

Delivering for Excellence

Assistant Clerks, Grade 4

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:

- Production of impactful committee reports/papers or policy/procedural papers
- Accurate and time-efficient papers, agendas, minutes and correspondence to deliver the team's work
- Providing procedural advice for MSPs including Committee Conveners and the Presiding Officer
- Supporting the preparation of motions, amendments, Parliamentary Questions and petitions to ensure they comply with the Parliaments rules and procedures
- Assisting in the handling of Bills through the Parliamentary process

And in delivering these you will have:

- An understanding of the work of the Scottish Parliament and the role of MSPs
- The ability to gain credibility with MSPs by exercising sound political and organisational judgement
- High standards of accuracy and attention to detail
- The ability to write clearly, persuasively and appropriately for the audience

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 on planning and delivery of external meetings, visits and other public engagement activities as part of the committee's programme of work
- Collaborating with colleagues to plan and deliver campaigns to support public engagement and to promote the committee's work

And in delivering these you will have:

- The ability to build and maintain effective relationships based on good communications and constructive contributions
- The ability to find solutions that are acceptable to diverse groups with conflicting interests and needs
- Excellent organisational skills including the ability to prioritise and meet deadlines across many different work streams.

Respect

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

Your main responsibilities will involve:

- Establishing effective internal and external relationships and working closely with colleagues, recognising the value of their strengths, skills, experience and knowledge
- Liaising with internal and external contacts including the Scottish Government, and co-ordinating the efforts of colleagues to ensure work is being delivered against expected standards and timescales

And in delivering these you will have:

- The ability to work inclusively with a diverse range of people with an understanding of the needs of the end user when developing services

- The ability to convey accurate information where ambiguity exists in a balanced but persuasive way

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:

- Managing others through effective leadership and delegation
- Contributing to resource planning and leading on assigned office wide or corporate responsibilities.

And in delivering these you will have:

- A coaching style of leadership which empowers and encourages high performance and creativity, encouraging colleagues to perform to the best of their ability
- A proactive and collaborative approach with the ability to drive forward specific activities and projects as part of an overall programme of work ensuring the delivery of team objectives.