



Scottish Government
Riaghaltas na h-Alba
gov.scot

FURTHER INFORMATION

**SENIOR CIVIL SERVICE
CHIEF DENTAL OFFICER
SCOTTISH GOVERNMENT
EDINBURGH**

TERMS AND CONDITIONS

Appointment

This appointment to the Senior Civil Service will be made on the basis of a secondment from your existing employer. The post will be based in Edinburgh although some travel may be required. The post is currently undertaken as a full-time role but applicants with different working patterns are welcome to apply. We will assess proposed working patterns against the business requirements for this post. The secondment will be for an initial period of 3 years with the possibility of extension.

Senior Civil Service

The Senior Civil Service (SCS) in the Scottish Government totals around 220 people made up of Deputy Directors, Directors and Directors General. The most senior civil servant in the Scottish Government is the Permanent Secretary. The SCS is the corporate arm of the Home Civil Service and all departments across the UK operate similar pay and performance management schemes for SCS staff. As a member of the SCS, you may have opportunities to move to other SCS posts within the Scottish Government and elsewhere, including Whitehall, in addition to those available through open competition.

Salary on Secondment

Salary on secondment will be on existing terms and conditions and the Scottish Government will agree re-imburement arrangements with your employer. Below Permanent Secretary level there are 3 main pay bands (1, 2 & 3) covering the Senior Civil Service and this appointment is placed in Pay Band 1.

If you are already a serving Civil Servant, you should check with your Human Resources contact regarding salary arrangements.

Pre-employment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will carry out enquiries into your nationality, health and other matters, to ensure that you are qualified for appointment.

The Scottish Government uses a baseline personnel security standard 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.

This means that as a minimum you will be required to provide:

- Your **original** birth certificate
- Photographic ID, usually a passport. Please note that student cards and library cards are not acceptable.
- A bill or financial statement for your current address, preferably a utility bill. Please note that mobile phone bills are not acceptable

- Basic Disclosure certificate – available from **Disclosure Scotland, PO Box 250, Glasgow, G51 1YU, telephone: 0870 609 6006, Fax: 0870 609 6996, E-Mail: info@disclosurescotland.co.uk** . Please note that there is a cost for the certificate. Current charges and other information on Disclosure certificates can be found at the Disclosure Bureau's website www.disclosurescotland.co.uk

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.

Referees

When completing the application process you will be asked to include details of employment referees to cover a 3 year period. If you have been in employment, please include details of all employers over this 3 year period and your reason for leaving. If you have not been in employment for all or part of the 3 year period and have been in education, you can give the name(s) of the academic staff best acquainted with your work and conduct over the 3 year period. If you have not been in employment or education over the 3 year period and are unable to provide references, we will contact you about carrying out other checks to verify your history over the 3 year period. For Senior Civil Service posts personal referees should also be provided.

You will wish to be aware that for appointments to the Senior Civil Service we will usually approach your referees before interview or assessment centre. However, we recognise that there may be occasions where you have concerns about us contacting a previous employer for a reference, for example, they may know you under a different name. We have a secure and confidential process for seeking references under such circumstances, which are referred to our Diversity Advisor. If you wish to use this service please let us know when you receive your letter of invitation to interview or assessment centre. The assessment or interview panel will not know about any requests made to HR about the reference process.

Please note that we will request factual information from your referees such as dates employed, last position held, reason for leaving and details of work performance ratings, sick absence records and extant disciplinary records (if any). Academic referees will be asked to provide details of your course work, result achieved or expected, and the referee's impression of your ability in relation to your course work and future career potential. By submitting your application you are giving consent for us to obtain the information as outlined above.

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 to our standard, including any further security checks that may be required for the certain senior roles, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible.

If you have any questions about our pre-employment checks please do not hesitate to get in touch.

Working Pattern

As a senior civil servant you will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of your duties. However the standard working week is a 5 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 will be seriously considered.

Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

Outside Activities & Conflict of Interest

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, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

Senior Civil Servants are obliged to register all interests – including all gifts and hospitality received – on our internal e-HR self-referral system. If you have any interests which you think have the potential to create a conflict of interest you should declare them on your application form. Once in post any such interests should be declared to your line manager or HR as soon as possible as well as being recorded on the e-HR system.

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 parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

The Selection Panel will assess all candidates on merit and you will not be treated more or less advantageously because of your previous or current activities, affiliations, or the employment of your friends, partner or family members. All appointees to the Civil Service must be able to comply with the Civil Service Code requirements of honesty, integrity, objectivity and impartiality. The Civil Service Code is available on the Scottish Government website at <http://www.scotland.gov.uk/About/Directorates/Services-Groups/HR/HR/policies-guidance/conduct/Civil-Service-Code>

Where a candidate has previously engaged in political activity, the Selection Panel must satisfy itself that the candidate understands the requirement to operate objectively and impartially if appointed and it will record how this has been done.

Data Processing

If you are the successful candidate you should be aware that the Scottish Government collects personal information to administer data and support staff and to deliver services across the organisation. Processing is necessary for compliance with our legal obligations.

The following information is collected by our eHR, eOvertime, Flexi and Records systems:

- Name, date of birth, address, contact telephone numbers, National Insurance (NI) number, bank details, emergency contact/next of kin, payslip data, pensions data and marital status.
- Current job information, employee contract, employment history, disciplinary records and training Information
- Annual leave records, flexi records and sick leave records.
- Disability information, diversity monitoring including ethnicity, nationality, gender, religious beliefs and sexual orientation.

For staff administrative purposes data may be shared with the Department of Work and Pensions (DWP), Her Majesty's Revenue and Customs (HMRC), National Fraud Initiative (NFI) and the Pensions administrator.

Only specific Human Resources staff and line management can access your data held in Scottish Government records and systems. Employees are entitled to review/update their personal information held on HR systems.

Staff wishing to request additional information about their data and our privacy policy should contact HR Shared Services. Under the Data Protection Act 1998, you are entitled to request a copy of your HR records (known as a Subject Access Request (SAR)). You can do so by contacting the Data Protection Team or email dpa@gov.scot. Further details, including the contact details of our data controller, will be available to you on the staff intranet after you take up post.

Additionally, should you wish to access the Scottish Government Employee Benefits, you are required to consent to the sharing of data with the Scottish Government Employee Benefits provider. You will receive more information about this when you join us.