

Recruitment Information

**Business Support: Information, Records and Data**

Part time (0.4FTE: 14 hours, 48 minutes per week)

**January 2019**

# About the Scottish Human Rights Commission

**The Scottish Human Rights Commission is an independent public body with a broad remit to promote and protect human rights for everyone in Scotland. We are independent of government and parliament.**

The Commission is accredited as an “A Status” National Human Rights Institution within the UN system. This enables us to report directly to the UN on human rights issues that affect people’s lives in Scotland.

The Commission works on a range of legal, policy and practical issues which affect people’s human rights in Scotland. Current areas of work include housing, social security, health and social care, policing and prisons, business and human rights, and biometrics.

As well as monitoring law, policy and practice, the Commission also promotes awareness, understanding and respect for human rights. We produce resources to support other organisations to take a human rights based approach to their work, and to help build understanding of human rights among the wider public.

# About the Job

## General

**Job Title:** Business Support: Information, Records and Data

**Working Pattern:** 14 hours 48 hours worked over four days (Monday – Thursday), ideally between the hours of 10:00 – 14:00 although others can be considered.

**Duration:** Permanent

**Team:** Corporate Services

**Reports to:** Head of Corporate Services

**Location:** Based in Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS

**Salary banding:** Grade 2 (£21,837 - £25,641 pro-rata)

## Overall purpose

This role is an administrative and service role within the Corporate Services Team. The Corporate Services Team supports the wider office to deliver the Commission’s mandate though the provision of strong corporate and supporting services. The role exists within a small collaborative team of Business Support administrative professionals led by the Head of Corporate Services.

The Business Support: Information, Records and Datarole provides day to day administration that supports the Information, Records and Data Management function of the office and the wider responsibilities of the Corporate Services Team.

The role holder works collaboratively with the Head of Corporate Services and other teams in the Commission to promote compliance and best practice across the Commission in relation to Information, Record and Data Management and provides administration support where required to achieve compliance and good performance.

The role holder provides leave and absence cover to staff the Business Support Desk as required.

## Key responsibilities

**1. Working with others to support overall delivery:**

All team members are required to:

* Work collaboratively with each other and the Head of Corporate Services to ensure the full range of Corporate Services are delivered to a high and reliable standard. To achieve this, each team member is required to work beyond the focus of their own role as and when required in support of each other and overall team success.
* Work collaboratively with other teams in the Commission, providing support to the delivery of other functions when required in support of overall organisational success.

* Provide cover / additional capacity to the functions of other Corporate Services Team members during periods of leave, absence or peaks in demand for specific corporate service areas.

**2. Organisational Development project support**

All team members will work with the Head of Corporate services to contribute to the delivery of a range of Organisational Development projects being led by the Corporate Services Team. The Information, Records and Datarole holder will work primarily on projects relating to these areas and the systems that support this but may from time to time support projects in other corporate service areas.

Project related tasks will vary from year to year but will include tasks such as:

* Staff survey work
* Research tasks
* Project plan and monitoring administration
* Delegated delivery tasks as outlined in project plans
* Reporting

**3. Information**

* To log, acknowledge and draft responses to simple Freedom of Information Requests, undertaking information searches where required and to seek authorisation of drafts before sending responses.
* To escalate Freedom of Information Requests that are of a more complex nature to the Head of Corporate Services for response.
* To support periodic review and updating of the Commission’s Model Publication Scheme
* To submit required statistics on Freedom of Information Request via the online portal.
* Provide administration support to reviewing and managing information to ensure information is held appropriately and against relevant policy eg/ retention and disposal policies.
* To work under the direction of the Head of Corporate Services on Information Security tasks.

**4. Records**

* To undertake administrative work to ensure ongoing compliance with the Commissions Records Management Plan (RMP).
* To work under the direction of the Head of Corporate Services and other Managers to undertake work on policy, procedures and systems to support Commission wide compliance with the Commission’s RMP.
* Provide administration support to reviewing and managing records to ensure information is held appropriately and against relevant policy eg/ retention and disposal policies.

**5. Data**

* To undertake administrative work to ensure ongoing compliance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018. This will be a varied set of task including work such as information and data audits, recording information and data held, reviewing information against retention and disposal requirements.
* Provide support to prepare Data Impact Assessments.
* Attend meetings of the Data Protection working group with staff members from other Commission’s and the shared Commissioner Data Protection Officer (DPO).
* To liaise with the Commission’s external DPO as requested by the Head of Corporate Service to seek advice or guidance.
* To assist the Head of Corporate Services with reporting and responding in the event of a data breach.
* To work under the direction of the Head of Corporate Services and other Managers to support implementation of policies and systems to manage information, records and data.

**6. Corporate Policy Review and Development**

* Provide support to the Head of Corporate Services in undertaking corporate policy review and development work to support the Information Governance of the organisation.

**7. General Administration**

* To provide administration support and to work collaboratively to assist others outwith the usual duties of your role when needed, particularly at peak periods around large scale events or to meet priority team deadlines.
* Adhoc corporate services admin tasks as required such as renewing licenses and insurance policies and other general administration.

**8. Other**

* Providing leave and absence cover to staff the Business Support Desk as required.
* This role will include some manual handling to perform the duties of the role
* New duties and task may be assigned as required.

**Special considerations and requirements to perform duties:**

**Manual Handling**

This role will include some **manual handling** to perform the duties of the role (eg moving files, archive boxes and moving tables and chairs to set up rooms for training activities)

**Travel**

On occasion travel will be required within Scotland either to support the Commission’s large scale events (a couple of times per year), to participate in training and development activities or to attend meetings (adhoc throughout the year and normally in Edinburgh).

**Out of Hours Work**

Occasional weekend or evening work may be required to support Commission events.

# Person Specification

## Qualifications

### Essential

## Standard Grade / GCSE English and Maths (A-C)

**Desirable**

A qualification in a relevant subject eg/ Information, Records or Data Administration

## Experience

### Essential

**1.** Experience of working in an administrative capacity.

**2.** Considerable experience of using Microsoft Office software (Outlook, Word, Excel, PowerPoint).

**3.** Experience of working with both paper and electronic filing and information management systems. Eg/ Electronic Record Management systems and contact databases.

**4.**  Experience working in an Information / Records / Data role or other similar compliance or corporate services role.

### Desirable

**5.** Experience of working in a similar organisation (eg/ public sector, organisations working in human rights or related areas)

**6.** Working knowledge / experience in meeting the requirements in practice of one or more of the following: Freedom of Information (Scotland) Act, the Public Records (Scotland) Act or the General Data Protection Regulations / Data Protection Act 2018

## Competencies

### Essential

**1** Ability to work in a small team in a co-operative and flexible manner.

**2** Combines a concern for quality and attention to detail, with a customer service awareness.

**3** Organisational skills with particular strength in managing a wide range of tasks through to completion.

**4** High levels of accuracy in maintaining files, information and data and maintaining logs.

# Structure

The Commission consists of a full time Chair and three part time Commissioners, supported by twelve members of staff.

# Benefits

## Working Hours

This is a part time post working 14 hours and 48 minutes per week (0.4 FTE) worked as four half days over Monday – Thursday. The ideal hours of work will be between 10:00 – 14:00 but other patterns of hours will be considered.

## Flexible working

This is a part time post.

This post has restricted ability to access the Commission’s flexitime policy, this is because hours for this post must generally be worked within the business hours of 09:00 – 17:00. Ideal working hours are between 10:00 – 14:00 but other pattern of hours will be considered and there can be some adhoc flexibility to vary hours subject to business requirements.

This post is not suitable for home working, compressed or annualised hours due to the business requirements of the role.

Occasional adhoc flexible working may be possible from time to time subject to daily and weekly business requirements and dependent on the availability of other members of the Corporate Services Team in the office.

## Pay structure

This Business Support role is a grade 2 role within our pay structure.

Grade 2 (£21,837 - £25,641 pro-rata)

## Pension

Commission employees are eligible to join the Civil Service Pension scheme. From 1 April 2015, a new Civil Service pension scheme - Alpha - was introduced. Alpha is a Career Average pension scheme.

## Annual Leave

30 days annual leave plus 11.5 public holidays (pro rata for part time hours)

## Commitment to CPD

The Commission has a strong commitment to training and professional development and you will have access to training courses in core skills as well as policies to support continuing professional development.

# How to Apply

To apply for this position, please send a completed application form to the Commission, either:

By email: [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

By post: FAO Corporate Services

Scottish Human Rights Commission

Governor’s House

Regent Road

EH1 3DE

You must complete an application form, CV’s will not be accepted. Applications should demonstrate how you meet the criteria for the role as outlined in the job description and person specification.

If you need to provide information in a different format please contact us to discuss.

## Key Dates

The deadline for applications is **12 noon on Monday 18th February 2019**

Interviews will take place in Edinburgh, dates may be subject to change but are likely to take place on 5th and 6th March.

## Participation in interview

Reasonable travel expenses for standard class travel within the UK may be claimed by candidates shortlisted to attend interview.

Shortlisted candidates based outside of the UK can participate in interview by Skype. Applicants must have the right to work in the UK to be eligible to apply.

## Equality and Diversity

If you would like to discuss adjustments to the recruitment process that would enable your participation please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

## Disclosure and Pre-Appointment Checks

The successful candidate for this post will be asked to apply for Baseline Security Clearance and a Basic Level Disclosure Scotland Certificate and/ or a country equivalent if the candidate has lived in another country in the past three years. We will undertake pre-appointment checks of references, ID, permission to work in the UK and any education certificates listed in the application form. Confirmation of employment will be subject to these checks being completed satisfactorily. The Commission will facilitate and cover the cost of the checks and certificates. If you want to discuss this requirement, in confidence, at any time please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com) .