

## PUBLIC APPOINTMENTS OFFICER

### Role description

**Section:** Public Appointments

**Responsible to:** Public Appointments Manager (PAM)

**Location:** The post is based at the Commissioner's office in Edinburgh, which is currently operating remotely. However, we do offer a range of flexible working options such as remote home working for a proportion of working time in accordance with our applicable policies.

**Terms of Appointment:** £35,386 based on a full time 37 hour week. (This is based on the Scottish Parliamentary Corporate Body Grade 4 salary scale range of £35,586 - £44,322).

### Job purpose

The main purpose of the Public Appointments Officer (PAO) is to provide operational and administrative support to the Public Appointments Manager, including providing cover where required. This will involve fielding enquiries and providing guidance and briefings to Public Appointments Advisers (PAAs), the Scottish Government and all other interested parties on the requirements of the Code of Practice for Ministerial Appointments to Public Bodies in Scotland (the code), its interpretation and its application in specific situations. It will also involve providing advice and guidance on all aspects of high quality recruitment and selection processes.

The Public Appointments Officer is responsible for maintaining, developing and accessing information records using MS Office tools.

The post also involves ad hoc and planned work including undertaking surveys, audits, research and producing high quality reports on the basis of these. It may also on occasion involve undertaking or supporting the PAM to undertake investigations into breaches of the Code or complaints raised.

## Main duties and responsibilities

The PAO will:

1. Manage allocation of Public Appointment Advisers (PAAs) to new appointment rounds, including preparing relevant information for the Commissioner to decide on the appropriate oversight level for the appointment round, updating all relevant records and providing briefings for the PAA.
2. Handle enquiries and provide advice on code compliance and on high quality recruitment practices to PAAs, Scottish Government officials and others.
3. Run applicant surveys using survey monkey. Capture and analyse the results and produce high quality reports of the findings. Respond to comments and queries raised by applicants as a result of the surveys.
4. Conduct research, audits and/ or analyse information as requested and produce high quality reports.
5. Access information from, and add information to, the database of enquiries and advice provided, to support development and understanding of the appointments process.
6. Maintain and develop databases of information as required and conform with office procedures regarding records management
7. Manage the maintenance and deletion of public appointments records in line with the office records management plan.
8. Provide cover for the Public Appointments Manager as required
9. Promote and assist with the work of the Commissioner by:
  - attending and participating in training and other days intended to promote understanding of the work of the Commissioner and application of the Code.
  - providing ad hoc support to colleagues and the Commissioner as required to ensure the smooth functioning of a small office.
  - contributing to broader organisational work.
  - reporting to the PAM or to any other senior manager to whom the Commissioner delegates management of relevant work.

## Selection criteria

Criterion for selection	Indicators
1 - Excellent knowledge of a range recruitment and selection practices and procedures; understanding of diversity and inclusion and how effective recruitment practices and processes can embed inclusion and contribute to high levels of diversity.	<ul style="list-style-type: none"> <li>• Can explain numerous different recruitment and selection processes and demonstrate understanding of their effectiveness</li> <li>• Demonstrates understanding of different types of validity for different recruitment and selection processes.</li> <li>• Shows clear understanding of diversity including an understanding of protected characteristics and what contributes to a wider definition of diversity over and above protected characteristics.</li> <li>• Understands the impact of different techniques for attraction and assessment on different groups with protected characteristics.</li> <li>• Shows a clear understanding of the applicant viewpoint and journey and is able to explain how different recruitment and selection techniques can positively or negatively impact this.</li> <li>• Ideally holds CIPD qualification</li> </ul>
2 - Ability to interpret a formal system of regulation, set of rules or law, such as a code of practice, code of conduct or legislation and provide constructive advice and guidance on how to comply.	<ul style="list-style-type: none"> <li>• Can recognise an applicable regulation, set of rules or law and how to apply the same to practical real-life situations.</li> <li>• Can provide consistent responses to similar cases by understanding the importance of referring to precedents</li> <li>• Can use their understanding and evidence to reach appropriate conclusions that are shared with and agreed by the parties subject to regulation or law.</li> <li>• Can ensure through questioning and other means that their understanding of the evidence is accurate.</li> <li>• Can enable compliance with the applicable regulations where possible.</li> <li>• Can identify non-compliance relating to a code or set of rules</li> </ul>

Criterion for selection	Indicators
	<ul style="list-style-type: none"> <li>• Where non-compliance has been uncovered can address this in an ethical and empathetic way with the person/parties who has/have potentially breached the relevant regulations.</li> <li>• Understands the importance of reporting and recording breaches/near misses in a way that is understood and agreed by the person or parties in breach and which can be used for future learning.</li> <li>• Where interpretation has proved to be incorrect, can swiftly, proactively, openly and honestly move to address the situation whilst maintaining own integrity and the trust of relevant stakeholders.</li> </ul>
3 - ICT, digital and related communications skills and knowledge commensurate with the role and with the operation of a modern office environment.	<ul style="list-style-type: none"> <li>• Proficient in the use of MS Office (Word, Excel, Access and Outlook) including database data entry, retrieval and records interrogation.</li> <li>• Ability to produce high quality reports using MS Office tools.</li> <li>• Ability to use survey monkey (or a similar survey design tool) to collect data, analyse it and report on findings</li> <li>• Ability to use the internet to undertake research</li> <li>• Able to utilise technology to enhance written communications (E.g. use of graphics, hyperlinks, video clips)</li> <li>• A proven track record in applying effective records management practices.</li> <li>• Familiarity with data privacy concepts and ideally with some knowledge of GDPR.</li> <li>• Able to use MS Teams, Zoom, Skype or equivalent tools.</li> </ul>
4 – Effective communication skills	<ul style="list-style-type: none"> <li>• Able to communicate effectively in writing and in person in a way that maintains good working relationships</li> <li>• Is focussed and succinct in their communication</li> </ul>

Criterion for selection	Indicators
	<ul style="list-style-type: none"> <li>• Can listening actively – showing people that they are taking account of what is being said.</li> <li>• Listens and responds effectively, checks understanding.</li> <li>• Delivers thoughts in straightforward terms, but maintains listener interest.</li> <li>• Capable of and confident in expressing views, ideas and opinions in both one-to-one and group settings.</li> <li>• Clear written skills, which are appropriate to the audience.</li> <li>• Able to utilise technology to enhance written communications (E.g. use of graphics, hyperlinks, video clips)</li> <li>•</li> </ul>
<p>5 – Ability to effectively and constructively challenge and influence a wide range of people, on occasion at a very senior level (such as board chair or senior civil servant).</p>	<ul style="list-style-type: none"> <li>• Considers the environment that they are operating in and adopts a flexible influencing style to suit the situation</li> <li>• Adapts personal style to empathise with a wide range of people</li> <li>• Builds and maintains rapport over sustained periods</li> <li>• Capable of and confident in expressing views, ideas and opinions in both one-to-one and group settings.</li> <li>• Engenders co-operation by considering the perspective of others.</li> <li>• Is able to work as part of a team to work toward achievement of a common goal.</li> <li>• Engenders respect by operating in a professional and credible manner.</li> <li>• Handles disagreements or resistance constructively and fairly.</li> </ul>
<p>6 – (DESIRABLE) Experience of running or advising on recruitment and selection practices</p>	<ul style="list-style-type: none"> <li>• Can show evidence of having put knowledge demonstrated in criterion 1 into practice either through having been involved in planning, running and evaluating recruitment and selection process, or having provided professional advice on recruitment processes to others.</li> <li>•</li> </ul>

Criterion for selection	Indicators
7 – (DESIRABLE) Knowledge of the regulated public appointments system and of board governance	<ul style="list-style-type: none"><li>• Can demonstrate an understanding of the regulated public appointments system in Scotland and explain what board governance is and how it makes a difference to the way in which an organisation functions.</li><li>•</li></ul>

The successful candidate will also share our values which are that we act ethically and with empathy and that we value people. This will be assessed throughout the process.