



The Scottish Parliament
Pàrlamaid na h-Alba

Parliament Communications Office (PCO)

Graphic Designer

Recruitment Pack



Welcome from Kirsty Rimmer

Senior Communications Manager, Parliament Communications Office (PCO)

Hello and welcome to the Parliament and Communications Office, an office of about 20 staff. PCO is responsible for delivering a comprehensive and integrated communications function for the Scottish Parliament.

PCO is made up of four small teams and as head of the Marketing and Engagement Team, a team of 6, my role is to ensure that we deliver the engagement needs of the public facing teams within the Parliament and other internal clients and stakeholders.

Working with the Production and Brand Compliance Manager, you will play a key role in embedding this new service within the Scottish Parliament and then using your skills, knowledge and experience to deliver on the digital and print design projects as required by the various internal teams. More information on this background to this role is on the next page.

You will be working with a creative and experienced team in PCO and you will expect to work closely with many teams from across the Parliament to deliver different design solutions.

If you are interested in playing a key role in this new exciting service for the Scottish Parliament we would love for you to apply, or please feel free to get in touch with me for a chat.



Background to the role

Since 1999, the Scottish Parliament has outsourced all of its design requirements to an external design agency. Last year we explored the option of bringing some of this work in-house. We undertook a 9 month pilot to see how this worked – with the majority of work delivered by an in-house graphic designer but continuing to use our external agency when needed.

The pilot was successful; therefore, the Parliament is now looking to fill the post on a permanent basis. This post will be the sole graphic designer within the organisation. The role is varied, covering everything from updating templates, to marketing campaigns to updating existing collateral - but we're looking for someone with experience across different methods of graphic design, but a lot of the work will be focused around digital channels.



This is a full-time role but we are happy to talk Flexible Working

Working in PCO

Michael Peters, Production and Brand Compliance Manager in the Marketing and Engagement Team, explains what it's like to work here

The Parliament and Communications Office was established 2 years ago, bringing together different teams from across the Parliament to create a central communications function for the Parliament. PCO is made up of professionals who worked across areas such as media relations, website and social media and design. It is great having on hand the different expertise to help develop a requirement from the beginning through to final delivery.

Working in the Marketing and Engagement Team, each day is new challenge as you never know what weird and wonderful design solution an office is going to be looking for. I really enjoy that aspect of the job and trying to identify solutions that meet the need.

In this role you will have lots of opportunity to develop your skills, from presenting visuals to clients to time and project management. Working with colleagues from across the Parliament, you will be challenged to produce design solutions that range in formats, subject matters and audiences.

I look forward to working with you as we embed this new service with the organisation and seeing the benefits and opportunities this brings to the internal customers.



Graphic Designer, Parliament Communications Office - Grade 3

Salary range: £32,884 to £40,000

Contract: Permanent

Want to work in one of the most influential places in Scotland? Now is your chance!

We've got an exciting opportunity to work in the Scottish Parliament, in a new permanent role, as the Parliament's Graphic Designer.

You will have experience of working in a graphic design environment, either in-house or an agency.

Working with internal teams, you will create engaging, multi-platform products using a number of different formats - mainly on digital and social platforms but also including leaflets, posters, adverts and web content.

You'll have proven ability and experience in creating engaging content for different audiences and platforms, through the use of Adobe Creative Cloud, specifically InDesign, Photoshop, Illustrator and After Effects.

You will enjoy working in a fast-moving environment and have the ability to think creatively, working collaboratively with colleagues from across the Parliament.

We offer a great range of benefits including: 41.5 leave days (including public holidays), flexible working, paid professional subscriptions, family-friendly policies, Season Ticket advance loans, an onsite gym facility, Health and Wellbeing Schemes including discounted gym membership, a confidential counselling and information service, and the Cycle to Work Scheme.

You'll also have the opportunity to join the Alpha Civil Service pension scheme, where we'll offer you an employer contribution of 27.1% of your basic salary.

For full information about this role and to apply for this job click [here](#). Please visit the recruitment process to further understand [our application process](#) and gain some hints and tips on your application.



This is a full-time role but we are happy to talk Flexible Working

Delivering for Excellence

Graphic Designer, 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. Please visit our [values pages in our Staff Handbook](#).

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:

- Developing new and creative ways of communicating through the use of designed products to suit a wide range of audiences
- Embedding the in-house design function for the Scottish Parliament, taking into consideration the range of needs and requirements of the teams who use the service

And in delivering these you will have:

- Experience of working in a graphic design environment either in-house or an agency
- A commitment to continually developing your knowledge and skills, using current design principles and improving the in-house design function

Delivering for Excellence

Graphic Designer, Grade 3

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:

- Creating engaging design work using a number of different formats, mainly on digital and social platforms but also for print including leaflets, posters, adverts, and designing web content
- Delivering design work in response to internal briefs, to deadline, often working on multiple projects at once with differing priorities
- Providing design advice and high-quality support to all internal clients

And in delivering these you will have:

- Proven ability and experience in creating engaging content for different audiences and platforms, using Adobe Creative Cloud, specifically InDesign, Photoshop, Illustrator and After Effects
- Excellent organisational and planning skills to manage a number of competing work projects with varying deadlines
- Print production knowledge and skills to ensure content is developed and prepared for print

Delivering for Excellence

Graphic Designer, Grade 3

Respect

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

Your main responsibilities will involve:

- Working collaboratively as part of the Marketing and Engagement team with a focus on setting and maintaining professional standards
- Working with colleagues across the Parliament to produce high quality design outputs, considering the different skills and experiences that exist across the organisation
- Ensuring design work is done to a high standard of accessibility

And in delivering these you will have:

- Well-developed interpersonal skills and the ability to develop productive relationships with colleagues
- Experience of working collaboratively across different groups, respecting and valuing colleagues' varying expertise and skills.
- A commitment to equality, diversity and tackling exclusion

Delivering for Excellence

Graphic Designer, Grade 3

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 with internal teams to develop design solutions that meet their needs, taking on their feedback and perspectives
- Working towards goals through a personal development plan and acting as a custodian of our strategic aims and values

And in delivering these you will have:

- The ability to communicate effectively with colleagues across a range of different methods
- The ability to listen and communicate well with internal and external stakeholders

About us

The Parliamentary Service of over 600 people is a high-achieving and professional organisation. We are public servants rather than civil servants; we serve the Parliament and its Members and not the Scottish Government.



The [Scottish Parliamentary Corporate Body](#) is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to David McGill, our Clerk/Chief Executive.

David is assisted by his Leadership Group setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view our Leadership Group in our [organisational chart](#) along with our different Offices.

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do.

We attach great importance to [Diversity and Inclusion](#) and our core values of Stewardship, Excellence, Respect and Inclusiveness form a central part of our working culture.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The [strategic plan](#) sets out our aims and priorities. This provides a set of shared priorities for everyone across the parliamentary service and covers matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.



The Scottish Parliament
Pàrlamaid na h-Alba

We're committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We're committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and minority ethnic candidates who are under-represented at this level. All appointments will be made on merit.



We're committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.