

Delivering for Excellence

Head of Scrutiny, Grade 7

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:

- Leading and directing, or personally undertaking, a range of activities, some of which may be considered complex and politically sensitive as well as being novel and contentious in nature.
- In collaboration with other Group Heads in the Directorate, be proactive and innovative in finding creative solutions to strengthen scrutiny arrangements, with a view to enhancing the status and reputation of the Parliament.
- Providing direct support to the Deputy Presiding Officer in setting the strategic direction of the Conveners Group, developing its agenda and managing its operations.
- Ensuring a robust management structure is in place within your operational areas with effective performance, financial governance, scrutiny and assurance, including measuring effectiveness and efficiency of services, holding staff to account, and implementing strategies to improve service delivery.
- In collaboration with the Head of Legislation & Parliamentary Operations, ensuring a Parliament-wide business continuity plan is in place, tested and effective to address any loss of legislative and parliamentary business services, ensuring timeous resumption and ultimately full recovery.

And in delivering these you will have:

- Ability to operate effectively in a complex, high-profile environment, constantly under media and public scrutiny.
- Ability to effectively translate and accurately communicate business implications at the most senior levels across non-technical stakeholders, and respond to challenge under constrained timescales.
- Ability to encourage an evidence-based approach to problem solving and critical evaluation of current approaches to deliver high levels of performance and continuous improvement.

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 the Clerk/Chief Executive, Presiding Officers, Director of Parliamentary Business and others with policy and advice in respect of responsibilities falling within your operational area.
- Leading on complex and diverse agendas, whilst gaining the co-operation and agreement of stakeholders, to deliver on the functions of the business areas and their strategic goals
- Leading on, or influencing the delivery of priorities set in the strategic plan, including ensuring that plans and resources are in place to enable the Parliament to scrutinise and respond to constitutional change
- Representing the Parliament with key stakeholders, including government bodies, agencies and other organisations and maintaining links with other parliaments in the UK and across the world to benchmark our services.

And in delivering these you will have:

- Significant experience of developing and implementing strategies and policies, ensuring alignment with organisational priorities
- A high level of interpersonal skills, displaying credibility, influence and political acumen and a passionate advocate for the Parliament and its role within Scotland and beyond
- The ability to make a constructive contribution to strategic planning and problem solving at board level, anticipating and influencing future priorities

Respect

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

Your main responsibilities will involve:

- Leading, managing and developing all staff within your office, promoting excellent relationships within and between services, and ensuring staff can contribute effectively to the achievement of plans within budget.
- Creating positive and supportive teams who consider the diverse needs and feelings of other colleagues, where colleagues feel able to speak up within a psychologically safe environment.
- Championing a clear commitment to diversity and tackling exclusion ensuring that (1) health, safety and wellbeing of all colleagues is valued and (2) scrutiny is enhanced through participative arrangements that are fully aligned with parliamentary business needs.

And in delivering these you will have:

- Resilient mindset with the ability to work well in a fast-changing environment, sometimes under pressure and managing conflicting priorities.
- Sensitivity to the impact of change on staff and stakeholders in a high pressure, political environment.
- A reputation for impartiality and integrity, challenging inappropriate behaviours; and making decisions that promote inclusivity and diversity, and better-informed parliamentary business.

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:

- Being a visible leader who inspires trust, takes personal responsibility for delivering results, and matches resources to strategic priorities to achieve sustainable outcomes.
- Ensuring teams and staff are motivated, developed, and cross-office capability is enhanced so that individual and collective performance meets the needs of the Parliament; and that Members receive proactive, innovative, expert support to enable them to do their jobs to the highest possible standards.
- Developing and maintaining relevant external relationships to the Parliament to ensure our approach and plans are informed by best practice and to collaborate where necessary on delivery.
- Agreeing and monitoring objectives for your direct reports and personal development plans in line with our performance process and acting as a custodian of our strategic aims and values.

And in delivering these you will have:

- Commitment to supporting the development of integrated teams that are empowered to work together supporting the strategic direction of the Parliament.
- Demonstrable ability to listen and communicate effectively to deliver effective engagement with internal and external stakeholders, to achieve improved outcomes in support of the Parliament's strategic objectives.
- Demonstrable ability to give clear direction whilst taking an inclusive approach and maximising the effectiveness of your direct reports.

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; have completed [mandatory training](#); 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 Services Team 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 the [Workers Privacy Notice](#)



The Scottish Parliament
Pàrlamaid na h-Alba