

Delivering for Excellence

Clerk Team Leader, 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:

- Providing impartial, robust procedural and constitutional advice to the Presiding Officer, Committee Conveners and other MSPs on a range of matters relating to parliamentary business drawing on specialist support from others
- Assimilating information to identify key issues across complex policy areas and overseeing the production of reports and other documentation to support scrutiny in the face of competing demands in a balanced and persuasive way
- Contributing to corporate initiatives to improve and develop the parliamentary service

And in delivering these you will have:

- Political sensitivity with the ability to apply sound impartial judgement to maintain the confidence of others and demonstrate belief in the value of democracy and accountability
- Experience of working in an environment where conflict can emerge, with the ability to both anticipate and negotiate resolution to such conflict
- The ability to provide clear strategic and operational direction and ensure that corporate values, aims and standards are consistently met

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:

- Contributing to the effective operation of clerking services, the effective delivery of the Parliament's Strategic Plan and the allocation of resources on an office and clerking-wide basis to deal with corporate priorities
- Setting the strategic direction and leading the delivery of your team's annual plan, taking responsibility for the overall quality of its work through effective leadership and delegation and encouraging team members to excel
- Taking individual accountability for achieving high performance and welcoming feedback to support your ongoing development

And in delivering these you will have:

- A coaching style of leadership, which empowers and encourages high performance and creativity, and creates an environment which encourages colleagues to perform to the best of their ability
- Excellent organisational skills including the ability to prioritise and meet deadlines across many different work streams
- A proactive approach, with the ability to drive forward specific activities and projects as part of an overall programme of work while ensuring that parliamentary business informs and shapes organisational decision making

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
- Championing a strong commitment to equality, diversity and tackling exclusion
- Challenging other's ideas but respecting decisions once made

And in delivering these you will have:

- The ability to create an inclusive and collaborative working culture which values diversity of ideas and promotes equality of opportunity
- The confidence to challenge inappropriate behaviours and deal with issues of concern in a fair, transparent, and consistent manner

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:

- Leading on and contributing to parliament-wide projects and continuous improvement initiatives, encouraging co-operative working and ensuring that the needs of parliamentary business influence corporate thinking
- Establishing effective relationships with MSPs, staff across the Parliament and with external stakeholders, including the Scottish Government

And in delivering these you will have:

- The ability to work collaboratively with a diverse range of people and organisations to identify approaches that deliver improved outcomes in complex areas for MSPs and the public
- The ability to communicate ideas and change plans confidently and in a way that motivates others.
- Experience of influencing and persuading others in order to find solutions that are acceptable to diverse groups with conflicting interests and needs