**SALARY AND CONDITIONS OF APPOINTMENT**

**Appointment**

This appointment to the Senior Civil Service will be made on the basis of an indefinite contract on standard Civil Service terms. If applicable, secondment from your existing employer would also be considered. The post will be based in Edinburgh although some travel may be required.

**Senior Civil Service**

The Senior Civil Service (SCS) in the Scottish Government totals around 220 people made up of Deputy Directors, Directors and Directors General. The most senior civil servant in the Scottish Government is the Permanent Secretary. The SCS is the corporate arm of the Home Civil Service and all departments across the UK operate similar pay and performance management schemes for SCS staff. As a member of the SCS, you may have opportunities to move to other SCS posts within the Scottish Government and elsewhere, including Whitehall, in addition to those available through open competition.

**Nationality**

You can apply for any job in the Scottish Government as long as you are a UK national or have dual nationality with one part being British. In addition, Scottish Government posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about Civil Service nationality requirements is available on the [Civil Service Website](http://www.civilservice.gov.uk/about/resources/nationality-rules)

**Pre-employment Enquiries**

If you are successful, and are not currently a serving member of the Civil Service, we will carry out enquiries into your nationality, health and other matters, to ensure that you are qualified for appointment.

As of 1 January 2008 the Scottish Government introduced a new baseline personnel security standard which provides a more consistent and rigorous pre-employment screening process for prospective Scottish Government staff. If you are successful in obtaining a job with the Scottish Government you will be subject to these additional security checks.

This means that as a minimum you will be required to provide:

* Your **original** birth certificate
* Photographic ID, usually a passport. Please note that student cards and library cards are not acceptable.
* A bill or financial statement for your current address, preferably a utility bill. Please note that mobile phone bills are not acceptable
* Basic Disclosure certificate – available from **Disclosure Scotland, PO Box 250, Glasgow, G51 1YU, telephone: 0870 609 6006, Fax: 0870 609 6996, E‑Mail:**info@disclosurescotland.co.uk . Please note that there is a cost for the certificate. Current charges and other information on Disclosure certificates can be found at the Disclosure Bureau's website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)

If you do not have appropriate photo ID, you should provide a passport sized photograph of yourself endorsed on the back with the signature of a person of some standing in your community (e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant etc). This should be accompanied by a signed statement, completed by the same person, stating their name in full, the period of time that you have been known to them (minimum 3 years) and their contact details. The signatory will be contacted to confirm that he or she did, in fact, complete the statement.

**Referees**

When completing the application process you will be asked to include details of referees to cover a 3 year period. If you have been in employment, please include details of all employers over this 3 year period and your reason for leaving. If you have not been in employment for all or part of the 3 year period and have been in education, you can give the name(s) of the academic staff best acquainted with your work and conduct over the 3 year period. If you have not been in employment or education over the 3 year period and are unable to provide references, we will contact you about carrying out other checks to verify your history over the 3 year period. Details of referees for a personal reference may also be requested.

You will wish to be aware that for appointments to the Senior Civil Service we will usually approach your referees before interview or assessment centre. However, we recognise that there may be occasions where you have concerns about us contacting a previous employer for a reference, for example, they may know you under a different name. We have a secure and confidential process for seeking references under such circumstances, which are referred to our Diversity Advisor. If you wish to use this service please let us know when you receive your letter of invitation to interview or assessment centre. The assessment or interview panel will not know about any requests made to HR about the reference process.

Please note that we will request factual information from your referees such as dates employed, last position held, reason for leaving and details of work performance ratings, sick absence records and extant disciplinary records (if any). Academic referees will be asked to provide details of your course work, result achieved or expected, and the referee's impression of your ability in relation to your course work and future career potential. By submitting your application you are giving consent for us to obtain the information as outlined above.

**Health Standard**

As part of our pre-employment enquiries you will be asked to complete a health declaration and, if necessary, to attend a medical examination.

**Completion of Pre-employment Enquiries**

When the pre-employment enquiries are satisfactorily completed to our standard, including any further security checks that may be required for the certain senior roles, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible.

If you have any questions about our pre-employment checks please do not hesitate to get in touch.

**Selection**

We use a competency based approach to recruitment. This means that at all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job. This approach starts from the application stage so it is important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully. Your CV should include dates of employment.

We will invite for further assessment those candidates who from their application seem best suited to the appointment. An assessment centre is expected to be held in Edinburgh. Please note that participation in the assessment process is likely to be at short notice and dates will not be optional. Please indicate dates when you are not available, although we cannot promise to avoid these.

The interviews will be held in Edinburgh. As part of the interview, candidates will be asked to give a short presentation on a specific subject.

**Interview Expenses**

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

**Diversity Monitoring Form**

Please note that we do not require candidates to complete an Application Form and Equality and Diversity Monitoring Form at this point but we may require this at a later stage in the process.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our website <http://www.work-for-scotland.org/about-us/diversity/>

**Disability**

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme we shall invite to interview (or further assessment) disabled applicants who claim a guaranteed interview and who meet the essential criteria for appointment.

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

To find out more about disability in the Civil Service, you can access our Disability Fact Sheet at <http://www.work-for-scotland.org/about-us/Disability-Fact-Sheet/>

**Starting Salary**

The advertised starting salary for this appointment is c.£80,000 for an exceptional candidate whose skills, knowledge and/or experience are considered to be particularly relevant and are evident in the selection process. Salary arrangements for the Senior Civil Service are determined on the basis of the advice of the Senior Salaries Review Body. Below Permanent Secretary level there are 4 main pay bands (1, 1A, 2 & 3) covering the Senior Civil Service and this appointment is placed in Pay Band 1A. Pay increment beyond starting pay is determined annually (from 1 April) by a Scottish Government Pay Committee in line with the UK Cabinet Office Senior Civil Service pay framework. Pay increases are based on performance and achievement of objectives, including those relating to corporate and personal development. Salary is paid monthly by credit transfer.

If you are already a serving Civil Servant, you should check with your Human Resources contact regarding salary arrangements.

**Inter-Service Abatement**

Candidates from the public sector will wish to be aware that inter –service abatement may apply where an individual has retired early (i.e. before normal retirement age ) from one public service and is re-employed in the public service in a post covered by a different public service pension scheme. Government policy requires that pensions, or re-employed pay, should be abated in certain circumstances where public servants are re-employed. This is to ensure that the payment of pension in addition to pay from the new post does not exceed the level of pre-retirement pay. If you would like to discuss this further please contact Phyllis Dixon, Senior Staff HR Team (Phyllis.Dixon@scotland.gsi.gov.uk; tel 0131 244 3853).

**Pension**

Unless you choose otherwise we offer you the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension.

**Relocation**

Relocation expenses of around £6,000 may be available if you have to move house to take up this appointment. Further details will be provided to the successful candidate but you should not in any event commit yourself to any expenditure without prior discussion with the Scottish Government.

**Working Pattern**

As a member of the Senior Civil Service you will be required to attend for such hours as may be necessary. However the standard working week is a 5 day week of 37 hours, net of lunch breaks. You may have the scope to participate in the Scottish Government's flexible working hours scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the Scottish Government has extended to all staff the right to request a flexible working pattern. All requests will be seriously considered.

**Annual Leave (pro rata for part-time)**

The current annual leave allowance for members of the SCS is 6 weeks. In addition, the Scottish Government currently observes 11½ days public and privilege holidays, dates of which are set annually.

**Travel and Subsistence**

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

**Sick Absence**

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the Scottish Government expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

**Outside Activities & Conflict of Interest**

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

Senior Civil Servants are obliged to register all interests – including all gifts and hospitality received – on our internal e-HR self referral system. If you have any interests which you think have the potential to create a conflict of interest you should declare them on your application form. Once in post any such interests should be declared to your line manager or HR as soon as possible as well as being recorded on the e-HR system.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

The Selection Panel will assess all candidates on merit and you will not be treated more or less advantageously because of your previous or current activities, affiliations, or the employment of your friends, partner or family members. All appointees to the Civil Service must be able to comply with the Civil Service Code requirements of honesty, integrity, objectivity and impartiality (see below). Where a candidate has previously engaged in political activity, the Selection Panel must satisfy itself that the candidate understands the requirement to operate objectively and impartially if appointed and it will record how this has been done.

**The Civil Service Commission**

The Department’s recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission’s Recruitment Principles which can be found at [www.civilservicecommission.independent.gov.uk](http://civilservicecommission.independent.gov.uk/). If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact Fiona Neep, Senior Staff Team, E1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Office of the Civil Service Commission.

**Civil Service Values**

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality.

* ‘integrity’ is putting the obligations of public service above your own personal interests;
* ‘honesty’ is being truthful and open;
* ‘objectivity’ is basing your advice and decisions on rigorous analysis of the evidence; and
* ‘impartiality’ is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

The Civil Service Code is available on the Scottish Government website at <http://www.scotland.gov.uk/About/Directorates/Services-Groups/HR/HR/policies-guidance/conduct/Civil-Service-Code>