

# Delivering for Excellence

## Senior Researcher, Criminal Justice, Grade 5

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:

- Contributing to the continuous improvement of the policy, research and information services that SPICe provides to Members, parliamentary committees and to the staff of the Parliament
- Using your research skills, working to help the Parliament achieve its corporate objectives, including improving the quality and effectiveness of scrutiny
- Providing high quality written and oral briefing material, including detailed briefings and blog articles in anticipation of parliamentary business, and in dialogue with MSPs and parliamentary committees

And in delivering these you will have:

- A commitment to continuous improvement and positively contributing to and participating in organisation-wide projects and initiatives
- The ability to produce high quality research and policy analysis, communicating complex issues with brevity, accuracy and impartiality, including the ability to produce comprehensive and clearly written briefings in an accessible format
- A commitment to further developing your own knowledge and skills to better provide research and analytical support in relevant subject areas

## 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:

- Delivering high quality analysis to requests from committees, or individual MSPs and their staff, and staff of the Parliament, in all areas of criminal justice
- Developing your own knowledge and skills to better provide research and analytical support in relevant subject areas.
- Taking ownership of your own workload and prioritising work appropriately, including assisting colleagues where needed

And in delivering these you will have:

- Detailed knowledge of the criminal justice policy landscape in Scotland
- The ability to collaborate when working under pressure, and to work on your own initiative to tight deadlines
- Good organisational skills including the ability to prioritise and meet competing deadlines across many different work streams, often working in situations where there is incomplete information and where an innovative and robust approach is required

## Respect

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

Your main responsibilities will involve:

- Establishing effective relationships to enable you to work closely with colleagues to deliver high quality services
- Supporting colleagues to improve understanding of criminal justice policy and criminal justice issues more generally
- Keeping Members and committees well informed on criminal justice matters relevant to the governance of Scotland

And in delivering these you will have:

- Well-developed interpersonal skills and the ability to build relationships with colleagues at all levels through open communication and constructive feedback
- A commitment to sharing your criminal justice research expertise with colleagues to improve their understanding, as well as showing respect for colleagues' expertise, skills, experience, and knowledge and valuing their strengths and contribution
- An understanding of the needs of the end-user when developing and delivering research services

## 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:

- Developing and maintaining a wide range of contacts within the external analytical and policy community and with information providers
- Representing the Parliament at external events and networks to increase the visibility and profile of SPICe and our work.
- Coaching and mentoring academic fellows and student placements as required, to reach their potential and contribute to the work of SPICe and the Parliament

And in delivering these you will have:

- A track record of working collaboratively with others, and a willingness to share knowledge and information to improve services
- An inclusive approach and the ability to develop and enhance strong external relationships, working with a diverse range of stakeholders in a manner that respects their role and promotes the strategic direction of the wider organisation
- A coaching style of leadership, with experience of empowering and developing colleagues to reach their potential