

Ethical Standards Commissioner

March 2026

**Closing Date for Applications –
Thursday, 19 March 2026
at Noon**

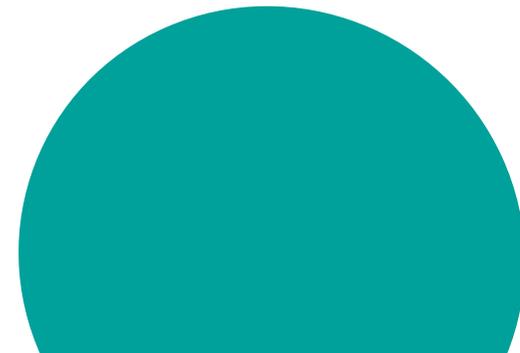
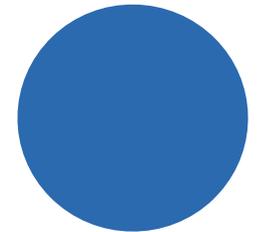
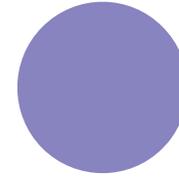
Recruitment Pack Corporate Support and Communications Officer

Starting Salary: £31,514

Welcome

- Are you looking for a meaningful role with a public sector organisation which has a clear purpose, vision and values and which makes a tangible difference to people's lives in Scotland?
- Would you enjoy providing essential support across a busy organisation?
- Would you like to develop your skills across a wide and varied range of topics?
- Are you empathetic, respectful, committed to fairness, diversity, equality and inclusion and honest and transparent in your dealings with others? Would you like to join a team of like-minded people? If this is you, we'd love you to apply.
- We are ambitious about the future and we are committed to being a great employer and really effective at what we do. We value people and we know that our work matters.

If you're interested, please read on



What's the job?

As **Corporate Support and Communications Officer (CSCO)** you will provide communications and administrative support to the Commissioner and wider office. The CSCO will maintain ESC's website and assist with media enquiries as well as information requests made under data protection and Freedom of Information legislation. You will manage incoming calls and emails to our main telephone number and mailbox. You will also provide day to day administrative support to the Commissioner and IT and records management support to the Corporate Services Team and wider office. You will be educated to Degree level or have a demonstrable ability to fulfil a professional clerical role in a modern office using a range of IT systems.

The Ethical Standards Commissioner is responsible for investigating complaints about lobbyists and the conduct of MSPs, Councillors and the board members of public bodies. We also oversee how people are appointed to the boards of public bodies.

[Find out more about us here](#)



What do we offer you?

We offer meaningful and engaging careers, a collaborative culture, and support for your career goals, all while nurturing a healthy work-life balance.

- A starting salary of £31,514pa increasing to £34,066pa after one year based on a 35hr week
- Generous pension scheme with employer contributions of 28.97%
- Flexible working arrangements, with potential to accrue up to 2 days off a month
- 36.5 days annual Leave - including public and privilege holidays. This increases to 41.5 days after 5 years.
- Learning and development opportunities to support your personal and professional growth.
- Access to a wide range of training and networks, plus opportunities to gain professional memberships and academic qualifications
- Workplace adjustments for everyone that needs them to ensure your comfort and safety in your new role
- Health and wellbeing support including 24-hour access to our Employee Assistance Programme, plus counselling support available for all
- Enhanced maternity, adoption & shared parental leave

You will have autonomy and be listened to with the opportunity to develop in this role and make a real impact on how we operate.

The Role

The Corporate Support and Communications Officer (CSCO) provides high quality communications and administrative support to the Commissioner, Head of Corporate Services and Corporate Services Team.

As CSCO, you will be responsible for:

- Ensuring effective communications
- Maintaining ESC's website
- Assisting with the management of IT systems
- Managing records
- Providing administrative support to the Commissioner, Head of Corporate Services and Corporate Services Team
- Managing meetings and taking minutes

Find the [full role description and details of the selection criteria](#).

If you have questions about or require assistance with any element of the application process, please contact the HR Team at hr@ethicalstandards.org.uk or on 0131 347 3890.

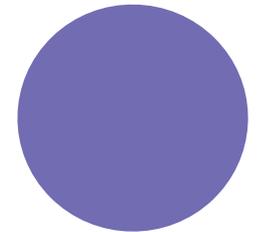
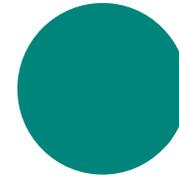
Our office is based at Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.

We work on a hybrid basis, with colleagues using a mix of office based and remote working (working from home) depending on the requirements of the role. You will be expected to work onsite at least one day a week and to attend key events.

In working for us, you should expect to act and be treated in line with our values – you can find these in our [latest strategic plan](#).

As a small office we require flexibility and for everyone working here to be prepared to show adaptability to cover any tasks which are required. This means that the breadth of experience and skills that you will develop and learn is wide and varied.

If this sounds like a role that you would be interested in, we'd love to hear from you.



Ian Bruce
Ethical Standards Commissioner

Selection Criteria

The successful applicant will be the person who most closely matches the following criteria:

1. Educated to Degree level **or** have a demonstrable ability to fulfil a professional clerical role in a modern office using a range of IT systems.
2. IT/digital skills and experience suitable for the role and for working in a modern office and an evolving digital environment.
3. Interest in and ability to develop digital and communication skills.
4. Ability to independently plan and organise work
5. Ability to analyse and present complex information
6. Ability to communicate effectively in a professional office environment
7. Personal qualities that match our values

We'll be assessing whether you meet the requirements of the role throughout the process. The different stages will focus on specific selection criteria.

It is expected that the evidence you provide against the selection criteria at each stage of the process will demonstrate how your behaviours and approach have been guided by our values - **we will act ethically and with empathy, kindness and respect**. This will be tested throughout the process. Given the nature of our work, we will conduct full background checks on prospective candidates, including social media checks and contacting former employers, as appropriate, to ensure that your prior conduct is compatible with working for the Ethical Standards Commissioner for Scotland.

A document outlining the [full role description and selection criteria](#) is available on our website.

How to apply

1. Please complete the **application form** which you can find here:

[Corporate Support & Communications Officer - Application Form | Ethical Standards Commissioner](#)

The application form will ask you to answer three questions which will be used to assess:

- IT/digital skills and experience suitable for the role and for working in a modern office and an evolving digital environment
- Ability to independently plan and organise work
- Personal qualities that match our values

The form also asks for:

- Details of your qualifications or relevant experience
- Details of referees, notice period and potential conflicts of interest.

2. Please provide a **CV** (no longer than two pages) setting out your career history, with key responsibilities, interests and achievements.

Contd.

How to apply contd.

We also ask you to complete a [diversity monitoring form](#). We want to know that our job opportunities are attractive to the widest range of people and we want to make sure that our recruitment processes are fair. To help us do this, we would be very grateful if you could complete as much of this form as possible.

The form is available at: [Corporate Support & Communications Officer - Diversity Monitoring Form | Ethical Standards Commissioner](#)

Your application form, CV and monitoring form should be emailed to hr@ethicalstandards.org.uk by no later than **noon on Thursday, 19 March 2026**. The subject heading of your email should read 'Corporate Support and Communications Officer'.

The selection panel will review applications after the closing date. We will contact you by email by Wednesday, 1st April 2026, if you have been selected for the next stage of assessment, which is a practical exercise. The exercise will be run from 7th to 10th April 2026. Those who successfully complete this stage will be invited to interview.

Pre-interview Exercise

Shortlisted applicants will be required to complete a pre-interview exercise. This exercise will be used to assess the criteria:

- IT/digital skills and experience suitable for the role and for working in a modern office and an evolving digital environment.
- Ability to independently plan and organise work
- Ability to analyse and present complex information
- Ability to communicate effectively in a professional office environment

It will test your IT skills and involve planning, prioritising and responding to information, similar to the work that you would carry out when undertaking the role. The exercise will require you to recognise the importance and relevance of communications with the office, as well as demonstrating your ability to understand what information is being requested, and to co-ordinate and communicate appropriate responses effectively.

The pre-interview exercise will be conducted electronically. Applicants will be notified of the specific date and time they can expect to receive this exercise via email. Please allow up to 90 minutes to complete the exercise. If an applicant is unavailable to take the exercise at an allotted time, we will try to find an alternative date and time.

It is anticipated that the exercises will be conducted between **7th and 10th April 2026**.

The selection panel will review the results of the exercises. We will contact you by email by **Friday, 17th April 2026**, if you have been selected for interview.

Interviews

Interviews will take place at our offices at Haymarket in Edinburgh during the **week commencing Monday, 20th April 2026**. Online interviews may be possible. Applicants are requested to keep at least one and preferably as many days as possible during that week free in case invited to interview.

The selection panel will be:

- Ian Bruce, Ethical Standards Commissioner and
- Karen Elder, Head of Corporate Services

The interview panel will discuss the exercise that you took part in and will also ask some questions about the information provided in your application and around the other selection criteria. We will also explore any conflicts of interest you may have. The interview should last around an hour.

Your application form and exercise will also be assessed by James Coburn, our Information Management and IT Officer.

Please note that background checks such as reviewing your online profile will be performed for those candidates selected for interview. Our office will only contact referees after the interviews have been completed.

The appointments will be made shortly after interview, pending receipt of references and completion of background checks.

Key contact

If you have questions about or require assistance with any element of the application process, please contact the HR Team on 0131 347 3890 or hr@ethicalstandards.org.uk.

Applications should be submitted by email. If this or any other aspect of the recruitment process will cause you difficulties and you need an alternative method, please contact us on 0131 347 3890 to discuss.

HR Team
Ethical Standards Commissioner
Thistle House
91 Haymarket Terrace
Edinburgh EH12 5HE
E: hr@ethicalstandards.org.uk
T: 0131 347 3890

Protecting your information

Your application contains your personal data. We are committed to ensuring that personal data is managed safely, effectively and in line with the requirements of data protection legislation. All material related to unsuccessful applications will be deleted six months after the appointment is made. Material related to the successful application will be transferred to the employee personnel record. You can find out more about how we will handle your application in our [privacy notice for prospective employees](#) available on our website.

Equality

The Commissioner and our staff are committed to building a culture that promotes equality and celebrates diversity. We aim to treat people as individuals and with respect and dignity. By taking this approach, we commit ourselves to meeting the requirements of the Equality Act 2010 and as such will not tolerate unfair discrimination, victimisation or harassment. We will not tolerate any action the impact of which on an individual is discriminatory in nature. We will make reasonable adjustments for anyone who requires them in order to participate in any part of the recruitment process or to fulfil the role effectively. All our recruitment material can be made available in an alternative format if required. Our Equal Opportunities Policy is available to view on our website.

Terms and conditions

All our staff policies are available on the [Staff Policy page of our website](#) – www.ethicalstandards.org.uk. We recommend that you review our [Code of Conduct](#).