

## Job titles and Job descriptions of our International Offices

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## **International offices: Beijing**

### **Head of Scottish Government Office, China**

#### **Overview**

This role leads the Scottish Government's presence in China. The post is based in the British Embassy, Beijing, reporting to the Deputy Director International, in Edinburgh, as part of the Directorate for External Affairs.

The successful candidate will be responsible for promoting and developing Scotland's connections with China. Close work with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), as well as domestic policy teams in the Scottish Government will be essential.

While the post will be based in Beijing, your responsibilities will be China-wide, including Hong Kong, so you should be willing to travel throughout the country to build and maintain key relationships and to support inward visits. You will be expected to travel back to Scotland at least twice a year to engage with stakeholders both within and outwith the Scottish Government.

#### **Main Duties**

The Office Head has responsibility for representing the Scottish Government's interests in China, managing a team of three full time locally engaged staff in the Scottish Government Office within the British Embassy.

- Representing the Scottish Government and advising the UK diplomatic mission to China on all aspects of SG devolved policy and on areas of reserved policy that have an impact on Scotland;
- Develop collaboratively and lead the implementation of a coherent Scottish approach to engagement with China, that reflects the breadth of Scotland's international identity and offer.
- Play a leading role in the Team Scotland (Scottish Development International, Visit Scotland, Scottish FHEs , Local Authorities etc) effort to promote Scotland to Chinese audiences as a global destination to visit, work, live, study and do business
- Deliver in-country support for all Scottish Ministerial and Official delegations coming in to China and support key partner organisations in delivering their programmes in China;
- Work with municipal and provincial governments, alumni and diaspora groups in priority areas and sectors to promote Scotland's interests; and to
- Advise and support Scottish Government Ministers, Officials and agencies on all areas of their engagement with China, using the convening power of government in the Chinese system to secure wider objectives.

#### **Essential Criteria**

1. Ability to work in a high pressure environment and to take a creative approach. You will periodically be expected to be available out of core office hours due to the time difference between the UK and Beijing and to undertake travel (when permitted) around China and back to Scotland.
2. Confidence, credibility and cultural sensitivity in engaging with a wide range of internal and external stakeholders, some of whom will be senior representatives from

the Chinese Government.

3. Well developed strategic awareness and ability to operate effectively in a politically complex and dynamic context.

4. Personal resilience and proven interest in or ability to work in different cultural environments.

### **Competencies**

Communications and Engagement

Improving Performance

Leading Others

People Management

### **Locally employed staff**

The Scottish Government does not hold this information.

## **International offices: Berlin**

### **Head Of The Scottish Innovation And Investment Hub: Berlin**

#### **Overview**

Based in the British Embassy, Berlin, the role sits within the Scottish Government's European Relations Division, as part of the Directorate for External Affairs. The post holder will report to the Head of European Relations Division. The post holder will be responsible for representing the Scottish Government in Germany which is a priority country for international engagement. The post holder will work collaboratively with SDI. The post holder will act as principal policy advisor on Germany, briefing senior officials and Ministers on all aspects of Scotland's interactions with Germany (at both Federal and Land level).

The post holder will represent Scottish interests in the Federal Republic of Germany as the Head of a new Innovation and Investment Hub which will be located initially within the British Embassy in Berlin. The post holder will promote the development of partnerships between Scotland and Germany, developing diplomatic relationships at Federal and Land Government level and overseeing the development of trade and investment links, and cultural and academic ties. The post is likely to involve extensive travel throughout Germany and within Eastern Europe.

An essential responsibility will be to lead on developing a team Scotland approach, working in close partnership with SDI to deliver shared country objectives and priorities that reflect the direction set in the Enterprise and Skills Review, and the International Trade and Investment Strategy. SDI has an office in Dusseldorf and will have a representative in the Hub team. The post holder will oversee and facilitate cooperative activity between Scotland and Germany to deliver positive outcomes in key sectors of the Scottish economy including energy, food and drink, tourism (Germany is Scotland's second largest tourism market), financial services, culture and creative industries. Fostering German and Scottish academic partnerships is also likely to feature prominently in the role.

This will be an exciting and challenging time to be in Germany as Brexit negotiations, due to complete in March 2019, reshape our relationship with key partners. The post offers an unrivalled opportunity to combine policy advice, diplomatic engagement, economic development work and exposure to Ministers in an autonomous and high profile environment where you will also have significant contact with senior Embassy staff.

### **Main Duties**

Establish, lead and manage a team to promote and represent Scottish Ministers' interests in Germany delivering cooperative activity between Scotland and Germany which secures positive outcomes in key sectors for both countries. Includes leading the development of a Team Scotland (Scottish Development International, Visit Scotland, Scottish further and higher education establishments, Local Authorities etc.) approach to the promotion of Scotland as a destination of choice to visit, work, study and invest.

Work closely with relevant colleagues including SDI, SE and local authorities to deliver events relating to the European Championships 2018 taking place in Berlin and Glasgow and to ensure that trade and investment opportunities are maximised.

Provide strategic advice to Ministers, officials and agencies on effective engagement with Germany at Federal and Land level. Play a constructive role as a senior manager in European Relations Division and liaise as required with relevant policy teams in SG to support capacity to exploit emerging opportunities.

Advise Embassy colleagues on devolved policy (and our European priorities) and influence UK Government to use UK networks in Germany to pursue Scottish priorities and impact for Scotland.

Represent SG in Germany in a range of situations including hosting and speaking at public events.

Build and maintain key relationships between Germany and Scotland, in particular with Federal and Land Ministries, public and private sector bodies and with Scottish Government, Scottish public bodies and key agencies and individuals with an interest in developing cooperative relationships with Germany.

Work with Ministers and senior officials in Scotland to develop high level contacts, including planning and delivering Ministerial visit programmes to Germany and to assist in inward visits from Germany to Scotland.

Lead on the review of the future location of the Berlin hub based on ministers' commitment to reach a decision at the end of year one for implementation, if appropriate, by the end of year two.

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve positive outcomes in a complex environment.
2. Experience of representational work and dealing with a wide range of senior internal and external stakeholders and Government Ministers.

3. Experience of working in a role with oversight of a range of policy areas.
4. Working knowledge of German and ability to speak the language to functional level (you will be expected to develop an extensive competence in the language within the first year in post).
5. Excellent organisational skills and the ability to manage competing priorities and work to tight deadlines.

### **Desirable Criteria**

1. Experience of working overseas or domestically in a European or international context.
2. An understanding of business diplomacy and the importance of international trade and investment.

### **Competencies and Experience Required**

Communications and Engagement

Leading Others

Self Awareness

People Management

### **Deputy Head of Hub – Berlin**

#### **Overview**

This post offers a fantastic opportunity to join the team representing Scottish interests as Deputy Head of the Scottish Innovation and Investment Hub in Germany – a priority country for international engagement.

As a diplomatic posting, this offers an unrivalled opportunity to combine policy advice, diplomatic engagement, economic development work and exposure to Ministers in an autonomous and high profile environment where you will also have significant contact with senior Embassy staff.

The Hub in Berlin is part of the Directorate for External Affairs (DEXA), which leads engagement at home and internationally to enhance Scotland's reputation, increase sustainable economic growth, and strengthen our international relationships and partnerships.

You will work closely with colleagues from the Directorate for International Trade & Investment, from Economic Development Directorate, and from tourism, culture and sport. An essential element of the post will involve working in partnership with SDI and stakeholders to deliver the shared objectives and priorities outlined in the recent Enterprise and Skills Review and the Trade and Investment Strategy.

The Hub is responsible for representing Scottish interests in Germany at a time which will be exciting and challenging time as Brexit negotiations reshape our relationship with key partners. You will support the Head of Hub to promote the development of partnerships between Scotland and Germany. Since the Hub is currently being fully established, you will also be able to shape its development and direction. Your work will be varied, fast moving and dynamic, and you can expect a high level of Ministerial interest and frequent contact with senior leadership across business and academia. You will work with partners to develop trade and investment links, as well as cultural and academic ties. The post is likely to involve extensive

travel throughout Germany and visits to the UK. Early priorities will include the formal Ministerial launch of the hub in Spring and supporting the 2018 Glasgow-Berlin European Championships.

### **Main Duties**

- Developing and maintaining effective networks in the German Government, business, academia and civil society through which the Hub can develop influence and ensure the Scottish position on issues of key strategic importance is well understood and our objectives are delivered.
- Developing a substantive programme of operational and policy co-operation with German partners on a range of priority issues of shared concern, in particular through the development of structured collaboration and policy exchange.
- With SDI colleagues, supporting existing trade and investment links and promoting Scotland's reputation in Germany as a connected, innovative and inclusive nation and a destination of choice for German and German-speaking visitors, students, and investors.
- Ensuring regular reporting, analysis and advice on key issues in Germany and their relevance to policy developments in Scotland.
- Representing the Germany Hub on the Hubs project board / delivery group, and ensuring that lessons from the development of the Germany Hub inform the evolution of that group.
- Providing support to, and on occasion substituting for, the Head of the Hub - Recruiting and line managing one member of staff, and providing corporate leadership on Hub financial management and forecasting.

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve positive outcomes in a complex environment.
2. Experience of representational work and dealing with a wide range of senior internal and external stakeholders and Government Ministers.
3. Working knowledge of German and an ability to speak the language to functional level (you will be expected to develop an extensive competence in German within the first year in post).
4. A self-starter with excellent organisational skills, experience of working in a role with oversight of a range of policy areas, a track record of working in diverse, dynamic fast moving teams, and the ability to manage competing priorities and tight deadlines.

### **Competencies**

Communications and Engagement  
People Management  
Self Awareness  
Analysis and Use of Evidence

### **Locally employed staff**

The Scottish Government does not hold this information.

## **International offices: Brussels**

### **Director, Brussels**

#### **Overview**

The purpose of the Scottish Government (SG) is to focus on creating a more successful country, with opportunities for all of Scotland to flourish through increased wellbeing and sustainable, inclusive economic growth. In pursuit of this purpose, the Scottish Government has an ambitious vision for Scotland as an open and connected European nation that makes a contribution internationally. The function of the EU Directorate is to protect and promote the SG's place and interests in Europe, managing the relationship with the EU institutions, and strengthening its reputation as a good global citizen. This requires networking and influencing at a senior level in the Commission, EP and Permanent Representations of member states, and experience of working effectively with senior ministers. The directorate works in close co-ordination with the Directorate for External Affairs (DEXA), based in Scotland. Scotland House Brussels is part of an external network with posts in London, Paris, Dublin, Berlin, Washington, Ottawa and Beijing.

Scotland House Brussels is shared by SG staff with Scotland Europa (a wholly owned subsidiary of Scottish Enterprise, providing support on EU issues to a range of Scottish public sector organisations) and Scottish Development International (SDI).

#### **Key Responsibilities**

##### **Ongoing Responsibilities**

- Responsible for SG's relationship with the EU institution
- Scottish Ministers' senior lead adviser on EU issues
- Providing high quality intelligence and advice on all aspects of EU relations
- Promoting Scotland as a progressive, open, collaborative nation,
- Developing, with Director DEXA, SG's overall EU strategy
- Leading the EU Directorate and Head of Scotland House Brussels, with an important pastoral role, including responsibility for their wellbeing and development

##### **Immediate Responsibilities**

- You will take up post as Scotland feels the full impact of loss of EU membership, becoming part of a third country, and with the SG's policy being EU membership as an independent country. This will be a period of ongoing change, requiring strong leadership. To handle this and ensure that Scotland's reputation and influence are sustained and strengthened, you will need to establish and maintain a set of productive relationships at the highest levels throughout Brussels, in the institutions, Member States, and the wider Brussels ecosystem, including third countries. It is essential to have the ability to project credibly Scotland's strategy and policy in this new context, to articulate the factors driving it, and to influence events accordingly.
- You will play a critical role in Scotland's work with the EU, providing high quality, well-pitched advice on both substance and tactics of engagement. You will lead the development of SG policy in Europe more broadly, ensuring that senior officials and Ministers are alerted to risks and opportunities and that work on policy and operational delivery is realistic and evidence based.
- There are EU dimensions to most big policy challenges and you will need to be



able to engage and achieve impact across the full range of policy issues, understanding both technical complexity and political nuance. This will involve developing strong relationships at the highest level with senior Ministers, Commission officials, MEPs, Perm Reps and others. You will use these relationships and a deep understanding of the EU to track developments, promote Scottish interests and influence EU counterparts.

- You will contribute to building and sustaining EU expertise and professionalism in SG.

### **Essential Criteria**

It is essential that you can provide evidence of a high level of competence and effectiveness in:

#### **Personal impact**

- Drive and authority to develop influencing relationships at the most senior levels in Brussels
- Building relationships with senior ministers that ensure expert advice and judgement is given due weight in highly sensitive and complex decision

#### **Developing strategy based on deep understanding and experience of the EU, its policies and its institutions**

- Ability to base advice about the pursuit of Scottish interests on a sound understanding of EU law, processes and challenges
- Strong experience of developing and operationalising long-term strategy

#### **Leading collectively**

- Taking an effective whole system approach to complex, dynamic issues; actively developing wide networks internally and externally, breaking down and collaborating across barriers to deliver outcomes
- Being a visible corporate leader, influencing and supporting corporate activities and goals as a member of a senior team

#### **Developing others**

- Embedding an inclusive, learning culture in your teams, trusting and empowering others and enabling high performance and innovation.
- Ability to actively manage wellbeing and create an environment where diversity of thinking and perspective is both valued and nurtured.

#### **Leading others**

- Setting clear strategic direction and making high quality decisions which balance risk and stakeholder interests to deliver outcomes
- Strong communication skills and the ability to build visibility and awareness with partners and stakeholders.

#### **Understanding and developing self**

- You will demonstrate a strong understanding of yourself as a leader as well as a passion for your work and your own continuous personal development. This includes acting as a role model for inclusive leadership by clearly articulating, with courage and humility, how your personal life experiences and background impact on your thinking and behaviour

## **Deputy Director, Brussels**

### **Overview**

The Deputy Director role is crucial to delivering on Ministers' ambitions. The successful candidate will lead a team of 18, currently with five direct reports. The team works closely with Scotland Europa (currently a team of 8), and the post holder reports to the EU Director, also based in Brussels.

Based in Brussels, you will represent Scotland's interests with the EU Institutions, at a critical time for Scotland's international reputation and interests. You will also play a lead role in developing SG policy on EU issues, working closely with the EU Director, who is also based in Brussels, and the Director for DEXA. You will also be a key part of the Senior Management Team (SMT) in Scotland House Brussels.

Sustaining and developing Scotland's reputation and network of relationships with the EU institutions and the Permanent Representations of EU member states in Brussels is crucial to the SG's objectives. The UK's departure from the EU has not affected the high priority attached to EU issues by SG Ministers, and the SG's activity in Brussels. With the agreement of the Trade and Cooperation Agreement and its entry into force, we are entering a new phase of relations, where promoting Scottish interests will be as important as ever.

Your work will support the SG's future EU strategy, and provide reliable intelligence and advice to Scottish Ministers on EU issues. You will work collaboratively with the UK Mission to the EU, while also asserting Scotland's distinct identity and perspectives. Like other Scotland-based staff in Scotland House, you will have diplomatic status.

This role also involves providing leadership and helping ensure that the range of Scottish organisations active in Brussels work effectively together, present a coherent face, and achieve positive impact.

European language skills (especially French) can offer an advantage in this role, however, they are not essential.

### **Key Responsibilities**

- Maintaining and building a network of EU and member state officials, at senior level, in key areas of business, and using that network effectively to gather intelligence and promote Scottish interests and provide intelligence to SG colleagues;
- Liaising closely with relevant Directors in SG to support the effective protection and promotion in the EU of their policy interests, providing intelligence, advice and constructive challenge;
- Developing relationships of trust with the SCS staff in UKMis covering the relevant policy areas, in order to enable SG to understand developments at EU level;
- Leading and managing a team of desk officers responsible for specific areas of EU business,
- Advising ministers and officials in SG in Scotland on the implications of

developments in Brussels, and supporting them in high-level meetings with Brussels stakeholders;

- As Deputy Director of Scotland House, to represent Scotland, and promote our values and expertise, in whatever ways are most effective, including playing a leading role in developing a strategically driven programme of visits and events;
- Fostering strong relationship with Scotland Europa, to support 'one team working' in Scotland House Brussels on specific areas where SG and Europa teams work closely together, including thematic policy areas and wider staff well-being.
- Ensuring close working with key colleagues across SG (especially the European Secretariat in DEXA) and the UK Mission to the EU (UKMis).
- Day-to-day responsibility for management of SG team of 18 staff in Brussels, including ensuring a focus on well-being, and learning and development.

### **Essential Criteria**

It is essential that you can provide evidence of a high level of competence and effectiveness in:

### **Specialist criteria**

#### **Understanding of EU and Scottish Government priorities**

- Demonstrate an understanding and experience of the EU, its policies, its institutions, its law and its decision making processes and how it connects with the SG system and priorities.
- Knowledge and understanding of Scotland, the work of the SG system and Scottish priorities.

### **Leadership criteria**

#### **Leading collectively**

- Taking an effective whole system approach to complex, dynamic issues; breaking down and collaborating across barriers to deliver outcomes whilst constructively managing conflict and uncertainty.
- Being a visible corporate leader, influencing and supporting corporate activities and goals as a member of a senior team, whilst working confidently with senior SG colleagues, Ministers, UK government officials and external stakeholders.

### **Developing others**

- Embedding an inclusive, learning culture in your teams, trusting, motivating and empowering others and enabling high performance and innovation.
- Ability to actively manage wellbeing and create an environment where diversity of thinking and perspective is both valued and nurtured.

### **Leading others**

- Setting clear strategic direction and making high quality decisions which balance risk and stakeholder interests to deliver outcomes
- Strong communication skills and the ability to build visibility and awareness with partners and stakeholders.

### **Understanding and developing self**

- Demonstrating personal resilience to sustain effectiveness through demanding periods, supporting the team and maintaining integrity, honesty, objectivity and impartiality.

## **Senior Marine and Energy Policy Adviser (Brussels)**

### **Overview**

This post is critical to the operation of Scotland House Brussels. Energy and Marine Policy are key EU facing priorities for the Scottish Government, and in the post-Brexit climate it will be more important than ever to ensure that Scotland remains a visible, engaged and helpful partner in EU circles. The Scotland Continuity Act commits Scottish Ministers to align Scots law with EU law where feasible and appropriate, and makes monitoring of the legislative EU legislative environment imperative.

On energy the post holder will promote Scotland's expertise in Brussels in key areas of energy strength including hydrogen, CCS, decarbonising the built environment and local energy systems. Your focus will be on building your European energy networks to promote the exchange of best practice and policy expertise to accelerate the transition to net zero.

In the case of marine, annual coastal states negotiations post the UK's exit from the EU will be major priorities, given the high importance of fisheries to Scotland. The post is critical to ensuring that SG negotiators have on the ground intelligence both on member state positioning as well as the views of the key institutions. It is envisaged that the post holder will also develop a proactive engagement strategy to promote policy and knowledge exchange with EU partners in areas where Marine Scotland has core strengths or would wish to learn from others.

The post holder will manage a team comprising a C1 (currently leading on climate and rural policy) and B2 (environment and transport policy), and provide strategic direction and development opportunities and ensuring coordination particularly around COP26 and the "net-zero" agenda. The post holder is a member of the Senior Management Team which sets the strategic direction of SHB and takes decisions around resource prioritisation.

The role requires experience and strong personal impact with senior influencers, and is graded at C2. The post will begin in September 2021. The successful candidate will be expected to remain in post for a period of 3 years.

Would you like to work at the heart of the EU, promoting Scottish interests? Do you have excellent communications, influencing and leadership skills? Can you demonstrate strong planning and organisation skills, delivering in a demanding policy environment, while also promoting a culture of mutual support, and prioritising staff development and well-being? - If the answers to the above are yes, then this exciting opportunity in Scotland House Brussels could be for you.

### **Main Duties**

- Provision of strategic advice to Ministers and officials on EU engagement and promotion of Scottish Government energy and marine policy in Brussels. This will involve regular working with Ministers either virtually or in person.
- Working with both Scotland Europa and with Scotland-based international energy

policy colleagues to promote Scotland's expertise in Brussels.

- Building European energy contacts to promote exchange of best practice and policy expertise to accelerate the transition to net zero.
- Representing Scottish Government marine policy to key Brussels stakeholders maintaining and developing networks with key Member States, the European Commission, the European Parliament and other NGOs as appropriate.
- Planning and delivering public facing events (working with our communications and events teams and on occasion other offices in the international network), and presenting on public facing platforms where opportunities arise.
- Monitoring the EU legislative environment on energy providing forward intelligence on emerging legislation (for example linked to enhanced EU climate ambition) in the context of the SG's EU alignment agenda.
- Providing advice as appropriate to Scotland based policy teams on engagement in the governance arrangements that will underpin the Trade and Cooperation Agreement between the EU and the UK - specifically to the operation of Specialised Committees for Energy and Fisheries.
- Maintaining oversight for SHB interests of the delivery of the Continuity Agenda representing Scotland House Brussels interests to the lead Directorate (DEXA) charged with taking forward the policy.
- Managing a small team comprising a C1 (covering rural and climate policy) and B2 (covering environment and transport policy) providing strategic direction and development opportunities and ensuring coordination particularly around the "net-zero" agenda.
- Being a member of the Scotland House Senior Management Team – regularly chairing meetings and taking and communicating decisions which set the strategic direction for SHB.
- You will be expected to lead on key corporate tasks including SHB Business Planning (working with the Scotland Europa lead).

### **Essential Criteria**

1. Excellent diplomatic, influencing and communication skills to achieve positive outcomes and build networks in a complex and challenging strategic environment.
2. Experience of dealing with a wide range of senior internal and external stakeholders and Government Ministers.
3. Sound knowledge of EU decision making processes and the EU institutional landscape.
4. Excellent leadership and organisational skills, and the ability to manage competing priorities and work to tight deadlines.

### **Competencies**

Communications and Engagement

Leading Others

Improving Performance

People Management

## **Scotland House Brussels: Policy Advisor - Environment and Transport**

### **Overview**

Scotland House Brussels (SHB) is the largest of 7 overseas offices within the

Scottish Government's international network. It is at the centre of Scotland's engagement with the EU institutions and wider European and international partners in Brussels. It brings together the Scottish Government and Scotland Europa drawing on expertise from across Scotland and providing services to support Scotland's economic and diplomatic interests at the EU level. This work is underpinned by a rich programme of policy events and, in more normal times, cultural promotion.

The post holder will be responsible for representing the Scottish Government's interests in Brussels on Environment and Transport. Within the wider office, you will be working in a 3 person team which also covers marine, energy, agriculture and climate change policy. However you should expect to work routinely with other policy leads in Brussels and with Scotland Europa, and to take on other corporate roles as needs arise.

You will take up post at a challenging time as Scotland feels the full impact of loss of EU membership, now as part of a third country. It is also an exciting moment as Scotland looks to renew and develop new relationships with European stakeholders.

### **Environment**

You will lead on environment policy in SHB which will require collaboration across other policy areas in the office. In this year of COP 15 in China and COP 26 in Glasgow, your role will be to promote Scotland's high ambition, in turn raising ambition among stakeholders and building collaborative processes for example via the Edinburgh Process.

### **Transport**

You will lead on Transport policy in the office combining reporting of EU developments with the promotion of low/net-zero carbon transport solutions in liaison with Transport Scotland and other stakeholders. In the year of COP 26 and beyond, you will be expected to lead on delivering engagement and events showcasing Scotland's offer in the low-carbon transport space.

For both policy areas, you will be expected to work closely with the relevant policy directorates and teams at home, not limited to Transport Scotland or the Directorate for Environment and Forestry. This post offers an opportunity to combine policy advice, diplomatic engagement and exposure to Ministers in an autonomous and high profile environment. You will be required to work collaboratively across SHB, the international network, as well as with colleagues in the UK Mission to the EU and other Devolved Administrations in Brussels.

### **Main Duties**

- Part of a small team comprising 1 C2 and 1 C1.
- Provision of strategic advice to Ministers and senior officials on EU engagement to promote SG policy in respect of environment and transport policy issues. This will involve regular working with Ministers either virtually or in person.
- Represent Scottish Government environment policy to key Brussels stakeholders maintaining and developing networks with key Member States, third countries, the European Commission, the European Parliament, NGOs and other stakeholders. This will include provision of regular intelligence around EU legislative/policy

developments in the context of the SG's EU alignment agenda. You will be expected to plan and deliver public facing events (working with our communications and events teams and on occasion other offices in the international network).

- You will represent Scottish transport policy, including low-carbon transport, to key Brussels stakeholders building your networks accordingly with Member States, third countries, the European Commission, the European Parliament, industry bodies, and other stakeholders.
- Both policy areas are likely to be heavily impacted by the SG commitment to align with EU law and you will be using your networks to provide forward intelligence on emerging EU law to support Scotland based policy teams and Ministers.
- Provide advice as appropriate to Scotland based policy teams on engagement in the governance arrangements that will underpin the recently agreed Trade and Cooperation Agreement between the EU and the UK.
- The post will begin in August 2021 and the successful candidate will be expected to remain in post for a period of 3 years.

### **Essential Criteria**

1. Diplomatic, influencing and communication skills to achieve positive outcomes and build networks in a complex/challenging environment.
2. Self-starter who can demonstrate a track record of personal resilience and with an ability to get to grips with complex pieces of policy and communicate them succinctly and clearly.
3. Excellent organisational skills and the ability to manage competing priorities and work to tight deadlines.
4. Some knowledge of EU decision making processes and the EU institutional landscape.

### **Competencies**

Improving Performance

Analysis and Use of Evidence

Self-awareness

Communications and Engagement

## **EU Policy Officer, Scottish Government EU Office Brussels**

### **Overview**

There has never been a more important time to be representing Scotland in Brussels. The next year will determine the nature of Scotland's future relationship with the EU, with significant work also likely to take place during the proposed Implementation Period to December 2020. This key role in Brussels will play a vital part in ensuring ministers and officials can understand and influence what is happening in the EU, on both Brexit negotiations and on-going business, helping them to shape the SG's policy response.

You will be working closely with the EU Institutions, Member States, Regions, the UK Permanent Representation to the EU and representatives from the Devolved Governments of Wales and Northern Ireland to influence policy and ensure the SG message is heard and understood.

Since the EU referendum in June 2016 the SG EU Office has also played an important part in supporting Ministers to ensure that key stakeholders understand the implications for Scotland and ensuring Scotland's interests are protected during the Brexit negotiations.

You will agree policy priorities and a strategic approach to influencing European policy with officials and Ministers. Monitor EU policy developments, gathering and analysing intelligence and using this to identify opportunities and risks to follow up with policy areas in Scotland. Provide up to date analysis, information and advice on developments in EU Institutions and relevant wider EU context for Ministers and Officials.

After January 2020 the post holder will be expected to be adaptable to the challenges and opportunities stemming from new working arrangements for Scotland and the UK outside the EU. They will be expected to be seeking out opportunities for policy and knowledge exchange with partners in the EU and beyond and alive to identifying EU funding opportunities depending on the outcome of the on-going negotiation between the UK and EU on the future relationship.

The role itself is likely to have a particular focus on Employment, Health and Social Affairs, in the context of SG's ambitious agenda for Inclusive Growth and the Wellbeing Economy.

### **Main Duties**

- Provide support to team leaders across all strands of the team's activities.
- Work with other members of Scotland House to deliver Minister and Senior Official-led visits and events, taking a leading role in managing practical arrangements with local stakeholders. Contribute to other communications and engagement activity, including follow-up to such visits.
- Represent the Scottish Government through attending and participating in official meetings, in bilateral engagement with EU Institutions, Member States and Regional Representative Bodies and at a wide range of events within Brussels communicating Scotland's interests and successes and promoting Scotland's influence and reputation to the EU.
- Work with the UK Permanent Representation to the EU (UKREP) to ensure that the Scottish Government is represented at the appropriate level in discussions with EU Institutions, Member States and other stakeholders where there is a Scottish Government interest and to ensure that information is shared.
- Provide strategic advice and support to Ministers and officials across the Scottish Government in pursuit of their policy objectives. This will cover ongoing EU business and take account of Brexit developments and discussions.
- Work closely with colleagues in Scotland House Brussels and Directorate of External Affairs (DEXA), Edinburgh, to ensure that there is a knowledge and information flow between the teams.
- Work closely with colleagues in Scotland House to take forward agreed business plan objectives as part of the a Team Scotland approach to build the Scottish brand and internationalise the Scottish economy.
- Establish and utilise networks of key contacts in Brussels and facilitate networking for officials and where appropriate participate in European initiatives and partnerships.



- Work with colleagues to ensure briefing requests, communications enquiries, FOI requests and PQs are dealt with efficiently.

### **Essential Criteria**

1. Ability to analyse, interpret and present a wide range of data concisely and use this evidence to identify a recommended course of action.
2. Strong communication and interpersonal skills, with an ability to engage and influence a wide range of stakeholders, being cognisant of political context.
3. Strong organisational skills, with a track record of effectively controlling opportunities and threats in order to deliver on core business objectives while managing a varied workload of competing tasks and priorities.
4. Demonstrates resilience and able to adapt quickly to fit skills and resources to changing circumstances whilst improving performance for self and wider team.

### **Competencies**

Analysis and Use of Evidence  
Communication and Engagement  
Improving Performance  
Self-Awareness

### **Desk Officers (Brussels)**

#### **Overview**

The Scottish Government greatly values its engagement with the EU institutions and other European countries and regions and believes that the European Union offers the best international framework to deliver prosperity for the people of Scotland. We recognise the importance of learning from others and sharing experience and best practice across Europe.

The Scottish Government's EU Brussels Office will work in collaboration with the European Relations Team Edinburgh to deliver the core aims of the recently launched EU Action Plan. This will involve protecting Scotland's place in and enhancing Scotland's representation in the European Union, ensuring active participation in the EU and strengthening Scotland's external partnerships in the EU and key accession states.

The Scottish Government EU Office in Brussels is a vital platform for this engagement; our role is to represent Scotland. The role of the office is to build relationships and partnerships that help us develop and deliver on our shared objectives, policies and programmes and enhance Scotland's reputation and attractiveness.

The forthcoming 2017 UK Presidency of the Council of the EU will further enhance the importance of our active and credible EU engagement.

The two posts available will cover subjects within a number of Ministerial Portfolios including Rural Affairs, Food and Environment; Fair Work, Skills and Training; Infrastructure, Investment and Cities; Social Justice and Communities and Sustainable Economic Growth.

## **Main Duties**

- Advise Ministers and Officials on EU Policy Interests and Influence key decisions in the EU for the benefit of Scotland
- Agree policy priorities and a strategic approach to influencing European policy with officials and Ministers. Monitor EU policy developments, gathering and analysing intelligence and using this to identify opportunities and risks to follow up with policy areas in Scotland. Provide up to date analysis, information and advice on developments in EU Institutions and relevant wider EU context for Ministers and Officials.
- Build and maintain our reach and reputation within key institutions including Presidencies, the UK Permanent Representation, other key Perm Reps and regional representations, Commission Cabinets, Commission legal service, Council and Parliament. Promote Scottish examples of best practice and raise Scotland's profile and reputation in Brussels.
- Establish and utilise networks of key contacts in Brussels and facilitate networking for officials. Attend conferences, workshops, wider networking events, participate in European initiatives and partnerships.
- Support Ministers and Officials in their strategic engagement with the EU, In collaboration with SG policy leads, support Ministers and officials to engage with EU institutions and other stakeholders.
  - o This will include supporting Ministers and Officials in their attendance at regular meetings of the Council of Ministers. Preparation for these meetings will include building and maintaining a wide network of contacts in Brussels, attending working groups, liaising with policy leads in Scotland, colleagues in UKRep, Private Office and Communications as well as possibly Whitehall leads and other attaches. On the day you will be required to support the Minister at Council and throughout the wider programme, participate in the pre-brief and be ready to react to events. After Council, in collaboration with the lead policy area, you will be required to develop or contribute to the readout of the Council meeting for Ministers, Parliamentary Committees and officials and undertaking any follow up actions.
  - o In addition to attendance at Council, you will also support Ministers and officials in other areas of engagement such as with the Commission, European Parliament, Member States, and Brussels based stakeholders etc. In doing this you will design, develop and deliver programmes for Ministers and officials that optimise the value of their time in Brussels. In addition a key element of strategic engagement is representing the Scottish Government at events in Brussels. Many of these will be Scottish Government led events, but there will also be a wide range of opportunities to take forward engagement at key stakeholder hosted events in the city. Many of the events you will be expected to attend often take place out with normal working hours, but not normally at weekends.

## **Competencies and Experience Required**

### ***Communication and Engagement***

You must be able to produce concise, clear, well- structured written work and communicate clearly and credibly with a range of internal and external stakeholders to build networks that enable objectives to be achieved. You must be able to understand and communicate the connections between developments at EU level and Scottish policy priorities.

### ***Self Awareness***

You will be required to plan and manage your time effectively, prioritising your workload to balance demands. You will have good organisational skills and show adaptability and initiative in a job that often requires changes due to competing priorities. You will actively manage your learning and development in this challenging role, seeking opportunities for both formal and informal learning such as work shadowing to develop the skills you require.

### ***Analysis and Use of Evidence***

You must be able to use evidence from a wide range of sources and the views of stakeholders to assess the relevance of information to Scottish Government priorities. You will have an ability to translate complex policy issues and processes into plain language and provide tactical advice on engagement with the EU institutions.

### ***Improving Performance***

You must be able to work flexibly and to be resilient, fitting skills and resources to changing demands. Working within the team you will have the opportunity demonstrate initiative and improve ways of working. You will be required to use your judgement to manage risk and to make decisions that control the opportunities and threats to achieving objectives.

### **Essential Criteria**

- Ability or experience of interpreting a wide range of data to inform policy, including demonstrable political awareness.
- Experience of working with and/or influencing external stakeholders.
- Ability to present information concisely, including for Ministers, and use this to identify a recommended course of action.
- Think innovatively and show ability to adapt quickly to fit skills and resources to changing circumstances and expectations.

### **Desirable Criteria**

- An interest and experience of EU issues and engagement
- French or other language skills
- Line management experience (one of these posts will have line management responsibility for a locally engaged member of staff – B1 equivalent)

## **International offices: Dublin**

### **Head of Scottish Government Office, Dublin**

#### **Overview**

This role leads the Scottish Government's presence in Ireland. Close working with international partners is an integral part of Scotland's recovery following Brexit and Covid. Deepening Scotland's relations with the European Union and key Members States is more important than ever. Ireland is therefore a top priority for Scotland's international engagement effort, building on the recently agreed bilateral framework.

The post, located in the British Embassy, Dublin, reports to the Deputy Director

European Relations, in Edinburgh, as part of the Directorate for External Affairs. The successful candidate will be responsible for promoting and developing Scotland's interests in and connections with Ireland. Close work with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), wider Scottish communities of interest in Ireland, as well as domestic policy teams in the Scottish Government, will be essential.

While the post is based in Dublin, your responsibilities will be Ireland-wide, so you should be willing to travel throughout the country to build and maintain key relationships and to support inward visits.

### **Main Duties**

The Office Head has responsibility for representing the Scottish Government's interests in Ireland, within the British Embassy. Key duties include:

- Leading a coherent and collaborative Scottish approach to engagement with Ireland, that reflects the breadth of Scotland's international identity and offer.
- Playing a leading role in the Team Scotland (Scottish Development International, Visit Scotland, Scottish Further and Higher Education institutions, Global Scots etc.) work to promote Scotland to Irish audiences as a global destination to visit, work, live, study and do business.
- Representing the Scottish Government with the British Embassy, politicians, the media, senior business leaders, wider diplomatic community, opinion-formers and academics in Ireland.
- Leading the work of implementing the recommendations of the Scotland-Ireland Bilateral Review, representing SG at steering group meetings, driving progress on work streams and reporting to Ministers.
- Advising Scottish Government Ministers, Officials and agencies on relevant developments in Ireland and supporting their engagement with Irish interests, thereby maximising the influence and reputation of Scotland to secure wider objectives
- Managing directly a team of two and contributing to the development of the SG's wider network of external offices.

You will periodically be expected to be available out of core office hours and will be expected to travel back to Scotland at least twice a year to engage with stakeholders both within and outwith the Scottish Government.

### **Essential Criteria**

1. Proven capacity to exercise leadership in taking responsibility and delivering strategic impact in a high paced and complex environment.
2. Confidence, credibility and cultural sensitivity in securing collaboration from a wide range of internal and external stakeholders, some of whom will be senior political representatives.
3. Experience of developing and motivating high performing teams, including members you do not directly line manage.
4. Well-developed political acuity and sound judgement.

### **Competencies**

Communications and Engagement

Analysis and Use of Evidence  
Leading Others  
People Management

## **Deputy Head of Hub - Dublin**

### **Overview**

Applications are invited for the position of Deputy Head of the Scottish Innovation and Investment Hub in Dublin. The post offers an unrivalled opportunity to combine policy advice, diplomatic engagement, economic development work and exposure to Ministers in an autonomous and high profile environment where you will also have significant contact with senior Embassy staff.

The Dublin Hub is part of the Directorate for External Affairs (DEXA). DEXA leads on engaging at home and internationally to enhance Scotland's reputation and increase sustainable economic growth, pursue our interests overseas and strengthen our international relationships and partnerships.

The Hub is responsible for representing Scottish interests in Ireland – and as such the work of the Hub is varied, fast moving and dynamic. No two days are the same, and your work will bring you into contact with the very highest levels of Irish decision making. The job holder can also expect a high level of Ministerial interest in the work of the Hub. As well as regular exposure to senior levels of Scottish government, the hub team hosts a regular rhythm of senior and ministerial visits to Ireland.

You will support the C2 Head of the Hub to promote the development of partnerships between Scotland and Ireland, building diplomatic relationships at Government and political level, influencing Irish decision makers in Government, and business. You will work with partners to develop trade and investment links, cultural and academic ties. The post is likely to involve extensive travel throughout Ireland and regular trips to the UK.

You will develop cooperative activity between Scotland and Ireland in a range of priority sectors including energy, food and drink, financial services, culture and the creative industries. Fostering Irish and Scottish academic partnerships is also likely to feature prominently in the role.

This will be an exciting and challenging time to be in Ireland as Brexit negotiations, due to complete in March 2019, reshape our relationship with key partners. There is a high level of Ministerial interest in the Irish government position on Brexit and the future relationship with the EU. You will be expected to quickly become a go to expert on Irish politics, Ireland's business environment and its culture.

### **Main Duties**

- Developing and maintaining effective networks at all levels of Irish Government, business, academia and civil society, through which the Hub will develop influence and ensure the Scottish position on issues of key strategic importance is well understood and our objectives are delivered.
- Developing a substantive programme of operational and policy cooperation with Irish partners on a range of priority issues of shared concern, and in particular

through the development of structured collaboration and policy exchange.

- Supporting existing trade and investment links, and promoting Scotland's reputation in Ireland as a connected, innovative and inclusive nation and as a destination of choice for Irish visitors, students, and investors.
- Ensuring regular reporting, analysis and advice on key issues in Ireland and their relevance to policy developments in Scotland feeds into timely advice to senior officials and Ministers.
- Representing the Dublin Hub on the Hubs project board/Delivery group, and ensuring lessons from the Dublin Hub development inform the evolution of that board/group.
- Line managing 1 member of staff, and providing corporate leadership on Hub financial management and forecasting

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve positive outcomes in a complex environment.
2. Experience of representational work and dealing with a wide range of senior internal and external stakeholders and Government Ministers.
3. Experience of working in a role with oversight of a range of policy areas.
4. Self- starter who can demonstrate a track record of working in diverse, dynamic fast moving teams.
5. Excellent organisational skills and a sound understanding of corporate processes, and the ability to manage competing priorities and work to tight deadlines

### **Desirable Criteria**

1. Experience of working overseas or domestically in a European or international context.
2. An understanding of business, economic diplomacy and the importance of international trade and investment.

### **Competencies**

Communications and Engagement  
People Management  
Self Awareness  
Analysis and Use of Evidence

### **Locally employed staff**

The Scottish Government does not hold this information.

## **International offices: London**

### **Head of Scotland House, London**

#### **Overview**

The Head of Scotland House London (SHL) has overlapping responsibilities, with direct line management responsibility for the Scottish Government Division in London; and as Chair of the Management Board that brings together the Partner

organisations to drive collaboration including through the joint business plan. The post holder line manages two C2 led policy teams, and a C1 led operations team (which oversees the business membership scheme and associated co-working and events space). The successful candidate will have overall responsibility for the operation of SHL as a facility in which the Scottish Government and its partner agencies co-locate and collaborate, including (on behalf of SG and partners) managing the relationship and contracts with the landlord and service providers.

This post-holder will report directly to Scott Wightman, Director for External Affairs, as a member of the Directorate's senior management team and will work through the International Board governance structure, which includes key SG Directorates and partner agencies. The successful candidate will have significant relevant experience and capability to lead a range of work on diplomatic and intergovernmental relations, and on trade & investment activity, with a focus on building valuable personal and institutional relationships.

### **Key Duties and Responsibilities**

Extensive **diplomatic engagement** through the Embassy Network in London at Ambassador and Deputy Head of Mission level to credibly explain Scottish Government positions, particularly on the constitution, and to encourage policy and economic exchanges and partnerships more broadly.

Support Scotland's trade and investment objectives including developing and sustaining the relationship with key bodies such as the City of London Corporation, London Chamber of Commerce and London First. Ensure the effective functioning of SHL's membership scheme, co-working and event space for Scottish businesses. Support Scotland's research and innovation agenda by developing relationships with key London-based organisations such as UKRI and NESTA (both of which share a building with SHL).

Promote knowledge of devolution and SG priorities within Whitehall, for example through the Devolution Coordinators group, presenting at and participating in relevant UKG Department events, an presenting at Directorate away-days, conferences etc.

Show-casing the best of Scotland to London and through London to the wider world – including our research and innovation, economy and cultural strengths. Scotland House London hosted over 70 such events in the year prior to the pandemic. A blend of online and in-person events is expected in future.

### **Essential Criteria**

#### **Specialist Expertise (post specific)**

A thorough knowledge of the Scottish Government's policy priorities, especially in relation to trade, investment and innovation and an ability to spot and develop opportunities for new collaborations and relationships to support them.

Highly developed communication and interpersonal skills in order to command the confidence of Ministers, peers and senior organisational leaders, and to be an authoritative interlocutor for senior diplomats, academics and influencers.

### **Leading collectively**

Being a visible corporate leader, influencing and supporting corporate activities and goals as a member of a senior team

### **Developing others**

Embedding an inclusive, learning culture in your teams, trusting and empowering others and enabling high performance and innovation.

### **Leading others**

Setting clear strategic direction and making high quality decisions which balance risk and stakeholder interests to deliver outcomes

### **Understanding and developing self**

You will demonstrate a strong understanding of yourself as a leader as well as a passion for your work and your own continuous personal development. This includes acting as a role model for inclusive leadership by clearly articulating, with courage and humility, how your personal life experiences and background impact on your thinking and behaviour

## **Policy Officer: Economic Policy and Networks Team London**

### **Overview**

The Scottish Government and partners have delivered a state of the art Innovation and Investment Hub in London, to provide a strong platform for joint working and delivery. This post provides an exciting opportunity to take the hub into the next phase of implementation. Those appointed to the London Hub will join a newly formed team and have responsibility for the challenges of the day to day running of this new venture. The post holder will report to a B3 Policy Manager who will report to the Team Leader (C2). The job may, on occasion, require you to undertake duties at engagements outside normal working hours.

Innovation and Investment Hubs provide an enhanced Scottish presence in locations of strategic importance. The London Hub, known as Scotland House, brings together partners including the Scottish Government, Scottish Enterprise, Highlands & Islands Enterprise, Scottish Development International and Visit Scotland under one roof to work together to deliver a range of benefits including:

- Raising awareness of Scotland and Scottish opportunities and approaches in London
- Building on the success of existing promotion of trade and investment opportunities
- Providing a touchdown, meeting and event space for Scottish businesses seeking access to the London market to achieve their growth ambitions
- Providing a platform to initiate partnerships and collaborations between Scottish businesses and universities/research institutions and their London-based counterparts, and the Scottish diaspora



- Providing support to Ministers, officials and other stakeholders in their engagement with London-based organisations
- Strengthening communication with Whitehall through a permanent presence on the ground in London.

### **Main Duties**

- Contribute to the London Hub as a professional, innovative, diverse and exciting place to work. This will include some corporate functions to support the team
- Work with the team to develop and deliver a plan for engagement and influence to support our economic policy objectives
- Be proactive in identifying and engaging with policy colleagues across Scottish Government and UK Government in key economic policy areas
- Provide up to date analysis, information and advice to the team and to Scotland based officials on developments in the UK Government and UK Parliament, to help inform economic policy in Scotland
- Work closely with partners, to build the profile and credibility of the Scottish Government in respect of economic policy including innovation policy
- Support the team in building strong stakeholder relationships and developing networks, such as providing secretariat support and contributing to stakeholder management
- Maintain key lines, draft routine responses and co-ordinate all Ministerial correspondence, PQs and FoI requests for the team.

### **Essential Criteria**

1. Experience of working with internal and external stakeholders.
2. Ability to present information concisely and use this to identify and make recommendations.
3. Strong communication and interpersonal skills.
4. Well organised and highly motivated, able to adapt quickly to fit skills and resources to changing circumstances and expectations
5. A strong team player, with experience of working in a cross-government environment.

### **Desirable Criteria**

1. Experience of economic policy including trade, investment and innovation.
2. Experience of drafting PQs, Ministerial correspondence and briefings.

### **Competencies**

Self-Awareness

Communication and Engagement

Improving Performance

Analysis and Use of Evidence

## **Policy Officer International, EU and UK Relations Team (London)**

### **Overview**

- Raising awareness of Scotland and Scottish opportunities and approaches in London.
- Building on the success of existing promotion of trade and investment

opportunities.

- Providing a touchdown, meeting and event space for Scottish businesses seeking access to the London market to achieve their growth ambitions.
- Providing a platform to initiate partnerships and collaborations between Scottish businesses and universities/research institutions and their London-based counterparts, and the Scottish diaspora.
- Providing support to Ministers, officials and other stakeholders in their engagement with London-based organisations.
- Strengthening communication with Whitehall through a permanent presence on the ground in London.

The post holder will be expected to support the team in establishing productive and useful connections with UK Government and diplomatic missions in London, representing the Scottish Government on a range of policy matters and connecting with colleagues in Scotland to ensure a unified approach. As the Scottish Government remains committed to proactive engagement with the EU, the post holder will help support the team in joining up on-going activities in Scotland and Whitehall.

### **Main Duties**

- Contribute to the London Hub as a professional, innovative, diverse and exciting place to work. This will include some corporate functions to support the team.
- Be proactive in identifying and engaging with policy colleagues across Scottish Government and UK Government in key policy areas, including EU and International.
- Provide up to date analysis, information and advice to the team and to Scotland based officials on developments in the UK Government and UK Parliament.
- Support the team in building strong stakeholder relationships and developing networks, such as providing secretariat support and contributing to stakeholder management.
- Budget Centre Liaison Officer for the division, supporting the B3 Business Manager.
- Maintain key lines, draft routine responses and co-ordinate all Ministerial correspondence, PQs and FoI requests for the team.

### **Essential Criteria**

1. Experience of working with internal and external stakeholders.
2. Ability to present information concisely and use this to identify and make recommendations.
3. Strong communication and interpersonal skills.
4. Well organised and highly motivated, able to adapt quickly to fit skills and resources to changing circumstances and expectations.
5. A strong team player, with experience of working in a cross-government environment.

### **Desirable Criteria**

1. Experience of Scottish Government Financial Systems, including SEAS and EASEBuy.
2. Experience of drafting PQs, Ministerial correspondence and briefings.

### **Competencies and Experience Required**

Self Awareness  
Communication and Engagement  
Improving Performance  
Analysis and Use of Evidence

## **Head of UK, EU and International, London Team**

### **Overview**

This post sits within Scotland House London, which acts as a platform for Scottish engagement with UKG and for Scotland's diplomatic, economic and cultural activities in London.

Scotland House London provides Scottish companies with a platform to take advantage of the business opportunities that London offers, and a shared home in London for the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise and Visit Scotland. This integrated approach is designed to support business and attract visitors and investment to Scotland.

This post plays a key role in the success of the endeavour through leadership of the UK, EU and International, London Team. The post-holder will have a large degree of autonomy on a day to day basis over the direction of the work they take forward, and will therefore be expected to determine how best to deliver the teams objectives and clearly demonstrate delivery.

### **Main Duties**

- Maintain and enhance an effective network across relevant London stakeholders and senior officials in the UK Government.
- Review and assess key International, EU and UK policy developments and gather and analyse intelligence from a range of sources to identify opportunities for Scottish Government and its partners.
- Build and contribute to virtual teams across Scotland, assisting in post-pandemic planning for Scotland House London and the External Network more widely.
- Build stronger stakeholder relationships and widen networks to increase the depth and credibility of the Hub, including with diplomatic missions, academia, think tanks and the London-based business community.
- Manage a small team.

### **Essential Criteria**

1. Strong interpersonal skills and the ability to build and influence strong networks.
2. Excellent communicator at a senior level both orally and in writing.
3. Strong organisational skills and ability to manage projects, events and a team.
4. Ability to work autonomously, at pace and prioritise, using initiative and organisational/planning skills.

### **Competencies**

People Management  
Leading Others  
Communications and Engagement  
Improving Performance

## **Head of Operations, Scotland House London**

### **Overview**

This post sits within Scotland House London, which acts as a platform for Scottish engagement with UKG and for Scotland's diplomatic, economic and cultural activities in London.

Scotland House London provides Scottish companies with a platform to take advantage of the business opportunities that London offers, and a shared home in London for the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise and VisitScotland. This integrated approach is designed to support business and attract visitors and investment to Scotland.

This post plays a key role in the success of the endeavour through leadership of the Operations Team. The post-holder functions with significant autonomy on a day to day basis and has significant control over the operations team and contractors, with commensurate levels of personal accountability.

### **Main Duties**

- Management of all relevant contracts, including but not limited to:
  - o catering.
  - o audio-visual support.
  - o repairs and maintenance.
  - o cleaning.
- Oversee effective financial management and budgeting process for the Scottish Government's budget for Scotland House, and for the collective Scotland House budget which includes Partner contributions.
- Support effective governance of Scotland House and promote a collaborative approach through administrative and policy support to the Management Board. The post-holder works to the Management Board, line managed by the SG's Head of Scotland House.
- Ensure the effective use of Scotland House as a venue for meetings and events
- Provide leadership and support to the Operations team including on management of the membership scheme.
- Operational Responsibility for various aspects of Scotland House security, including liaising with the building landlord; SG security and the Centre for the Protection of National Infrastructure.
- Responsibility for Business Management.

### **Essential Criteria**

1. Strong interpersonal skills and the ability to build and influence strong networks.
2. Excellent communicator both orally and in writing.
3. Strong organisational skills and ability to manage projects and processes.
4. Ability to work at pace and prioritise, using initiative and organisational/planning skills.

### **Competencies**

Leading Others

People Management  
Communications and Engagement  
Analysis and Use of Evidence

## **Head of Economic Policy and Networks (London)**

### **Overview**

Scotland House provides a platform for strengthening our policy engagement with Whitehall; raising Scotland's profile; and progressing our international trade, investment and innovation agendas with governments, companies, investors and research institutions.

The Head of Economic Policy and Networks will play a key role in strengthening the Scottish Government's engagement with and influence on the UK Government across economic policy issues; in supporting economic policy-making and delivery in Scotland; in providing related advice and support to Ministers and senior officials; and working closely with Scottish Enterprise, HIE and SDI in supporting businesses, universities and other parts of the Scottish Government and the wider public sector to deliver economic policy objectives.

The role offers a high-level of experience including working with Ministers and policy officials in both Scotland and Whitehall, partnership working and stakeholder and people management.

### **Main Duties**

The successful candidate will be expected to establish strong relationships and productive connections with the UK Government and other bodies in London, representing the Scottish Government on a range of economic development policy matters and connecting with colleagues in Scotland to understand, shape and best represent their interests. A significant emphasis will be placed on developing relationships with the UK Department for Business, Energy and Industrial Strategy, the Office for Life Sciences, the Department for International Trade, UKTI and Innovate UK to ensure that Scotland's interests are represented, including for example on the UK's Industrial Strategy and Life Sciences Strategy.

The post-holder, working closely with SE, HIE and SDI, will promote and support among key audiences an understanding in London of Scotland's strengths as a world-leading entrepreneurial and innovative nation and destination for investment – and promote the opportunities that London provides to policy colleagues in Scotland.

### **Essential Criteria**

1. An organised self-starter with proven leadership skills.
2. Ability or experience of interpreting a wide range of data to inform policy, including demonstrable political awareness.
3. Highly developed communication and interpersonal skills in order to command the confidence of external stakeholders, Ministers, and senior organisational leaders.
4. Economic literacy and a sound grasp of the economic policy context including trade, investment and innovation.

## **Desirable Criteria**

1. Excellent networking skills.
2. A strong collaborator with experience working across organisational boundaries.

## **Competencies and Experience Required**

Communication and Engagement

Analysis and Use of Evidence

Improving Performance

People Management

## **Economic Policy and Networks (London) Policy Manager**

### **Overview**

Scotland House is one of four Innovation and Investment Hubs being established in London, Dublin, Brussels and Berlin to support trade, investment and innovation and to strengthen government to government relations and our influence and networks in the UK and internationally. Each Hub brings together the Scottish Government and its agencies with public and private partners to achieve shared objectives. The London Hub brings together the Scottish Government, Scottish Enterprise, Highlands & Islands Enterprise, Scottish Development International and Visit Scotland under one roof and also provides touchdown, meeting and event space for business members.

Scotland House provides a platform for strengthening our policy engagement with Whitehall; raising Scotland's profile; and progressing our international trade, investment and innovation agendas with governments, companies, investors and research institutions.

The successful candidate will be expected to establish strong relationships and productive and useful connections with relevant parts of the UK Government and other bodies in London, representing the Scottish Government on a range of economic development policy matters and connecting with colleagues in Scotland to understand, shape and best represent their interests. A significant emphasis will be placed on developing relationships with the UK Department for Business, Energy and Industrial Strategy, the Office for Life Sciences and the Department for International Trade, UKTI and Innovate UK to ensure Scotland's interests are represented.

The post-holder, working closely with SE, HIE and SDI, will promote and support an understanding in London of Scotland's strengths as a world-leading entrepreneurial and innovative nation and destination for investment among key audiences.

### **Main Duties**

It is expected that the post-holder will:

- Work with the C2 team leader to develop and deliver a plan for engagement and influence to support our economic policy objectives.
- Gather, analyse and summarise intelligence to inform economic policy in Scotland and identify opportunities and risks.

- Support Ministers, seniors officials and policy teams in effective engagement with the UK Government and others on economic policy issues.
- Work closely with partners, to build the profile and credibility of the Scottish Government in respect of economic policy including innovation policy.
- Contribute to the success of Scotland House through supporting the development, design and delivery of cross-government policies and projects.
- Lead and manage specific corporate projects to ensure the effective management and operation of Scotland House for the Scottish Government, partners and business members.
- Provide up to date analysis, information and advice on developments in the UK Government and UK Parliament for Ministers and Officials.
- Management of one B1 member of staff.

### **Essential Criteria**

1. Highly developed communication and interpersonal skills in order to command the confidence of Ministers, peers and counterparts in the UK Government.
2. The ability to think innovatively and adapt quickly to fit skills and resources to changing circumstances and expectations.
3. Well organised and highly motivated.
4. Ability or experience of interpreting a wide range of data to inform policy, including demonstrable political awareness.
5. Economic literacy and a sound grasp of the economic policy context including trade, investment and innovation.

### **Desirable Criteria**

1. Line management experience.
2. A strong collaborator with experience working across organisational boundaries.

### **Competencies and Experience Required**

Communication and Engagement

Analysis and Use of Evidence

People Management

## **Membership and Events Team Leader, London**

### **Overview**

This post sits within Scotland House London, which acts as a platform for Scottish engagement with UKG and for Scotland's diplomatic, economic and cultural activities in London.

Scotland House London provides Scottish companies with a platform to take advantage of the business opportunities that London offers, and a shared home in London for the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise and VisitScotland. This integrated approach is designed to support business and attract visitors and investment to Scotland.

This post plays a key role in the success of the endeavour through managing and delivering the busy visits and events programme in Scotland House London and managing the Scotland House London membership. The post-holder will manage the

Membership and Events team. The role provides an excellent opportunity to work closely across our partners, Scottish organisations, universities and London based organisations.

### **Main Duties**

- Lead responsibility for working with partners to deliver a programme of high quality events in Scotland House London spanning diplomacy, culture, business and policy focussed engagement –through a mixture of in-person and virtual events.
- Ensure logistics for visits and events are taken forward effectively.
- Be responsible for logistical arrangements for Ministerial visits to Scotland House London.
- Be responsible for managing the Scotland House London membership, ensuring a good retention rate and taking forward measures to attract new members.
- Carry out appropriate recording, monitoring and evaluation of events and membership, and provide necessary information for reporting purposes.
- Manage a small team.

### **Essential Criteria**

1. Strong organisational skills and ability to manage teams.
2. Excellent communicator both orally and in writing.
3. Ability to work autonomously, at pace and prioritise, using initiative and organisational/planning skills.
4. Ability to deliver high quality, professional events.

### **Competencies**

People Management

Self-Awareness

Communications and Engagement

Improving Performance

## **International offices: Ottawa**

### **Head Of Office, Scotland House Canada**

#### **Overview**

This post offers a fantastic opportunity to lead the enhancement of Scotland's presence in Canada, representing Scotland's interests and raising Scotland's profile. The position is a diplomatic posting and will be based at the British High Commission in Ottawa, reporting to the Deputy Director International, based in Edinburgh, and line managing a Deputy Head, likely to be based in Toronto, and one locally engaged member of staff. Close work with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), as well as domestic policy teams and External Affairs colleagues in the Scottish Government will be essential. A close working relationship with the Scottish Government team in Washington offers an important source of peer-to-peer learning and support.

This post represents an additional investment in Scotland's relationship with Canada, so you will need to be alert to opportunities and new connections which can bolster our presence and impact. While the post will be based in Ottawa, your



responsibilities will be Canada-wide, so you should be willing to travel throughout the region to support inward visits and build and maintain key relationships. You will be expected to travel back to Scotland at least twice a year to engage with stakeholders both within and outwith SG.

The Scottish Government has increased its overseas presence significantly over the last decade with representation in Washington, Toronto, Beijing, Brussels, Dublin, Berlin and London. An office in Paris is due shortly. The enhancement of our presence in Canada is a 2017-18 Programme for Government commitment. The successful candidate will be expected to shape the remit and resources of Scotland's enhanced presence in Canada in line with the Scotland-Canada Engagement Strategy and within the broader context of the refreshed International Framework. An essential element of this post is to work in partnership with SDI and stakeholders to deliver the shared objectives and priorities outlined in the recent Enterprise and Skills Review and the Trade and Investment strategy.

### **Main Duties**

- Delivering an enhanced level of engagement with Canada that contributes to the Scottish Government's international objectives, building on the existing engagement strategy.
- Continue to build a Team Scotland (Scottish Development International, Visit Scotland, Scottish further and higher education institutions, local authorities etc) approach to promoting Scotland as a global destination to visit, live, work, study and invest.
- Identifying and developing partnerships across Canada, including through close working with Team Scotland colleagues; and working alongside those partners to deliver economic, cultural and policy impact for Scotland.
- Representing the Scottish Government in a range of situations, including public events.
- Building strong and constructive relationships across UK diplomatic missions in Canada, providing them with advice and information on SG devolved policy and priorities; and influencing UK networks to promote Scottish interests and secure impact for Scotland.
- Developing and co-ordinating high quality programmes for Ministerial and official delegations to and from Canada in pursuit of the objectives of our engagement strategy.
- Building relationships with federal, state and local government and policy influencers to identify areas of common interest and promote Scotland's interests.
- Providing insight and intelligence to Scottish Government officials and Ministers on key developments within Canada and the impact for Scotland.
- Working with colleagues in SG International Division to advise Ministers, officials and agencies on their engagement with Canada.
- Managing a small and geographically split team, with oversight of a programme budget and of the administration of Scotland House Canada.

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve good outcomes in a complex environment.
2. Strong leadership skills to build and support a diverse team to deliver in a complex, shifting and ambiguous policy environment.

3. Experience of representational roles and confidently dealing with a wide range of senior internal and external stakeholders, and government ministers.
4. Excellent ability to manage competing priorities and work to tight deadlines to deliver clear outcomes both as part of a team and independently, in a role with interaction, contribution and oversight of a range of policy areas

### **Competencies**

Communications and Engagement  
Leading Others  
Analysis and Use of Evidence  
People Management

## **Deputy Head of Scottish Affairs, Canada**

### **Overview**

The post of Deputy Head of Scottish Affairs, Canada offers a fantastic opportunity to join the team representing Scottish interests in a priority country for international engagement.

As a diplomatic posting, the role presents an unrivalled opportunity to combine policy advice, diplomatic engagement, economic development work and exposure to Scottish Government Ministers in an autonomous and high profile environment.

The Scottish Affairs Office in Canada reports to the Scottish Government's International Division within the Directorate for External Affairs (DEXA), with this role supporting the development of Scotland's bilateral connections in Canada. The Deputy Head will be the linchpin in a three-person team, providing support to the Head of Scottish Affairs (C2) and line management of the locally engaged Assistant Scottish Affairs Officer.

The post will lead on individual policy portfolios, cutting across the main pillars of the 'Scotland is Now' campaign as well as individual long term projects around diaspora. Working closely with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), as well as domestic policy teams and External Affairs colleagues in the Scottish Government, the role will strive to achieve our collective approach to promoting Scotland as a global destination to visit, work, study, invest and do business.

Work is varied, fast moving and dynamic, and attracts a high level of Ministerial interest and frequent contact with senior leadership across business and academia. The role will work with partners to develop trade and investment links, as well as broader networks to develop policy relations (especially around cultural and academic ties) and understand the Scottish-Canadian diaspora. The role is likely to involve travel throughout Canada (with focus on the east coast and the province of Quebec) and bi-annual trips to Scotland. Working knowledge of French and an ability to speak the language to a functional level would be a huge advantage (you will be expected to develop competence in French within the first year in post).

### **Main Duties**

- Support the Head of Scottish Affairs (and working with Team Scotland), to deliver

the in-country elements of the Scottish Government's engagement strategy for Canada.

- Lead the day-to-day running of the Scottish Affairs Office including line management responsibility for the LE Assistant Scottish Affairs Officer and provide corporate leadership on financial management, and forecasting for the office.
- Ensure regular reporting, analysis and advice on key issues in Canada, providing insight and intelligence to both Scottish Government officials and Ministers on the impact and relevance to policy developments in Scotland.
- Build relationships with federal (primarily), provincial and local government to identify areas of common interest and promote Scotland's interests.
- Develop and maintain effective networks in Canada with other non-government stakeholders including business, academia and civil society to influence and ensure the Scottish position on issues of key strategic importance is well- understood and our objectives delivered.
- With SDI colleagues, supporting existing trade and investment links and promoting Scotland's reputation in Canada as a connected, innovative and inclusive nation and a destination of choice for Canadians.
- Represent the Scottish Government in a range of situations, including public events.
- Develop and co-ordinate events aligned with the delivery of the Scottish Government's engagement strategy for Canada including the development and coordination of high quality programmes for Ministerial and official delegations to Canada.
- Build relationships across UK diplomatic missions in Canada and providing them with advice and information on SG devolved policy and our international priorities, as well as influencing UK networks to pursue Scottish interests and secure impact for Scotland.

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve positive outcomes in a complex environment.
2. Experience of representational work and dealing with a wide range of senior internal and external stakeholders and Government Ministers.
3. A self-starter with excellent organisational skills, experience of working in a role with oversight of a range of policy areas, a track record of working in diverse, dynamic fast moving teams, and the ability to manage competing priorities and tight deadlines.
4. Experience of working in a role with oversight of a range of policy areas and a good understanding of Scotland's international priorities.

### **Competencies**

Communications and Engagement

Self-Awareness

People Management

Analysis and Use of Evidence

### **Locally employed staff**

The Scottish Government does not hold this information.

## **International offices: Paris**

### **Head of Scottish Government Office, Paris**

#### **Overview**

Close working with international partners will form an integral part of Scotland's recovery following Brexit and Covid. Deepening Scotland's relations with the European Union and key Members States will be more important than ever. France is therefore a top priority for Scotland's international engagement effort. This role leads the Scottish Government's presence in France. The post, located in the British Embassy, Paris, reports to the Deputy Director European Relations, in Edinburgh, as part of the Directorate for External Affairs. The successful candidate will be responsible for promoting and developing Scotland's interests in and connections with France. Close work with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), wider Scottish communities of interest in France, as well as domestic policy teams in the Scottish Government, will be essential. While the post will be based in Paris, your responsibilities will be France-wide, so you should be willing to travel throughout the country to build and maintain key relationships and to support inward visits.

#### **Main Duties**

The Office Head has responsibility for representing the Scottish Government's interests in France, managing a team of two in the Scottish Government Office within the British Embassy. Key duties include:

- Leading a coherent and collaborative Scottish approach to engagement with France, that reflects the breadth of Scotland's international identity and offer.
- Playing a leading role in the Team Scotland (Scottish Development International, Visit Scotland, Scottish Further and Higher Education institutions, Global Scots etc.) work to promote Scotland to French audiences as a global destination to visit, work, live, study and do business.
- Representing the Scottish Government with the British Embassy, politicians, the media, senior business leaders, opinion-formers and academics in France.
- Maintaining overall oversight of Scottish Ministerial and Official delegations visiting France, delivering, or supporting partner organisations in delivering their programmes and securing the right outcomes.
- Engaging with Paris-based international institutions in particular OECD and Unesco in areas of shared interest in support of the Scottish Government's broader multilateral engagement approach.
- Advising and supporting Scottish Government Ministers, Officials and agencies on all areas of their engagement with France, maximising the influence and reputation of Scotland to secure wider objectives.
- Contributing to the development of the SG's wider network of external offices.

You will periodically be expected to be available out of core office hours and will be expected to travel back to Scotland at least twice a year to engage with stakeholders both within and outwith the Scottish Government.

#### **Essential Criteria**

1. Proven capacity to deliver strategic impact in a high paced environment and to take a creative approach.
2. Confidence, credibility and cultural sensitivity in securing collaboration from a wide range of internal and external stakeholders, some of whom will be senior political representatives.
3. Leadership experience in challenging environments with a high degree of personal responsibility.
4. Knowledge of French - able to operate confidently in the French business environment within 6 months of being appointed to the role

### **Competencies**

Communications and Engagement  
Improving Performance  
Leading Others  
People Management

## **Deputy Head of Scotland House, Paris**

### **Overview**

This post offers a fantastic opportunity to join the team representing Scottish interests in France as part of a new office. This team sits within the Scottish Government's Directorate for External Affairs, which leads engagement at home and internationally to enhance Scotland's reputation, increase sustainable economic growth, and strengthen our international relationships and partnerships. The team reports directly to the Head of European Relations Division.

As a diplomatic posting, this offers an unrivalled opportunity to combine policy advice, diplomatic engagement, economic development work and exposure to Ministers in an autonomous and high profile environment where you will also have significant contact with senior Embassy staff.

You will work closely with colleagues from the Directorate for International Trade & Investment, from Economic Development Directorate, and from tourism, culture and sport. An essential element of the post will involve working in partnership with SDI, Visit Scotland, Creative Scotland and other stakeholders.

The office is responsible for representing Scottish interests in France at a time which will be exciting and challenging time as Brexit negotiations reshape our relationship with key partners. You will support the C2 Head of Office to promote the development of partnerships between Scotland and France. As the Office is currently being fully established, you will also be able to shape its development and direction.

Your work will be varied, fast moving and dynamic, and you can expect a high level of Ministerial interest and frequent contact with senior leadership across business and academia. You will work with partners to develop trade and investment links, as well as cultural and academic ties. The post is likely to involve travel throughout France and visits to the UK. Early priorities will include the formal Ministerial launch of the office and a visit by the First Minister later in the year.

## **Main Duties**

- Developing and maintaining effective networks in the French Government, business, academia and civil society through which the office can develop influence and ensure the Scottish position on issues of key strategic importance is well understood and our objectives are delivered.
- Developing a substantive programme of operational and policy co-operation with French partners on a range of priority issues of shared concern, in particular through the development of structured collaboration and policy exchange.
- With SDI colleagues, supporting existing trade and investment links and promoting Scotland's reputation in France as a connected, innovative and inclusive nation and a destination of choice for French and French-speaking visitors, students, and investors.
- Ensuring regular reporting, analysis and advice on key issues in France and their relevance to policy developments in Scotland.
- Representing the team on project boards / delivery groups that support the evolution of the expanding overseas network of the Scottish Government, and ensuring that lessons from the development of the office feed in to those.
- Providing support to, and on occasion substituting for, the Head of the Scotland House Paris.
- Recruiting and line managing one member of staff.
- Arranging and planning for an exciting programme of stakeholder engagement events, including preparing for high profile Ministerial visits.
- Providing corporate leadership on financial management and forecasting.
- Building relationships and engagement with international organisations based in Paris, such as the OECD and UNESCO amongst others.

## **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve positive outcomes in a complex environment.
2. Experience of representational work and dealing with a wide range of senior internal and external stakeholders and Government Ministers and/or Senior Civil Servants.
3. Excellent knowledge of French and an ability to read, write and speak the language to at least a C1 standard of proficiency.
4. A self-starter with excellent organisational skills, experience of working in a role with oversight of a range of policy areas, a track record of working in diverse, dynamic fast moving teams, and the ability to manage competing priorities and tight deadlines.

## **Competencies Required**

Communications and Engagement

People Management

Self Awareness

Analysis and Use of Evidence

## **Locally employed staff**

The Scottish Government does not hold this information.

## **International offices: Washington DC**

### **Head of the Scottish Government Office, Washington DC**

#### **Overview**

This role leads the Scottish Government's presence in the United States. The post is based in the British Embassy, Washington, reporting to the Deputy Director International, in Edinburgh, as part of the Directorate for External Affairs.

The successful candidate will be responsible for promoting and developing Scotland's interests in and connections with the US. Close work with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), wider Scottish communities of interest within the US, as well as domestic policy teams in the Scottish Government will be essential.

#### **Main Duties**

- The Office Head has responsibility for representing the Scottish Government's interests in the US, managing a team of three in the Scottish Government Office within the British Embassy.
- Lead a coherent and collaborative Scottish approach to engagement with the US, which reflects the breadth of Scotland's international identity and offer.
- Play a leading role in the Team Scotland (Scottish Development International, Visit Scotland, Scottish Further and Higher Education institutions, Local Authorities etc.) work to promote Scotland to US audiences as a global destination to visit, work, live, study and do business.
- Represent the Scottish Government including advising the UK diplomatic mission to the US on all aspects of SG devolved policy and on areas of reserved policy that have an impact on Scotland.
- Maintain overall oversight of Scottish Ministerial and Official delegations visiting the US, delivering, or supporting partner organisations in delivering their programmes and securing the right outcomes.
- Work with communities of interest across the US political scene, including in Congress and State Governments, as well as alumni, diaspora groups and friends of Scotland in priority areas and sectors to promote Scotland's interests and to explain the policies and approaches of the Scottish Government.
- Advise and support Scottish Government Ministers, Officials and agencies on all areas of their engagement with the US, maximising the influence and reputation of Scotland to secure wider objectives.

While the post is based in Washington, your responsibilities will be US-wide, so you should be willing to travel throughout the country to nurture key relationships and to support inward visits, in addition to developing an extensive network in Washington.

You will periodically be expected to be available out of core office hours for representational duties and on occasion because of the time difference between the UK and Washington. You can expect to travel back to Scotland at least twice a year to engage with stakeholders within and outwith the Scottish Government.

#### **Essential Criteria**

1. Proven capacity to deliver strategic impact in a high paced environment and to

take a creative approach.

2. Confidence, credibility and cultural sensitivity in developing relationships with and securing collaboration from a wide range of internal and external stakeholders, some of whom will be senior political representatives.

3. Excellent strategic awareness and ability to deliver effectively in a politically complex and dynamic context.

4. Leadership experience in challenging environments with a high degree of personal responsibility.

## **Competencies**

Communications and Engagement

Leading Others

Improving Performance

People Management

## **Second Secretary, Scottish Affairs Office, Washington DC**

### **Overview**

This post offers a fantastic opportunity to join the team representing Scottish interests in the United States. The position is a diplomatic posting and is based at the British Embassy in Washington. The Second Secretary role is part of a team of four based in DC, reporting directly to the Scottish Affairs Counsellor, and line managing one of the two locally engaged members of staff. The Second Secretary is also expected to work closely with Team Scotland partners (SDI, Visit Scotland, Creative Scotland etc), as well as domestic policy teams and External Affairs colleagues in the Scottish Government. The Scottish Affairs Office reports to the Scottish Government's International Division within the Directorate for External Affairs.

While the main focus of your activity will be in relation to the USA, there may be opportunities to offer support to colleagues in Canada and engage with other countries in the Americas. Therefore, you should be willing to travel throughout the region to support inward visits and build and maintain key relationships. You will be expected to travel back to Scotland at least twice a year to engage with stakeholders both within and outwith SG.

The Scottish Government has increased its overseas presence significantly over the last decade with representation in Washington, Toronto, Beijing, Brussels, Dublin, Berlin and London. An office in Paris and an enhanced presence in Canada are both due shortly. The successful candidate will be expected to help shape the remit and resources of the Scottish Affairs Office in line with the Scotland-US Engagement Strategy and within the broader context of the refreshed International Framework. An essential element of this post is to work in partnership with SDI and stakeholders to deliver the shared objectives and priorities outlined in the recent Enterprise and Skills Review and the Trade and Investment strategy.

### **Main Duties**

- Supporting the Scottish Affairs Counsellor to help deliver the in-country elements of



the Scottish Government's engagement strategy for the United States.

- Responsibility for the day to day running of the Scottish Affairs Office and line management responsibility for locally engaged members of staff.
- Identifying and developing Scottish assets in the USA through our partnerships and stakeholder network; and supporting them to deliver commercial, cultural and policy impact for Scotland.
- Supporting the Scottish Affairs Counsellor to continue to build a Team Scotland (Scottish Development International, Visit Scotland, Scottish further and higher education institutions, local authorities etc) approach to promoting Scotland as a global destination to visit, work, study and invest.
- Representing the Scottish Government in a range of situations, including public events.
- Building relationships across UK diplomatic missions in the United States and providing them with advice and information on SG devolved policy and our international priorities; and influencing UK networks to pursue Scottish interests and secure impact for Scotland.
- Developing and co-ordinating events aligned with the delivery of the Scottish Government's engagement strategy for the United States and developing and co-ordinating high quality programmes for Ministerial and official delegations to the United States.
- Building relationships with federal, state and local government to identify areas of common interest and promote Scotland's interests.
- Monitoring major political issues and international events in the USA and providing insight and intelligence to both Scottish Government officials and Ministers on the impact for Scotland.
- Working with colleagues in SG International Division to advise Ministers, officials and agencies on their engagement with the USA and providing valuable insights that inform that engagement.

### **Essential Criteria**

1. Excellent diplomatic, influencing and negotiation skills to achieve good outcomes in a complex environment.
2. Experience of representational roles and confidently dealing with a wide range of senior internal and external stakeholders, and government ministers.
3. Excellent organisational skills and the ability to manage competing priorities and work to tight deadlines both as part of a team and independently.
4. Experience of working in a role with oversight of a range of policy areas and a good understanding of Scotland's international priorities.

### **Competencies**

Communications and Engagement

Self-Awareness

People Management

Analysis and Use of Evidence

### **Locally employed staff**

The Scottish Government does not hold this information.