



# SCOTTISH LEGAL AID BOARD

## Person Specification and Job description for applicants

### Corporate Governance and Policy Officer Strategic Development

Edinburgh

Starting salary from £32,150  
*Pro rata if part time*

We are currently recruiting for a Corporate Governance and Policy Officer (CG&PO), Grade 5, within the Strategic Development Directorate.

This post is permanent on a full time basis.

If you are applying for a full time position on a part time basis (less than 37 hours per week), please give details of the number of hours and pattern of part-time work you would be interested in.

Further information is supplied in the 'General Information for Applicants' document.

#### **Our organisation**

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advice Scottish Ministers on its strategic development for the benefit of society.

We are a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. With a low staff rotation ratio, as a business, SLAB can offer a stable and secure employment package. Our total reward package includes the following: flexible working hours, occasional remote working, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory pension scheme. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

#### **Information about the role**

SLAB administers funding that helps people across Scotland access help for a range of legal problems. It is an important government body within the Scottish justice system.

We have an opportunity to join a friendly and busy team working on the organisation's corporate policy and corporate affairs. We have a vacancy within our Chief Executive's Office which is part of our Strategic Development Directorate.

You will be responsible for supporting SLAB's strategic planning, corporate affairs, governance and Chief Executive's Office functions as well as developing corporate policies and procedures.

Duties and responsibilities will be shared with the team's other CG&PO. There will be opportunities to gain and develop a range of knowledge and skills across policy and corporate affairs.

### **Main Duties and Responsibilities**

1. Assist with the administration of key senior level meetings, including minute taking, at Board and other meetings.
2. Assist in the management of reporting on a range of work to deliver the SLAB business plan: also managing and reporting on certain strategic projects and programmes. Reporting will be to the Executive Team, the Board and publicly.
3. Assist in the development of a range of corporate documents such as the Corporate Plan, the annual Business Plan and the Annual Report and Accounts.
4. Assist in the management of risk assessment and risk reporting.
5. Contribute to the provision of advice, briefing and management information to the Chief Executive, the Executive Team and Scottish Government, including assisting in the preparation of impact assessments and Financial Memoranda.
6. Prepare responses to questions and correspondence to SLAB from Scottish Government, members of the Scottish Parliament, other organisations in the public, private and voluntary sectors, and the public.
7. Lead on the development of specific areas of corporate governance policy as required.
8. Contribute to the effective and efficient running of the CEO office function through the oversight of CEO processes and procedures, including Information Governance.
9. Update and improve relevant website content as required.
10. Build and maintain an up-to-date awareness of legislative and policy changes in Justice and other publicly funded legal assistance.
11. Establish and maintain good working relationships within and outside SLAB.

### **Essential Criteria**

*You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:*

- Excellent written and oral communication skills, in particular the ability to communicate at all levels and the ability to quickly grasp complex issues and summarise detailed information.

- Ability to use initiative to probe for further information or carry out further research if appropriate and thereafter present the information clearly to others.
- Excellent interpersonal skills, with the ability to build strong and facilitative working relationships with colleagues, as well as a range of internal and external contacts.
- Experienced in preparing written documents to suit a range of audiences.
- Experience in developing policies and procedures.
- A high degree of self-motivation, enthusiasm and discipline, displaying a pro-active approach at all times and an ability to work under pressure to tight deadlines.
- A good level of competence in most MS Office packages, particularly Microsoft Excel and the ability to present data, use formula and create charts.
- Discreet and Confidential
- Good organisational skills, with the ability to adapt to rapidly changing priorities.
- Sound judgement, tactical awareness and the ability to think analytically

### **Desirable Criteria**

- Experience/knowledge central or local government, non-departmental public body or voluntary sector.
- Knowledge and experience of the justice sector.

### **Criminal record check**

All applicants must have a recent criminal record check (last 12 months), either at the application stage or following a conditional offer of employment. For this post we are require a Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit [www.mygov.scot](http://www.mygov.scot).

### **Qualifications**

For jobs in Grades 4 and 5 you must hold a minimum of 3 Highers or equivalent educational qualifications. Equivalent relevant work experience may also be acceptable.

Please note: If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.

### **Competency required**

*In addition to the Essential criteria listed above, the following competencies for Grade 5 roles are also required and all SLAB's applicants will be tested against these during the interview or assessment centre.*

### **Self-awareness**

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement
- Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when

needed.

### **People Management**

- Prioritises and agrees objectives aligned with the Operational Plan to engage staff, maximise adaptability and build capacity to deliver
- Credible with staff, creating conditions to build confident effective teams that empower, value and motivate people, managing workload and equalities
- Raises performance using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed
- Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing.

### **Communications and engagement**

- Engaged and credible with stakeholders, connected to a range of internal and external networks
- Communicates clear and creative ideas that meet the needs of a range of audiences, ensuring objectives and outcomes are achieved
- Produces concise, clear, well-structured written work using SLAB guidance
- Considers and communicates the impact of decisions on wider policies and programmes.

### **Improving Performance**

- Demonstrates ongoing use of relevant performance improvement tools and techniques including skills development
- Uses Programme and Project Management Principles effectively and proportionately
- Adapts quickly to fit skills and resources to changing circumstances and expectations
- Applies risk management principles to decision making, controlling opportunities and threats to achieving objectives.

### **Analysis and Use of evidence**

- Use evidence to assess, measure and evaluate projects and policies, considering the impact on other policies and government outcomes
- Engage with analytical specialists at appropriate stages of policy and programme development
- Interrogate analytical and management information to draw out key messages and findings to support decisions
- Organise and collate robust information from a variety of sources in decision making, sharing knowledge and information across the wider system.

### **Financial Management**

- Uses accurate and relevant financial data to create objectives and targets relevant to budget responsibilities
- Takes responsibility for the monitoring and controlling of expenditure
- Understands and applies the principles of Budgeting, Financial Management and Resource Accounting outlined in the 'Scottish Public Finance Manual'
- Maintains regular contact with relevant finance staff, and knows when to seek advice from audit, risk, procurement and finance professionals.

### **Interview Expenses**

Travel and subsistence expenses during the selection process are the responsibility of the applicant. Following current government guidance on social distancing, the interview will most likely be arranged online using video conferencing tools.

### **Starting Salary**

*This job is Grade 5 within SLAB, which currently has a starting salary of £32,150.*

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2021. Any future salary increases after 31 March 2022, either as a result of pay progression within Grade 5 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

### **Working Pattern**

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

### **Other information**

Your permanent place of work is at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh. Please note that due to the current circumstances following the COVID-19 outbreak and government guidance on social distancing measures, as a precautionary measure you are asked to temporarily stay at home and work until further notice. This temporary period of homeworking will be regularly reviewed and will cease when it is no longer deemed to be necessary, at SLAB's discretion, in which case you will be required to return to the permanent workplace.

For information regarding pre-employment checks and other relevant information, please review all documents attached to this job advert, available on our recruitment website. Please note that this information is provided for guidance only and does not form part of the conditions of employment. For further information on who we are and what we do, visit [www.slab.org.uk](http://www.slab.org.uk).