottish Parliament and the role of MSP
- The ability to gain credibility with MSPs by exercising sound political and organisational judgement
- High standards of accuracy and attention to detail

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:

- Leading on discrete pieces of work, including policy, procedure, and public engagement.
- Collaborating with colleagues to ensure high quality outputs, delivered in time-pressurised circumstance

And in delivering these you will have:

- The ability to build and maintain effective relationships based on good communications and constructive contributions
- The ability to find solutions that are acceptable to diverse groups with conflicting interests and needs
- An eye for efficiency prioritising value-added work
- A keen interest in the governance of Scotland and the work of the Parliament, and how different elements of the parliamentary service work together.

- The ability to write clearly, persuasively and appropriately for the audience

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 work inclusively with a diverse range of people with an understanding of the needs of the end user when developing services
- The ability to convey accurate information where ambiguity exists in a balanced but persuasive way

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 and delegation
- Contributing to the strategic development of the Parliament's core parliamentary function; continuous improvement in the clerking function; 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 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 to hold a reserve list following interviews.

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