

Delivering for Excellence

Communications and Compliance Support Manager, 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.

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:

- Responsibility for overseeing team rota and allocation of tasks, taking into account workload schedules
- Taking ownership of monitoring and recording all team spend and deputising in budget meetings where Lobbying Registrar is unavailable
- Dealing with instances of regulated lobbying being submitted by registrants, compliance matters, and liaising and providing assistance to organisations regarding the Lobbying Register as appropriate

And in delivering these you will have:

- Sound analytical skills and good judgment to inform decisions both about your own responsibilities and those of others
- Excellent written and verbal communication skills to ensure accurate management and recording of budget spend
- A good understanding of how the Parliament works and the ability to handle confidential material, data and politically sensitive situations appropriately

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:

- Leading daily meetings to review submitted information returns and taking a lead role for the team's processing and publishing of these
- Awareness of when to escalate complex submissions or correspondence to the Assistant Lobbying Registrar (or Lobbying Registrar) for a decision on how to progress
- Providing support to the Assistant Lobbying Registrar to help identify and improve any future developments in the Lobbying Register website

And in delivering these you will have:

- The ability to take on new or additional responsibilities to further own development and ensure advice provided to team members is understood clearly and accurately
- Excellent attention to detail and the ability to identify when an issue requires careful or confidential handling
- Good IT skills and a proactive approach to suggesting and developing improvements to systems

Respect

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

Your main responsibilities will involve:

- Ensuring the administrative team maintains a strong focus on positive relationship management with stakeholders
- Playing a part in embedding a culture of respect, demonstrating a commitment to equality and diversity, having the courage to speak up and escalate inappropriate behaviour

And in delivering these you will have:

- Awareness of differing requirements of stakeholders, taking into account their different needs, and a proactive approach to ensure expectations are being met

- The ability to form effective and supportive working relationships within and out with your team, to be approachable and sensitive towards others and proactive in sharing knowledge and skills

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:

- Line management of Communications and Compliance Assistants, and ensuring appropriate allocation of tasks, as well as providing support and guidance
- Participating and deputising where required for the Assistant Lobbying Registrar in outreach work with registrants
- Lead in ad-hoc pieces of work delegated by Lobbying Registrar, such as logistical arrangements for event management, travel, and delegating tasks where required to ensure successful delivery of these.

And in delivering these you will have:

- A coaching style of leadership, openly sharing knowledge and skills to help other members of the team to develop as well as seeking feedback for your own development
- The ability to explain or pass on complex or detailed information precisely and clearly to a diverse range of people, and the willingness to take on new or additional responsibilities to further your own development
- Excellent time management and organisational skills and ability to work under pressure and to tight deadlines to meet team's service level agreements

Eligible to Apply

- Scottish Parliamentary Service staff who have the skills/experience/qualifications required and have passed their probation. Please seek permission from your line manager before applying for this post
- 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; 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 HR Office 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/do not intend on holding a reserve list following interviews.

For details on how we will process your personal data please refer to [HR Workers Privacy Notice](#)