

Delivering for Excellence

Solicitor: Legislation and Constitution Team

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:

- Delivering high quality, forward-looking legal advice related to the scrutiny of legislation and constitutional matters that takes account of the Parliament's longer-term interests as well as its day to day immediate priorities and that ensures good institutional governance.
- Knowledge management and the long term saving of expertise, such as by updating the Office wiki and disseminating useful information to colleagues.
- Supporting, mentoring and coaching colleagues to build their knowledge of areas of responsibility that are attributed to the LSC Team.
- Taking personal responsibility for your own learning and development and for complying with the Law Society's CPD requirements.

And in delivering these you will have:

- A strong public service ethos and a strong belief in the values of democracy and accountability.
- A focus on assisting the Parliament to perform its core role of scrutinising and holding the Scottish Government to account and making a positive difference to the lives of the people of Scotland.
- The highest standards of political impartiality.
- The knowledge and awareness to take full (and demonstrable) account of the parliamentary and political context within which advice is given.

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 a high quality legal service to the Delegated Powers and Law Reform Committee and its clerking team, including in relation to its scrutiny of delegated powers, LCMs and subordinate legislation.
- Providing clear, concise and accurate advice to the Presiding Officer to allow her to take a well-informed decision on the legislative competence of Bills to be introduced in the Parliament.
- Providing clear and accurate advice to support effective Committee scrutiny of Bills, SSIs, and SI notifications relating to devolved matters within the context of the UK's new constitutional framework following its withdrawal from the EU and the devolution settlement.
- Representing the Parliament's interests in its interactions with external people and bodies such as solicitors in SGLD
- Protecting the Parliament's reputation by taking personal responsibility for your compliance with data protection, records management and culture of respect requirements.

And in delivering these you will have:

- The ability to analyse highly complex legal issues where opposing arguments of interpretation are made.
- A clear awareness of the need to provide advice in a format that is clear, concise, accurate, user-friendly and outcomes-focused.
- Pride in delivering high quality, independent and impartial advice in an approachable manner, keeping the recipient informed of progress and raising problems or concerns early.
- The ability to prioritise competing demands, deploying capacity in a proportionate manner.

Respect

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

Your main responsibilities will involve:

- As a colleague, working as part of a team to achieve the common goals of the Office and of the Legislation, Strategy and Constitution Team.
- Contributing actively to the supportive and collegiate culture of the Office
- Playing your part in embedding a culture of respect that promotes appropriate behaviour and challenges inappropriate behaviour.
- Establishing effective internal and external relationships and working closely with colleagues in Scrutiny and Legislation and Parliamentary Business groups, recognising the value of their strengths, skills, experience and knowledge.

- Leading by example through demonstrating the Parliament's values and behaviours in performing your role.

And in delivering these you will have:

- The ability to adopt a coaching style of leadership, which empowers and encourages high performance and creativity.
- The high standard of personal integrity, honesty and discretion expected of a solicitor.
- The awareness to provide advice that views the matter from the recipient's perspective.
- A professional manner, behaving in a way appropriate to an office environment in accordance with the Parliament's values and standards.
- The ability and commitment to promote a culture where colleagues look out for and encourage each other within a caring and friendly environment.

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:

- Collaborating with colleagues to deliver Office programmes and projects in accordance with the Office Plan.
- Providing advice that has regard to the wider organisational picture and adds value.
- Contributing to the corporate life of the Office through supporting the work of one of its committees.
- Presenting at and attending seminars and events to promote the work of the Office.
- Contributing towards an Office culture that promotes mental and physical wellbeing.

And in delivering these you will have:

- A client-focused approach which proactively seeks feedback from and provides updates to clients/stakeholders, Team Leaders and the Office head in a proportionate manner.
- An inclusive approach, that values the ideas and contribution that everyone can make to the Office.
- The ability to work with a diverse range of stakeholders in a manner that respects their role and promotes the strategic direction of the Office and the wider organisation.

- An interest in seeking out opportunities to engage with colleagues across the Parliament and to improve your understanding of how the Parliament operates.

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 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](#)