

Delivering for Excellence

Administrative Assistant, Grade 2

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:

- Taking ownership for delivering administrative processes from end-to-end, including compiling information; formatting and proof-reading documents and correspondence; and maintaining and publishing online content
- Mailbox management for the DCE, LT secretariat and central ODCE account including email prioritisation; escalating contentious issues and issuing communications

And in delivering these you will have:

- Sound analytical skills and good judgement to inform decisions both about your own responsibilities and those of others
- The ability to approach problems you face in a politically sensitive way, always maintaining confidentiality and ensuring the security of data

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:

- Using your IT and digital skills to enhance how you carry out your role and support the work of your team, including daily use of Microsoft Office packages and applications
- Preparing information and documents to set deadlines for the corporate governance frameworks, including monitoring procedures, recommending changes and efficiencies for continuous improvement

And in delivering these you will have:

- The ability to take on new or additional responsibilities to further own development, including trying new ways of working and embracing technology
- The ability to balance and prioritise competing demands with the foresight to plan ahead and anticipate workload peaks

Respect

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

Your main responsibilities will involve:

- Diary management to the DCE including managing an effective tracker and 'bring-forward' system - organising relevant documents and information to ensure DCE is prepared for all commitments, meetings and other appointments
- Being a proactive Data Protection Action Officer and documents and records management contact. Communicating information and providing support to team members; devising efficient systems and/or using corporate systems effectively to ensure data and records are accurate and accessible in accordance with the Parliament's Information Governance frameworks

And in delivering these you will have:

- An ability to take account of others' needs when delivering a service and uses a proactive approach to ensure expectations are being met
- Openly shares knowledge and skills to help other members of the team to develop and is approachable and sensitive towards others

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:

- Arranging meetings and other appointments, drafting agendas, briefings, taking and issuing notes/minutes, maintaining trackers and providing additional administrative assistance
- Organising travel and accommodation; producing travel itineraries, and processing travel and expenses claims on DCE's behalf. Processing payment of other goods and services. Using the parliament's financial management systems and assisting in office budget management

And in delivering these you will have:

- Excellent time management and organisational skills and ability to work under pressure and to tight deadlines to meet team's service level agreements
- The ability to explain or pass on complex or detailed information precisely and clearly to a diverse range of people, at different levels, demands and requirements

Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required. If you have worked for the SPCB for less than 6 months you will be required to seek permission from your line manager before applying. You will be expected to complete your probation period in your new role.
- Candidates in our Admin Resourcing Pool, who have passed a recruitment board and are eligible to apply for our posts.
- Agency workers engaged by the SPCB who fall within the scope of the Agency Worker Regulations 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 People & Culture 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/do not intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [People & Culture - Worker Privacy Notice](#)