

The Ethical Standards Commissioner is recruiting an Investigating Officer

We are recruiting for a new Investigating Officer post in a small team, dealing mainly with Code of Conduct complaints regarding local councillors, MSPs, and members of public bodies. The successful candidate will be capable of investigating complex multi-issue complaints to assess whether there has been a breach of the relevant Code of Conduct, taking into account broader legal issues of relevance to a given complaint, and preparing a draft report thereon suitable for scrutiny at a public quasi-judicial hearing. Suitable candidates are likely to be legally qualified, with experience in civil (rather than criminal law) matters.

The post is full time, pensionable and based at our offices in Edinburgh although all staff are currently working remotely. In future, some travel may be involved in connection with investigations or public hearings.

Starting salary: £35,586 per annum

Working hours: Full-time, Monday to Friday (37 hours)

Leave allowance: 25 days increasing to 30 days with 11.5 public holidays

Other benefits include membership of the Civil Service Pension Scheme.

Applicants should submit a CV together with a covering letter setting out how they meet the requirements of the role as well as an example of their work.

Further details about the requirements, how to apply and what to expect are available on the vacancies page of our website: www.ethicalstandards.org.uk/vacancy/investigating-officer or by contacting Ian Bruce at i.bruce@ethicalstandards.org.uk. Applicants should note that, as a result of the office's current operational circumstances, we will only be able to receive applications and/or enquiries about the role via email.

Applications should be submitted to i.bruce@ethicalstandards.org.uk no later than **noon on Tuesday 30 June 2020**.

It is anticipated that interviews will take place via teleconference and/or videoconference on two days in early/mid July. Arrangements for this will be made with applicants in advance of the dates in question. Applicants should provide the details of two referees, one of whom should be their current line manager or equivalent. Referees will only be contacted after interviews have been held.

We are an equal opportunities employer, committed to equality and diversity.

For further information or if you require assistance with any element of the application process, please contact Ian Bruce at i.bruce@ethicalstandards.org.uk.