

Investigating Officer

Recruitment Information Pack

August 2019

We are recruiting for multiple Investigating Officer posts in a small team, dealing mainly with Code of Conduct complaints regarding MSPs, local councillors and members of public bodies. The successful applicant will be an experienced investigator, with a relevant professional or regulatory background and highly developed analytical skills.

As the Commissioner's remit is expanding to include harassment, sexual harassment and bullying related complaints, recent investigatory experience in this area is particularly sought after and considered essential for one of the posts to be filled.

As independence from those under investigation is essential, any memberships or other connections which could call the independence of Investigating Officers into question should be declared at the application stage.

Your application should be submitted to business@ethicalstandards.org.uk no later than **noon on Monday, 9 September 2019**.

For further information, if you have questions about or require assistance with any element of the application process, please contact Karen Elder on 0131 347 3898 or business@ethicalstandards.org.uk.

Background Information

The Ethical Standards Commissioner is an independent office-holder appointed by the Scottish Parliament.

The Commissioner's primary functions are to investigate complaints about the conduct of local authority councillors, board members of public bodies and MSPs. We also regulate and monitor how people are appointed to the boards of public bodies in Scotland.

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

The Commissioner's staff complement totals 12.

More information about our work can be found at: www.ethicalstandards.org.uk.

Role Description

Job title:	Investigating Officer (IO)
Responsible to:	Senior Investigating Officer (SIO)
Location:	Based in our offices at Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE. Some travel may be involved in connection with investigations or public hearings.
Terms of appointment:	Permanent. Pensionable through the Civil Service Pension Scheme.
Starting salary:	£34,549
Salary scale:	Currently £34,549 to £43,031. Equivalent to the Scottish Parliamentary Corporate Body's Grade 4.
Working hours:	Full-time - five days per week, Monday to Friday (37 hours)
Leave allowance:	25 days increasing to 30 days with 11.5 public holidays
Responsibilities:	<p>The IO will:</p> <ul style="list-style-type: none"> • Investigate complaints of alleged code breaches, in a fair and impartial manner and in accordance with the Commissioner's procedures • Maintain appropriate records and an audit trail for a given complaint investigation • Be the first point of contact for complainers, respondents and others engaged in an individual complaint from the inception of an investigation through to its completion • Obtain, by way of interviews, research and requests for material, all substantive, relevant information pertinent to the complaint investigation • Prepare timely evidence-based reports on findings, in accordance with the Commissioner's in-house reporting style • Plan and manage own workload effectively to ensure completion by set deadlines • Undertake such other duties as may be allocated by the SIO or Commissioner. <p>The IO will be expected to plan and manage their workload according to priorities agreed with the SIO on a regular basis.</p> <p>Please note that for one post it is essential and for the other posts desirable that the applicant has experience of handling complaints relating to bullying and sexual or other forms of harassment.</p>

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

How to apply

Applicants should submit a CV, providing a full chronological employment history with explanations for any breaks therein, together with a covering letter setting out how they meet the [selection criteria](#). It is essential that you provide an example(s) of how you meet each of the criteria. Please deal with each one separately, using clear headings. The covering letter should include details of any potential conflict of interest(s) for further consideration should you reach interview stage. Please also indicate any notice period applicable in your current employment.

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 [monitoring form](#) is available from our [website](#).

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.

Your covering letter, CV, referee details and monitoring form should be submitted to Karen Elder at business@ethicalstandards.org.uk by no later than **noon on Monday, 9 September 2019**. The subject heading of your email should read 'Investigating Officer'.

Please note that background checks such as approaching Disclosure Scotland or reviewing your online profile may be performed prior to the appointment of successful applicants.

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Selection for interview

The selection panel will review all applications after the closing date. We will contact you by email if you have been selected for interview. Interviews will take place at our office in Edinburgh on two days in late September / early to mid-October. For those who cannot attend on these dates and whom the panel wishes to interview we will endeavour to agree an alternative date and time with you.

We will also contact everyone whom is not selected for interview.

What to expect at interview

Initial assessment

On arrival you will be asked to complete an assessment exercise. This consists of a mock-up complaint and response. You will be given one hour to consider a complaint and draft a report giving your preliminary assessment. Your report will be provided to the selection panel who will review it prior to your interview.

The selection panel will include Caroline Anderson, the Commissioner, and Martin Campbell, the Senior Investigating Officer. The panel may be joined by a third member.

Interview

At interview the selection panel will question key aspects of your application. This should take around one hour. Overall, the process should take just over 2 hours.

The Commissioner 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

Contact details for further information or clarification are:

Karen Elder
Head of Corporate Services
Ethical Standards Commissioner
Thistle House
91 Haymarket Terrace
Edinburgh EH12 5HE
E: k.elder@ethicalstandards.org.uk
T: 0131 347 3898

Central email: business@ethicalstandards.org.uk
Switchboard: 0300 011 0550

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 the Data Protection Act 2018 and the General Data Protection Regulation. 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 Statement for job applicants](#) 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. You can find out more in our [Equal Opportunities Policy](#).

Terms and conditions

All our staff polices are available in the Publications section of our website – www.ethicalstandards.org.uk. We recommend that you review our [Code of Conduct](#).