



The Scottish Parliament
Pàrlamaid na h-Alba

International Relations Officer

The International Relations Office (IRO) is responsible for organising meetings both inward and outward, with other parliaments, governments and organisations around the world who want to meet, discuss, learn from us on a range of issues of mutual interest.

As an International Relations Officer, you'll have the confidence and people skills to proactively build relationships, and this along with your excellent organisational skills, will enable you to plan and manage the parliamentary delegation visit programmes to tight deadlines and to a high standard.

You'll have excellent communication skills, an awareness of international affairs, working with impartiality and sound judgement, and the willingness to build knowledge in this area. You'll feel comfortable meeting with high profile individuals and diverse groups, and you'll have a strong commitment to professionalism.

You'll have the experience to project manage events and visits with sole responsibility, delivering clear, measurable and positive outcomes in line with the [International Strategy](#). Examples of visits could include a Speaker led delegation or officials from another parliament, or a head of government, wanting to meet with MSPs, officials and external bodies in Scotland to discuss how parliaments work, engage with citizens and scrutinise policy issues – in these you'll take ownership of the programme, clearly identifying the visit purpose, and the associated logistics which accompany this. This includes the co-ordination of all briefing material, liaising with key offices and individuals both internal and external as well as administrative arrangements such as security management and hospitality.

Delivering for Excellence

International Relations Officer, Grade 4

The Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

Stewardship: Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Organising and supporting parliamentary and VIP delegation inward visits, including liaising with all delegations to establish objectives, plan programmes, prepare briefings and logistics
- Planning for overseas delegations led by the Presiding Officer, Deputy Presiding Officers and/or other MSPs outward visits
- Supporting the Head of International Relations in identifying and developing longer term relationships with other parliaments and organisations; undertaking research into regions/countries and identifying benefits to the wider Parliament which align with the [International Strategy](#)

And in delivering these you will have:

- The experience to project manage events and visit programmes with sole responsibility, delivering clear, measurable and positive outcomes in line with the [International Strategy](#)
- Shows resilience to achieving objectives in challenging circumstances and remains positive and continues to move forward despite setbacks
- An ability to build knowledge in international relations, with the confidence to proactively build relationships, working with impartiality and sound judgement.

Excellence: Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Managing and developing staff, including delegating tasks, and motivating and inspiring confidence in colleagues
- Representing the Parliament in events and upholding its international reputation with well organised and effective visits
- Briefing and supporting the Presiding Officer, Deputy Presiding Officers, MSPs and key officials on inward visits and drafting correspondence on behalf of the Presiding Officer to Speakers of other parliaments or heads of diplomatic missions

And in delivering these you will have:

- A commitment to continuous improvement, sharing ideas to enable better ways of working; mentoring, supporting, developing and inspiring colleagues to reach their full potential
- A conscientious and committed attitude, being able to prioritise, schedule and balance your workload often to tight deadlines to deliver the best possible outcomes
- Excellent written and verbal communication skills to write in a clear and creative way, and the awareness to identify when an issue requires sensitive and careful handling.

Respect: Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main duties will involve:

- Engaging with diverse groups of visiting international parliamentary delegations and establishing effective external relationships
- Presenting to visiting international parliamentary delegations about the Scottish Parliament, its role, procedures and recent developments
- Liaising with internal offices over all visit arrangements to establish visit objectives, plan programmes and logistics

And in delivering these you will have:

- The ability to appreciate and respect the diversity of visiting delegations and understand the variances of different faiths, cultures and people in all your communications
- The confidence to interact with a diverse and high-profile customer group and the ability to develop, grow and maintain relationships
- An ability to recognise the strengths, skills, experience and knowledge of all colleagues, valuing the ideas and contribution that everyone can make

Inclusiveness: Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Providing secretariat support to the Scotland Branch of the Commonwealth Parliamentary Association and supporting the Branch in taking forward the CPA's activities as they affect the Scottish Parliament
- Maintaining regular liaison with the Scottish Government on operational specifics of visit programmes and developing relationships with other relevant agencies, governments and external stakeholders
- Providing support to the Head IRO, in a proactive manner, by delivering in the face of late changes and knowing how to take a situation forward

And in delivering these you will have:

- The ability to network and build long-term relationships, demonstrating an inclusive approach and the willingness to share knowledge and information to improve parliamentary relations
- A collaborative approach, taking an active role in the parliamentary service, working collegiately to deliver effective and efficient services in line with our strategic priorities, [upholding the core founding principles of our Parliament](#)
- Flexibility in your approach with the ability to work well within a small, supportive unit, in an often-pressurised environment

Getting in touch

If you would like to have an informal discussion about the role please contact Fergus Cochrane, Head of International Relations at fergus.cochrane@parliament.scot or on (0131) 348 5270

For any queries on the recruitment process, please contact Jo Tod, HR Officer, on (0131) 348 6644 or email joanna.tod@parliament.scot

Terms and conditions of employment

Salary

The minimum starting salary for this post is per annum, paid monthly by bank credit transfer. You'll progress at the rate of one scale point per year on the anniversary of taking up the appointment grade. The salary range for this post is shown below:

Year	Salary
Minimum	£34,549
1	£36,476
2	£38,923
3	£43,031

Hours

The way the Parliament works means that you may work varying hours and patterns. You may have to work longer hours when supporting inward and outward delegations (including weekends, although this is balanced through reduced hours during recess periods). For this reason, we have very progressive flexible working hours (FWH) arrangements. You'll be required to work within these arrangements.

Considering your individual working pattern, you'll be contracted to work 1623.6 hours per year. This is the equivalent to a 37-hour week, excluding breaks. If you work on a part-time basis, you'll be required to work the number of hours specified in your appointment letter.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you'll also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting.

Benefits

We offer excellent benefits including:

- opportunities for flexible working during your working week
- option to join the Civil Service pension arrangement
- comprehensive development programmes and
- access to a range of health and wellbeing initiatives including access to confidential counselling and information services, cycle to work scheme, an onsite gym facility and corporate gym membership at discount rates.

Full details can be found [here](#).

Pension

Unless staff choose otherwise we offer the opportunity to join the Civil Service pension arrangements. We'll make employer contributions towards the Civil Service pension. More information can be found on the [Civil Service Pensions website](#).

Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired. You're free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

Travel and other expenses

We pay travelling and other expenses if you incur them whilst on official duty. We will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Probation

You will be on probation for 6 months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities. You may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice](#) and [SPCB Recruitment Privacy Notice](#).

Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references.

Health Assessment and Security Clearance

If you're successful at interview, you'll be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment, carried out by our occupational health supplier. The reason why we carry out a health assessment

is to make sure that the job you have applied for is suitable for you. It's also to find out if we need to carry out any adjustments to help you do your job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. The form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

You must check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview, we will make a complete enquiry into your eligibility to work in the United Kingdom.

There are no nationality restrictions on who the SPCB employs.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment. Go to our [employee handbook](#) for full details of our terms and conditions of employment.