

Further Information Document



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. We will invite for further assessment those candidates who from their application seem best suited to the appointment.

Data

The information you provide is used strictly for recruitment purposes, is held securely, and will only be accessible to those involved in the recruitment process. We will not share this information with any other third parties unless required to do so by law. We will only keep the information you provide as long as is necessary and will dispose of it in line with our records retention. Please contact us if you would like any further information about how we handle personal data.

Diversity monitoring

Information given on the equality and diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision. Guidance on diversity monitoring and why we ask you to complete this is available on the Scottish Government website.

Recruitment Criteria

For general administration posts (Band A) you should have a good standard of education including a number of National 4/5, GCSEs, Standard or Ordinary Grades at level 3 (or equivalent), including English and Maths (or similar).

For Bands B and C you should generally have 3 SCE Highers or equivalent qualifications. For specialist posts you will require specialist qualifications and relevant experience.

Nationality Criteria

PART 1 – From 1 January 2021 the civil service nationality rules, that apply throughout the UK, will be amended to reflect the UK's exit from the European Union. It remains the case that you will be eligible to apply for any job in the Scottish Government if you are:

- a UK national or have dual nationality with one part being British;
 - a national of the Republic of Ireland; or
 - a national of a Commonwealth country.
- Exceptionally, from the 1st January 2021, it will be possible for newly arriving overseas nationals (who are not UK, Commonwealth or Irish nationals) to be employed within the Civil Service as Official Veterinarians.

Further Information

PART 2 – In addition, you will be eligible to apply for a Scottish government job if you are:

- a national of any of the member states of the European Economic Area (EEA) or Switzerland who is already working in the UK Civil Service;
- a national of any of the member states of the EEA or Switzerland who has built up the right to work in the Civil Service and has leave to remain in the UK either through the EU Settlement Scheme or limited or indefinite leave to remain; or
- a certain category of family member of a relevant national of any of the member states of the EEA or Switzerland. Further information about civil service nationality rules is available [here](#)

Evidence of Nationality – For Applicants covered in PART 2 above.

Any applicant with, or applying for, EU Settled Status, must provide one of the following;

- If you have already been given Settled Status, please e-mail evidence of this to recruitment@gov.scot when you submit your application.
- If you have applied for Settled Status and are awaiting a decision, please e-mail recruitment@gov.scot confirming this when you submit your application.

Failure to provide this information will result in your application being automatically rejected.

Pre-employment enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Government's pre-employment process carry out the following enquiries into your identify, employment history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters to ensure that you are qualified for appointment. All our preemployment checks are underpinned by the Baseline Personnel Security Standard (BPSS) which provides a 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. The additional security checks mean that you will be required to provide:

- photographic ID, preferably a passport or photo driving licence.
- your original birth or adoption certificate. Please note that your original birth certificate must be dated within six weeks of your birth.
- a bill or financial statement for your current address, preferably a utility bill dated within the last six months. Please note that mobile phone bills are not acceptable.
- basic Disclosure certificate – although for some jobs you will need as a higher level of disclosure clearance – this will be made clear in the advert.

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.

Further Information

Basic Disclosure Scotland certificate

The Scottish Government requires security checks and all successful candidates will be required to produce, as a minimum a basic Disclosure certificate (disclosing criminal history information) less than 12 months old, prior to taking up employment.

You can apply for your basic Disclosure Scotland certificate at www.disclosurescotland.co.uk providing you have lived at your current address for the last 12 months.

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 your formal offer of appointment letter will be issued approximately one week prior to your agreed starting date. This is the date discussed between you and your new line manager. If you have any question about our pre-employment checks please do not hesitate to get in touch.

Employment/educational history

We will also ask you to complete information regarding your employment and/or educational history for the last three years.

Interview expenses

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

Starting salary

New entrants will start on the minimum of the pay range.

Probation

You will require to serve a probationary period of 9 months, regardless of, if you have worked with us previously as a permanent, fixed term or in a temporary capacity. Confirmation of your appointment is dependent on the satisfactory completion of this probation period in terms of performance, conduct and attendance.

Working Pattern

The standard working week is a five 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 are seriously considered.

Annual leave

You will have an annual leave allowance of five weeks, rising to six weeks after four years. In addition, the Scottish Government observes 11.5 days public and privilege holidays, dates of which are set annually.

Further Information

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.

Travel and subsistence

At times you may be required to attend meetings or functions as part of your official duty. Subsistence allowances and travelling expenses are paid for this. (The cost of normal daily travel between and home and office is not reimbursable.)

Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview. Where driving is stated as a requirement for the post, we are willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. Please give details on a separate sheet. To access our disability fact sheet please visit <http://www.scotland.gov.uk/About/Recruitment/DisabilityFactsheet>

Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A ‘substantial disadvantage’ is a disadvantage which is more than minor or trivial. ‘Long-term’ means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

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.

Retirement

The Scottish Government has a “no retirement age” policy for staff in Bands A-C. This means that you are free to continue in employment for as long as you wish. (Continued employment will remain subject to the normal rules concerning performance, conduct and attendance.)

Further Information

Outside activities

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, and in some circumstances prior permission being sought, work of a minor or short term nature (for example vacation work or work after hours) is normally allowed. Also for health and safety purposes you should notify HR if you have more than one job.

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 parliament should be lodged with the Commission within 12 months of the closing date for applications, but the Commission will consider complaints lodged out of time in exceptional circumstances.

More information is available on the Commission's website alternatively you can email them at info@csc.gsi.gov.uk, call on 020 7271 08312 or write to them at:

Civil Service Commission Room G/8 1 Horse Guards Road London SW1A 2HQ

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. Where a candidate has previously engaged in political activity, the selection panel will satisfy itself that the candidate understands the requirement to operate objectively and impartially if appointed and must record how this has been done. These values are set out in the Civil Service Code:

- '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
- 'impartiality' is acting solely according to the merits of the case and serving equally well Governments of different political persuasions