SENIOR RESEARCHER (FINANCE AND ECONOMICS) REF: P2549
(Secondment opportunity for twelve months, from 1 April 2011 to 31 March 2012)

An exciting opportunity for a high calibre individual to support MSPs and parliamentary committees in scrutinising public expenditure and revenue, and the Scottish economy.

Applications are invited from suitably qualified and experienced candidates to fill a secondment opportunity as a Senior Researcher with the Scottish Parliament, Holyrood, Edinburgh (subject to the donor organisation’s agreement). The assignment will provide additional capacity to support the Parliament’s scrutiny of the public finances and the economy and will last for a period of twelve months from 1 April 2011 to 31 March 2012. As a secondee, the successful candidate will remain on their current terms and conditions of employment with their existing employer. To give some indication of the level the person will be expected to work at, the current salary range for the post is £39 - £47,000.

Background

The Scottish Parliamentary Corporate Body (SPCB) ensures that the Parliament has the property, staff and services it needs. The SPCB is made up of the Presiding Officer and four MSPs who are appointed by the Parliament. It makes decisions on a wide range of issues to do with running the Parliament. It also employs the staff who work for the Parliament. Parliamentary staff are not civil servants. They are independent of the Government and provide an impartial service to MSPs of all political parties. There are many groups of staff performing a variety of tasks. These roles range from clerks who advise MSPs on detailed matters of parliamentary procedure, to security and IT staff. The Clerk/Chief Executive is the Parliament’s most senior official. The Chief Executive has the ultimate responsibility for ensuring the Parliament runs smoothly and efficiently. You can find out more about the Parliament on our website, www.scottish.parliament.uk

The Scottish Parliament Information Centre (SPICe) provides research, information and documentation services to the Parliament. Within SPICe, a team of 27 researchers working within three research units provide expert information and briefing to MSPs, their staff, parliamentary committees and to the staff of the Parliament in relation to their parliamentary duties. This work includes responding to personal enquiries, providing briefing on bills and on committee inquiries. The work is non-partisan and, when carried out for individual MSPs, is confidential.

General Duties

You will work within the Financial Scrutiny Unit (a team of eight), ensuring that the Parliament’s committees and MSPs are appropriately and impartially briefed on public finance and economic issues as directed. The work of SPICe is driven by the demands of the Parliament and you will be required to work flexibly to respond to requests from the Finance, Economy and other subject committees, as well as requests from individual MSPs and their staff. For example this may include the costing of policy announcements and alternative spending proposals, or analysis of economic trends. You will be expected to cover other subject areas as required by the Principal Researchers, for example local government also falls in the unit’s remit, and potentially other devolved subjects covered by other research units. You can find out more about the Parliament’s Financial Scrutiny on our website, http://www.scottish.parliament.uk/business/financialscrutiny/index.htm
Specific duties will include:

1. The provision of research support to all parliamentary committees, including the Finance Committee and Economy Committee,
2. The provision of briefing material in anticipation of parliamentary business in finance and economics subject areas
3. Answering research-based enquiries from individual MSPs and their staff in finance and economics subject areas
4. The provision of research support to committees, MSPs and their staff on any matters as required, including, as necessary, issues reserved to the UK parliament, within time and resource constraints
5. Working with other research and information specialists within SPICe to develop services, and joint working across the Parliament as directed by SPICe management
6. Further development of your own knowledge in order to better provide research support in all subject areas within the team’s portfolio
7. The development and maintenance of contacts within the external research community and information providers.

Qualifications and Experience

A sound knowledge, background and experience in economics and finance is essential. You will have knowledge of research methods and enquiry handling, excellent communication skills, a flexible approach to work and the ability to work efficiently under time pressure. It is expected that you will have 3 years’ relevant experience and a degree in a relevant subject.

Skills and Knowledge

You must also be able to demonstrate:

- Ability to communicate effectively at all levels orally and in writing
- Well developed interpersonal skills including the ability to work effectively in a team and on own initiative, with a proactive and flexible approach to work
- Ability to work under pressure and on own initiative to tight deadlines
- Knowledge, background and experience in finance and economics
- Knowledge of research methods including analytical and numerical ability and how to approach enquiry handling
- Knowledge of the Scottish Parliament and government

Applications

Please note that we can only consider applications for secondment made with the donor organisation’s agreement from the outset. This should also include agreement to release you on or very close to the intended start date of 1st April 2011.

Closing date for receipt of applications is Friday 11 February. Please complete the application form below and send it to jobs@scottish.parliament.uk or to the Scottish Parliament, Human Resources Office, Edinburgh EH99 1 SP (tel 0131 348 6500). We expect to hold interviews on 22 and/or 23 February 2011.

If you have any specific enquiries about the post, or the above timings, please contact Simon Wakefield on 0131 348 5372 or by e-mail to simon.wakefield@scottish.parliament.uk
# Personal Information

**SENIOR RESEARCH SPECIALIST (PUBLIC FINANCE)**
Secondment opportunity for 12 months, 1 April 2011 to 31 March 2012

**Ref:** P2549

## 1. CONTACT DETAILS

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<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
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<th>Former name(s): (if any)</th>
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**Address for letters:**

- Address line 1
- Address line 2
- Address line 3
- Address line 4
- Address line 5
- POSTCODE

**Contact Telephone No:**

**E-mail address:**

## 2. OTHER INFORMATION

**Do you wish to work on a job-share basis?**

*(please specify preferred work pattern)*

**Where did you find out about this post?**

*(please specify)*

**Are there any dates when you would NOT be available for test/interview?**

*(these dates will be avoided where possible)*

**If appointed, how much notice would you require before taking up appointment?**
3. CONDITIONS

Only applications which contain all the requested information, including the Equal Opportunities Monitoring Form, will be considered. **Information in support of your application will not be accepted after the closing date for receipt of application.**

Before you submit your application, please ensure that you are eligible for this competition by referring to the job specification and information for candidates. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us.

Late applications will not be accepted.

Please note that evidence of emailing your application does not guarantee that it has been received by us. If emailing your application you **must** ensure that you receive e-mail acknowledgement that your email has reached us.

4. DECLARATION

The information I have provided in this form is complete and accurate to the best of my knowledge. I confirm that my employer supports my application.

Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application and Equal Opportunities Monitoring form may be processed to provide management information for appointment and equal opportunities monitoring purposes. This information will not be retained longer than it is needed and paper records are normally disposed of after 6 months. Applicants will have the right of access to any information held about them.

I confirm that I have read and agree to the conditions and declaration above: ☐

Name: ___________________________ Date: ___________________________

**IMPORTANT NOTE**

If you submit your application by e-mail you MUST ensure that you receive an automatic acknowledgement from us. If you do not receive this acknowledgement you should contact us within 48 hours.
### SENIOR RESEARCH SPECIALIST (PUBLIC FINANCE)
Secondment opportunity for 12 months, 1 April 2011 to 31 March 2012

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#### 1. QUALIFICATIONS

**First degree (or other third level qualification)**

- **University or college:**
- **Details of qualification:** (type, full title and level of award)
- **Main subjects:**

**Post-graduate qualifications**

- **University or college:**
- **Details of qualification:** (type, full title and level of award)
- **Main subjects:**

**Professional qualifications/memberships**

- **Title of Qualification(s)/Membership(s). Please include relevant registration number(s):**

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Office use only:

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<th>Disability Symbol? (Tick if Yes)</th>
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<th>Are any adjustments required to:</th>
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<tr>
<td>Shortlisting?</td>
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<tr>
<td>Interview?</td>
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</table>

If “yes”, explanatory note attached.

For office use:

Ref: P2549
2. EMPLOYMENT HISTORY

Present Employer

<table>
<thead>
<tr>
<th>Employer’s name: <strong>Name of company or organisation</strong></th>
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<tbody>
<tr>
<td>Address for reference: Contact name (if applicable), Address, Postcode Tel no:</td>
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<tr>
<td>Job title and main duties: <strong>Job Title</strong></td>
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<tr>
<td>Main duties</td>
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<td>Date started:</td>
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Previous Employment

Please provide details of previous, relevant job roles or employment, starting with most recent. Please provide a minimum of 3 years’ history.

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<thead>
<tr>
<th>Dates</th>
<th>Company/Organisation</th>
<th>Job title and main duties</th>
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5. **SKILLS AND KNOWLEDGE**

Please study the “**Skills and Knowledge**” section above. Use this space to demonstrate that you have the skills and knowledge we have asked for. Address each of the criteria in turn, using specific evidence to support your statements. You may also use this space to include any other information which may be relevant to your application.

This is a very important part of your application. If you fail to deal with each of the criteria the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills and experience you have gained, for instance through a job title.

We would normally expect this to take no more than 2-3 pages in total, but you may use more if necessary.

<table>
<thead>
<tr>
<th>Ability to communicate effectively at all levels orally and in writing</th>
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<th>Knowledge, background and experience in public finance and economics</th>
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<th>Knowledge of research methods including analytical and numerical ability and enquiry handling skills</th>
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<tr>
<th>Knowledge of the Scottish Parliament and government</th>
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Equal Opportunities Monitoring Form

This form must be completed and returned along with your application form. The data collected in this form will be used only to enable the Scottish Parliamentary Corporate Body (SPCB) to:

1. Review and report on the effectiveness of its equal opportunities policies, and
2. Make reasonable adjustments that are required in order to ensure that candidates with disabilities can compete with all other candidates on equal terms.

The information provided on this form will be treated in the strictest confidence and held securely within the Human Resources Office. It will only be released on a need to know basis. The only information from this form that will be passed to the short-listing or interviewing panel will be any essential information that you have provided about the adjustments that you may require if you have a disability.

What happens to the information you provide on this form?

This monitoring form will be separated from your application form when it arrives in the Human Resources Office and the information you have provided on it will be extracted and placed into our confidential monitoring database. You are assured that the information you provide in this form will be handled on an anonymous and confidential basis, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals. There is one exception to this rule, and this relates to some of the information that you are asked to provide about any disability that you might have.

Why is some of the information provided in relation to disability treated differently to the other information provided on this form?

If you have a disability, we ask you to tell us about any adjustments that you would wish to be made to the selection or interview process in light of your disability. Sometimes, in order to make such adjustments, we may need to pass this information onto others (for example, the selection panel). If, at any stage, we must pass information about such adjustments onto other people in order to meet your needs, we will do this sensitively and by passing on as little information as possible.

1. GENDER IDENTITY

   How would you describe your gender?

   ☐ Female
   ☐ Male

   Would you consider yourself to be transgender?

   ☐ Yes
   ☐ No
   ☐ I prefer not to answer this question
2. ETHNIC GROUP

**What is your ethnic group?** For this question, please choose one section from A to E and then tick the appropriate box in that section in order to indicate your ethnic group.

<table>
<thead>
<tr>
<th>Section</th>
<th>Options</th>
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<tbody>
<tr>
<td><strong>A. White</strong></td>
<td>Scottish, Other British, Irish, Any other White background - Please specify</td>
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<tr>
<td><strong>B. Mixed</strong></td>
<td>Any mixed background</td>
</tr>
<tr>
<td><strong>C. Asian, Asian Scottish or Asian British</strong></td>
<td>Indian, Pakistani, Bangladeshi, Chinese, Other Asian background - Please specify</td>
</tr>
<tr>
<td><strong>D. Black, Black Scottish or Black British</strong></td>
<td>Caribbean, African, Other Black background - Please specify</td>
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<tr>
<td><strong>E. Other ethnic background</strong></td>
<td>Any other ethnic background - Please specify</td>
</tr>
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</table>

3. AGE

**What is your age?**

Please specify age (in years)

4. RELIGION

**Which of the following religions, religious denominations or bodies do you currently belong to? If you do not belong to any of these, please tick “None”.**

- None
- Church of Scotland
- Roman Catholic
- Other Christian - Please specify
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other religion - Please specify
5. SEXUAL ORIENTATION

How would you describe your sexual orientation?

☐ Heterosexual
☐ Gay Man
☐ Lesbian
☐ Bisexual Man
☐ Bisexual Woman
☐ Other - Please specify

6. DISABILITY

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

(a) Do you consider that you have a disability?

☐ No  (If you have ticked ‘No’, you should not answer any more of the questions on this form)
☐ Yes
☐ I prefer not to answer this question

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. The essential requirements for this job are described under “Qualifications and Experience” and “Skills and Knowledge”. This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview.

(b) Please tick this box if you have a disability and wish to be considered under this arrangement

The SPCB also wishes to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

(c) If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.
(d) Please tell us the nature of your disability and what impact, if any, your disability may have on you during the interview process (if you are asked to attend an interview for this post).

(e) Please tell us about any adjustments which you would wish to be made to the interview process in light of your disability. (If you do not require any such adjustments, please state “None”)

The information you have provided in the questions above will not count against you, but will help us to consider ways in which we can reasonably accommodate your needs.

We are also committed to making all reasonable adjustments to enable our employees with disabilities to carry out their duties effectively. If you are successful in being appointed to this post, we will give you an opportunity to inform us of any such adjustments that you may require before you take up the post. All members of staff employed by the SPCB are also very welcome to discuss such adjustments with their line manager or with the Human Resources Office at any time during their employment in our organisation.

Versions of the form are available in paper or on-screen versions. If you have any difficulties completing this form, or if you would like it in an alternative format (such as large print or audio tape) please get in touch with us:

Address: The Human Resources Office
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6500 (Calls via RNID Typetalk welcome)
Textphone: 0845 301 0015

Fax: 0131 348 6639

Please send completed applications to jobs@scottish.parliament.uk by Friday 11 February 2011.

IMPORTANT NOTE
If you submit your application by email you MUST ensure that you receive an automatic acknowledgement from us. If you do not receive acknowledgement you should contact us within 48 hours.