

## **Role Profile: Policy Officer**

**August 2022**

## **1. Job Details**

Job Title:	Policy Officer
Reports to:	To be confirmed, but likely to be a Grade 5 officer in the medium-term.
Direct Reports:	None (but may include management of more junior staff/interns at a later date)
Location:	Edinburgh
Working hours:	1.0 Full Time Equivalent (37 hours)
Salary banding:	Grade 4 (£37,932 - £47,244)
Contract Type:	Permanent

## **2. Overall Purpose of the Job**

This role will provide policy support to the Commission on new human rights proposals from the Scottish Government and UK Government. This will include plans to incorporate several international human rights treaties into Scots law. You will also lead on economic, social and cultural rights within the Commission, looking at how these rights are promoted and protected across Scotland. The post holder will also support the Executive Director and senior staff in other areas, including delivering human rights training and conducting wider research.

## **3. Budgets Controlled**

No specific budget responsibility, but you may be asked to manage a small research or project budget.

## **4. Core Areas of Responsibility and Key Activities**

- a) To work with Policy and Legal Officers to develop position papers and submissions to consultations across all areas of the Commission's work.
- b) To build relationships with key stakeholders to ensure the Commission's work is relevant and appropriately focused.

- c) To participate in events, seminars and other outreach activities organised by or supported by the Commission with public authorities, governments, private actors and civil society, to raise public awareness of the Commission and of human rights.
- d) To support the development of training and capacity building in human rights as appropriate.
- e) To prepare papers for and attend Commission meetings.
- f) To prepare submissions to inter-governmental and non-governmental organisations.
- g) To conduct policy research as required by the Commission including in the exercise of official inquiries.
- h) To assist other members of staff on policy issues arising from their own areas of work, and possible ways in which to proceed.
- i) To undertaking training and personal development activity as agreed with senior staff, the Executive Director or Chair.
- j) To display a commitment to the protection of human rights and to the promotion of equality and show sensitivity to the diversity of views on human rights issues in Scotland.
- k) To undertake any other duties whenever reasonably required by the Executive Director or Chair.

Please note this is not an exhaustive list and the duties associated with the post may be subject to reasonable change from time to time according to the needs of the organisation.

## **5. Person Specification**

### **Formal Qualification/s**

A degree in a legal, policy or research subject with exposure to human rights, or demonstrably equivalent human rights policy knowledge.

## **Knowledge**

Demonstrable and up-to-date knowledge and understanding of human rights issues in the Scottish context, including new legislative proposals.

An understanding of the role of National Human Rights Institutions.

## **Experience**

At least 4 years of practical experience gained within the following:

- legal, policy or research role, with exposure to the field of human rights;
- translating policy and research documents into comprehensible public / stakeholder information.

## **Skills**

Strong communication skills, including the ability to write clear and concise reports, and the confidence to present to public audiences.

Ability to formulate clear, concise and coherent policies based on a detailed understanding of human rights.

Ability to work independently, but also within a small team and to flex priorities accordingly.

Strong interpersonal skills and a confidential and sensitive approach.

Excellent IT skills.

## **6. Review**

Every job description in the Commission will be subject to a review in the following situations:

- on an annual basis at the time of the annual appraisal meeting;
  - as a result of a change in strategic direction;
  - as a result of a team/ operational requirements;
  - as a result of agreed performance appraisal needs and objectives;
- or

- within six months of appointment

## 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 Ian Duddy  
Scottish Human Rights Commission  
Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS

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 **1700 on Friday 9 September 2022**.

Interviews will take place in person in our Edinburgh office, dates may be subject to change but are likely to take place during the week commencing 19 September 2022.

## Participation in interview

If there are any barriers to you having an in-person interview in our Edinburgh office, please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com).

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).

