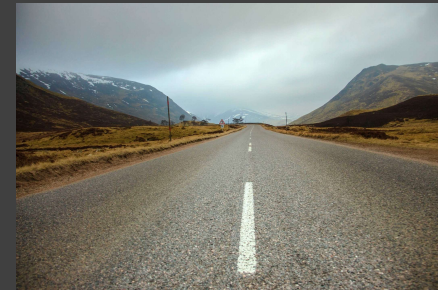
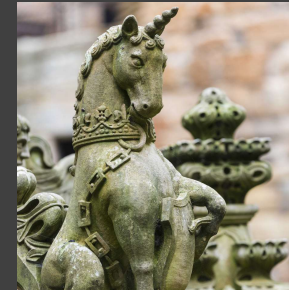


# Ethical Standards Commissioner

January 2026

Closing Date for Applications –  
Friday, 23 January 2026  
at 5 p.m.



## Recruitment Pack

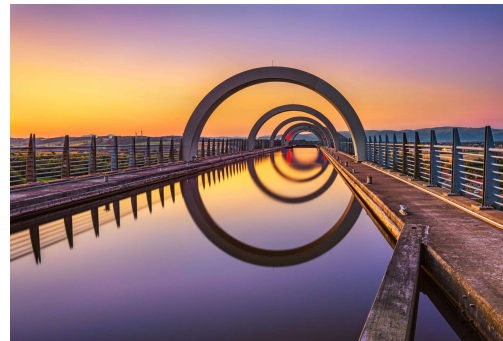
**Investigations Support Officer**  
**Full-time – 35 hours per week**  
**Flexible working pattern available**

Starting Salary: £31,514

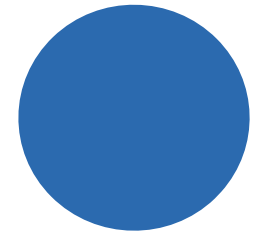
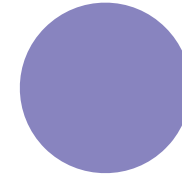
## Introduction

- 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 like to contribute to society by supporting the good conduct of people in public life in Scotland ?
- Would you enjoy providing integral administrative support within a small and growing organisation ?
- 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 and work with an organisation that genuinely cares about the people that come into contact with it and about your welfare and wellbeing? 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.**



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## What will you do?

The **Investigations Support Officer** (ISO) provides integral administrative support to the Standards team. The Standards team consists of Investigating Officers (IOs) who report to the Senior Investigating Officer (SIO) and/or Hearings and Investigations Officer (HIO).

The Commissioner receives complaints about possible breaches of the Code of Conduct for Councillors, the Code of Conduct for MSPs and of Codes of Conduct based on the Model Code for members of public bodies. The Commissioner also deals with complaints covering regulated lobbying.

The IOs are responsible for investigating complaints to a conclusion including carriage of the related administrative duties and all contact with the complainer, respondent, local authority staff, and others involved in a given case. The ISO provides administrative support to the IOs in accomplishing these tasks.

[Find out more about us here](#)

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## 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 1 year.
- 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

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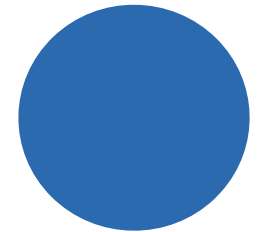
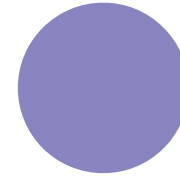


Our current way of working is by a hybrid working approach, where colleagues will be expected to use a mix of office based and remote working (working from home) depending on the requirements of the role.

In working for us, you should expect to act, and be treated in line with our values. As a small office we also 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.

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



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## The Role

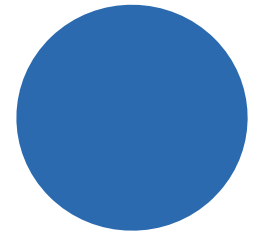
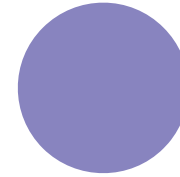
The primary role of the Investigations Support Officer (ISO) is to assist the office Standards team with their day to day work of handling complaints received by the Ethical Standards Commissioner of alleged misconduct in breach of applicable Codes of Conduct.

As ISO, you will be responsible for:

- Initial complaint handling
- Keeping case files up to date in our case management system (CMS) and our shared
- Providing administrative support for the Standards team
- Completing administrative duties in support of a small office
- Managing records and compiling data to be reported
- Building strong working relationships across the office and with external stakeholders
- Taking responsibility for developing own skills, knowledge and competencies
- Providing guidance and support to colleagues
- Sharing knowledge and experience informally and formally
- Any other general office duties as required including providing assistance on occasion to the public appointments and corporate services sections of the office

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

For further information, if you have questions about or require assistance with any element of the application process, including requesting reasonable adjustments please contact Ms. Alyssa Shepherd at [investigations@ethicalstandards.org.uk](mailto:investigations@ethicalstandards.org.uk) or on 0131 347 3890.



## Selection Criteria

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

1. A successful track record of fulfilling a professional clerical role in a modern office or regulatory environment using IT and systems software.
2. A proven successful background in records management, including responding to FOI and data subject access requests.
3. A successful track record of designing and maintaining data trackers.
4. Ability to plan and organise.
5. Ability to communicate effectively and manage relationships.
6. Ability to deliver an excellent service.
7. Ability to work well with colleagues and stakeholders alike.
8. Personal qualities that coincide with our values.

It is expected that the evidence you provide against the selection criteria at each stage of the process will also demonstrate how your behaviours and approach have been guided by our values which are that we act ethically and with kindness and empathy and we value people; and this will be tested throughout the process.

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

The successful applicant must demonstrate that they have the right to work in the UK.

## How to Apply

Please provide:

A **CV** (no longer than two pages) setting out your career history, with key responsibilities and achievements.

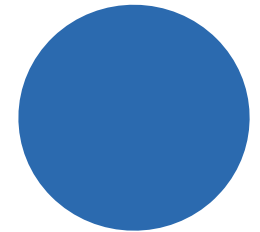
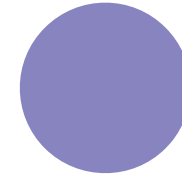
A **covering letter** (no longer than 900 words) explaining why you consider your personal skills, qualities and experience suitable for the role, how they meet the following selection criteria in no more than 300 words per criterion:

- (1) A proven track record of supporting a team's development and training needs;
- (2) The ability to work as a team member;
- (3) Personal qualities that coincide with our values.

Please deal with each criterion separately, using clear headings and please indicate whether you feel you can demonstrate the desirable criteria for selection (namely, whether you have a successful track record of working with or in the public sector subject to ethical standards regulation). As independence from those under investigation is essential, any memberships or other connections which could call the independence of the ISO into question should be declared at the application stage.

When reviewing your application, we will be assessing your career history and achievements against the essential criteria for the role. We'll be assessing your ability to communicate effectively in a professional office environment and IT skills throughout.

Contd.





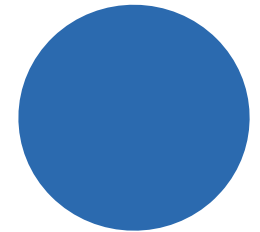
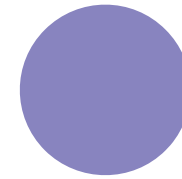
## How to Apply contd.

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.

You should also provide the details of any **notice period** required by a current employer and of **two referees** who could confirm your suitability to the role, one of whom should be your current or most recent line manager or equivalent (e.g. college/university professor if studying). Referees will only be contacted after interviews have been held and a successful candidate is identified.

Your covering letter, CV, notice period, referee details and [monitoring form](#) should be emailed to [hr@ethicalstandards.org.uk](mailto:hr@ethicalstandards.org.uk) by no later than **5p.m. on Friday, 23 January 2026**.

We are an equal opportunities employer, committed to equality and diversity and would welcome applications from people from all walks of life.

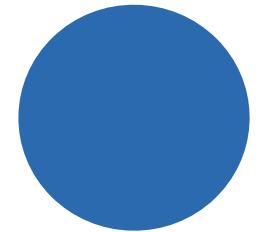
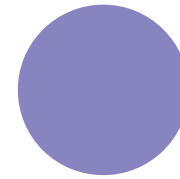


## Selection for interview

The selection panel will review all applications after the closing date. We will contact you by email during the week commencing Monday, 2 February 2026, if you have been selected for interview.

Interviews will take place remotely using MS Teams (or similar platform) during the week commencing Monday, 23 February 2026. We will agree a date and time with you.

We will contact everyone not selected for interview in February 2026.



## What to expect at interview

The selection panel will include Sarah Pollock, the Hearings and Investigations Officer and Angela Glen, the Senior Investigating Officer.

### Pre-Interview Exercise

In advance of your interview, you will be sent an assessment exercise.

This exercise will be one hour and involves two parts:

1. making arrangements for fictional investigatory interviews for an IO;
2. drafting a response to a fictional irate complainer who hasn't heard from the office and demands information relating to a third party.

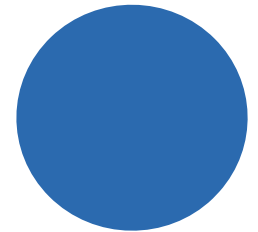
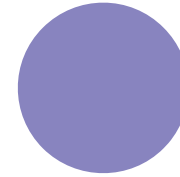
You will be asked to email your responses to the simulation exercise to [hr@ethicalstandards.org.uk](mailto:hr@ethicalstandards.org.uk). Applicants will be expected to complete this exercise via email at an agreed time between 12 – 13 February 2026.

### Interview

The interview panel will ask you to summarise the advice outlined in your pre-interview exercise. They will also ask some questions about the information provided in your application and around the selection criteria. The interview should last around an hour.

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

Contact details for further information or clarification are:

Ms Alyssa Shepherd  
Senior Investigations Support Officer  
Ethical Standards Commissioner  
Thistle House  
91 Haymarket Terrace  
Edinburgh EH12 5HE

E: [investigations@ethicalstandards.org.uk](mailto:investigations@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 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. As an organisation who values diversity we will consider flexible work options for any vacancy and 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 in the [Staff Handbook](#) section of our website. We recommend that you review our [Code of Conduct](#).

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Commissioner**