

Delivering for Excellence

Head of Office, SPICe, Grade 6

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:

- Working with SPICe Head of Office colleagues to set strategic direction, focused on delivering a modern, dynamic, parliamentary democracy, and inspiring and motivating team members to deliver high-quality, impartial, and impactful services
- Leading a multi-subject research team to support innovative scrutiny of government and policy making, to grow SPICe's reputation as a source of trusted and valued information
- Continuous improvement and innovation, with the ability to look beyond the Parliament's boundaries to anticipate future trends in research and identify how these will improve SPICe

And in delivering these you will have:

- A growth mindset with a strategic focus, and a thorough understanding of current political issues, opportunities, and challenges as they relate to SPICe
- The ability to exercise sound judgement in a political environment to deliver impartial and impactful research services to MSPs, Committees and officials, which increases the ability of the Parliament to deliver on its strategic objectives
- A proven ability to deliver continuous improvement with previous experience of reviewing processes and improving services in line with best practice and in response to feedback

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:

- Working with SPICe Head of Office colleagues to set plans, including carrying out workforce planning and budget management, to ensure resources meet business needs
- Leading change management projects, including the design of new value-added products and services
- Demonstrable commitment to your own continuous professional development and supporting others to do the same to deliver high performance for the wider benefit of the Parliament

And in delivering these you will have:

- Excellent planning and organisational skills, including the ability to anticipate and respond quickly to changes in circumstances and priorities, working collaboratively to share knowledge and information to improve parliamentary services
- A proven ability to manage projects, work under pressure, prioritise, schedule and balance workloads in the face of conflicting and uneven demands, and to prioritise your workload and those of others
- A commitment to continuous skills development, taking opportunities to effect business change and successfully embed service improvement

Respect

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

Your main responsibilities will involve:

- Influencing and persuading decision-makers at the highest level, with the ability to anticipate, manage and resolve conflict successfully while maintaining confidence and credibility
- Developing an effective internal network to ensure working relationships are maintained and issues are dealt with promptly
- Creating an inclusive and collaborative working culture, championing a clear commitment to equality, diversity and tackling exclusion

And in delivering these you will have:

- The ability to handle conflict sensitively and appropriately, display credibility and strong influencing skills to persuade senior stakeholders to deliver wide reaching and strategic change successfully
- Experience of establishing effective relationships and working closely with colleagues across the parliamentary service, recognising the value of their strengths, skills, experience, and knowledge
- A commitment to championing diversity and inclusion, promoting equality of opportunity, and finding solutions that are acceptable to diverse groups with conflicting interests and needs

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:

- Taking an active role as a senior manager and leader in the Parliamentary Service, working collegiately to deliver effective and efficient services in line with our Session 6 strategic priorities
- Developing and maintaining relationships with our external partners to ensure the delivery of high-quality research and service excellence
- Representing the Scottish Parliament at external events and networks to increase the visibility and profile of SPICe

And in delivering these you will have:

- Excellent leadership and management skills to support SPICe to deliver high-performance results, seeking contributions from colleagues to analyse problems and develop innovative and workable solutions
- A proven track record of developing external networks to support improvement in high-quality research and parliamentary information services
- The ability to communicate ideas and enthusiasm on the future direction of SPICe and its services, in a way that engages and motivates others

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](#)