

Recruitment Information

Policy Officer

Full time (37 hours per week)

August 2022

About the Scottish Human Rights Commission

The Scottish Human Rights Commission is an independent public body with a broad statutory remit to promote and protect human rights in Scotland. We are accredited within the United Nations system as an A-Status National Human Rights Institution.

The Commission works on a range of legal, policy and practical issues which affect people's human rights in Scotland. This includes economic, social and cultural rights such as rights to food, housing, social security and health. We also work on issues such as policing, prisons, climate justice, and business and human rights.

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:	Policy Officer
Working Pattern:	Full time (37 hours per week) worked flexibly
Duration:	Permanent
Team:	Legal & Policy
Reports to:	To be confirmed, but likely to be a Grade 5 officer in the medium-term.
Location:	Based in Bridgeside House, 99 McDonald Road, Edinburgh
Salary banding:	Grade 4 Salary £37,932 - £47,244 Appointments will usually be made at the bottom of the salary band.

Overall purpose

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.

Budgets Controlled

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

Core Areas of Responsibility and Key Activities

- To work with Policy and Legal Officers to develop position papers and submissions to consultations across all areas of the Commission's work.
- To build relationships with key stakeholders to ensure the Commission's work is relevant and appropriately focused.
- 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.
- To support the development of training and capacity building in human rights as appropriate.
- To prepare papers for and attend Commission meetings.
- To prepare submissions to inter-governmental and non-governmental organisations.
- To conduct policy research as required by the Commission including in the exercise of official inquiries.
- To assist other members of staff on policy issues arising from their own areas of work, and possible ways in which to proceed.
- To undertaking training and personal development activity as agreed with senior staff, the Executive Director or Chair.

- 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.
- 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.

Person Specification

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.

Additional Information

This post will be based in Edinburgh, the job holder may be required to attend meetings in other locations in Scotland.

Potential for Flexible Working

See below.

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

Benefits

Working Hours

Flexible working

The Commission is a flexible employer and is committed to going beyond its statutory obligations in relation to flexible working. We are open to flexible working requests. Currently staff are working either fully remotely or in a hybrid pattern, and hybrid working is likely to become the norm for all roles.

Pay structure

This Policy Officer role is a grade 4 role within our pay structure.

Grade 4 (£37,932 - £47,244)

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.

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

By post: FAO Corporate Services
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 **17:00 (5pm) 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.

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

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.