

# Delivering for Excellence

## Assistant Private Secretary, Grade 3

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.

### 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:

- Providing a proactive support service to enable the Clerk/ Chief Executive and Deputy Chief Executive to fulfil their roles
- Supporting the handling of confidential, novel and contentious issues that may impact the reputation of the Parliament
- Contributing to the development of your role and the service provided by the Team and inputting to parliament wide projects and programmes

And in delivering these you will have:

- Knowledge of how the Parliament functions and of the political, constitutional and cultural context within which the Parliament operates
- Good judgement to support decision making, the ability to operate at pace, and ensure that the highest standards of confidentiality are maintained
- A pro-active approach to developing processes and systems which improve service delivery and a commitment to your own personal development

## 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:

- Providing proactive diary management for both the CE and DCE, balancing regular commitments, with new, unexpected and emerging priorities, and protecting time for preparation, ensuring their time is focused effectively
- Providing proactive correspondence management for both CE and DCE, actively managing and monitoring mailboxes, commissioning and drafting responses and prioritising effectively
- Preparation for all CE and DCE external and internal engagement, commissioning and providing briefings, speeches, etc, arranging travel and attending alongside CE and DCE to provide on the day support when required, including taking minutes

And in delivering these you will have:

- Well developed organisational skills with experience of operating in fast-paced environment, managing conflicting priorities and resolving competing demands
- Excellent attention to detail, alongside good written and verbal communication skills
- Good planning skills, with the ability to work proactively to anticipate needs ahead of time

## Respect

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

Your main responsibilities will involve:

- Developing effective relationships with senior colleagues across the organisation and with your counterparts externally
- Working collaboratively across the organisation to ensure the best advice is given at the right time to the CE and DCE
- Ensuring that you take into account equality, diversity and tackling exclusion in all your work

And in delivering these you will have:

- Well-developed interpersonal skills, with the ability to form trusted relationships with senior colleagues and stakeholders
- The ability to work collaboratively across the organisation, demonstrating an inclusive approach
- A commitment to equality, diversity and tackling exclusion

## 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:

- Working closely with the Head of Operations and wider CE office team to support the CE and DCE in fulfilling their responsibilities
- Playing a flexible role in both the Chief Executive Office and the wider group, to ensure the work of the office and group is undertaken effectively
- Developing a deep knowledge of the styles of working of both the CE and DCE to ensure you can provide the best possible support service

And in delivering these you will have:

- A confident manner, and be able to constructively engage with and challenge colleagues at all levels
- A flexible, adaptable approach to work, being able to change focus quickly and effectively
- Ability to develop trusted and respectful relationships and tailor and adapt your way of working