

Delivering for Excellence

Assistant Communications Officer, 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:

- Dealing with accreditation requests from journalists seeking access to the Parliamentary estate and annual media pass renewals; including managing and auditing the media day pass system.
- Providing administration support to the PCO office including managing the shared inbox, budget monitoring, processing invoices and maintaining financial spreadsheets to keep track of spend.

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:

- Preparation and circulation of the daily newspaper cuts (local and national) and broadcast monitoring - applicants must therefore be able to start work at 8.30am each day.
- Media monitoring: this includes monitoring the Press Association wires; BBC websites; news websites etc. and updating senior staff via email.

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:

- Media facilitation and liaison around filming and access.
- Providing support to other parts of the office and sharing common tasks with others

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:

- General office duties: organising meetings; minutes and agenda preparation; catering; drafting correspondence; administrative functions such as records management and managing office resources
- Preparation of media editor briefings for the Presiding Officer and the Chief Executive

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