

SENIOR POLICY ADVISER: RESEARCH AND INNOVATION

Overview

This post is critical to the operation of Scotland House Brussels. Research and Innovation (R&I) is a key EU facing priority for the Scottish Government, and a core part of the Business Plan for Scotland House Brussels.

Following Brexit there has never been a more important time to be representing Scotland in Brussels. This role in the SG Office in Brussels will be vital in ensuring Scotland continues to be connected with the EU on R&I issues, supporting delivery of Ministers' aims ensuring Scotland remains a visible, engaged and helpful partner in EU circles.

The team in the SG EU Office, part of Scotland House Brussels alongside Scotland Europa, work closely with counterparts in the EU Institutions, Member States, the UK Mission to the EU and representatives from the Devolved Governments of Wales and Northern Ireland. The team ensures the Scottish Government message is heard and understood.

The C1 Senior Policy Adviser post will be part of a wider team working closely with colleagues in Scotland across different policy areas, supporting coordination and advice to Ministers on the Scottish Government's R&I work. The role involves working closely with Scotland Europa, and linking with the SG's wider international network.

The role will require the post holder to operate with a considerable degree of autonomy, demonstrating leadership and agility, strong personal impact with senior influencers, understanding moving EU policy developments, supporting colleagues in Scotland to respond effectively, as well as promoting intergovernmental and stakeholder relations. There will be opportunities to work directly with Ministers, senior officials and a wide variety of external stakeholders.

The role is graded at C1 and is expected to begin around March 2022. The successful candidate will be expected to remain in post for a period of 3 years. The line management responsibilities of the post holder will be agreed post appointment. The current post holder manages a B1 member of staff.

Duties

- Lead on Research & Innovation, higher education, educational exchange programmes, Digital policy, state aid and play a leading role in the team's work on the Vanguard Initiative (policy areas may be subject to change depending on organisational priorities).
- As well as this, work closely with the other thematic areas of the teams' work (net zero and inclusive growth) making the connections where appropriate.
- Provide advice, and support to Ministers and officials across the Scottish Government in pursuit of their policy objectives, directly engaging with EU Institutions, European Parliamentarians, Member State and regional representations based in Brussels.

- Provide 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.
- Work with UKMis 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.

ACTING HEAD, INTERNATIONAL JUSTICE COOPERATION UNIT

Overview

There is currently an opportunity for a C1 solicitor from the GLSS to move on a short term secondment to a C1 policy post in the Scottish Government European Union Office (SGEEO) based in Brussels. The SGEEO are the Scottish Government's eyes, ears and voice in Brussels. They support Government work on EU policy by helping officials strengthen their relationships with the EU Institutions and the UK Representation to the EU (UKRep) and other Member State and sub-Member State representations. This an exciting time to experience what it is like working at the heart of the EU and be part of the team supporting the Scottish Government in protecting Scotland's interests in the EU. If successful you would be expected to be able to take up post as soon as possible.

The SGEEO reports on events and policy developments in Brussels to Ministers and officials, identifies key issues for Scotland, and communicates to key EU players what the Scottish Government's views are. Officials working in the SGEEO provide direct support to Ministers and officials in their engagement with the EU institutions. This includes attendance at Council of Minister meetings and working with the lead policy officials in advance. They work with Scottish Government officials in arranging policy related or cultural events to promote Scotland in Europe. The role will change should the UK leave the EU, but Scottish Ministers have made clear their commitment to Scotland continuing to work closely with the EU and this role will play an important part in fulfilling that commitment.

Desk officers in SGEEO work in a number of different policy areas including the continuing key area of Justice & Home Affairs (JHA). JHA is a crucially important EU business area and one with particular relevance for Scotland given the separate Scottish justice system. Legislative proposals in this area can have direct implications for Scotland. Ongoing and expected business includes legislation to enhance the sharing of criminal records, the proposal to create a European Public Prosecutor's Office and the revision of the Brussels II Regulation (family law). Scottish Ministers also have a keen interest in asylum and migration (including current proposals to reform the EU Asylum system), Citizen's' Rights as well as plans for a Security Union.

The SGEEO also works with many parts of the Scottish Government involved in Brexit related work. The JHA postholder will work primarily with colleagues in Justice and Safer Communities and those dealing with Free Movement, Asylum and Migration in developing advice for Ministers and supporting the work they are doing in relation to Brexit.

The SGEEO are looking to second a C1 GLSS lawyer to fill a post in the JHA team in their office in Brussels at this sensitive time. The post would initially be for 6 months with the possibility of an extension beyond this period. The decision would be taken in consultation with the successful applicant later in the year or early 2020. This is an excellent opportunity for a GLSS lawyer to develop experience in a challenging policy, political and legal environment.

Duties

- Representing Scotland's position to members of the EU JHA Council Working groups (civil & criminal law) and reporting on outcomes as required, with briefing from SG policy leads. The UK Government has taken a decision not to attend meetings where there is no direct UK Government interest, although Scottish Ministers have advised the UK that they wish officials to continue to attend meetings as they would normally do. In those instances any attendance is likely to be in an observer capacity.
- Contributing to the development of EU JHA policy, on on-going business and Brexit, liaising directly with policy leads and the Justice and Safer Communities EU Hub.
- Contributing to the development of SG policy on Free Movement, Asylum and Migration, on on-going business and Brexit, liaising directly with policy leads.
- Reporting on developments in and influencing the European Parliament and Commission in line with Scottish EU JHA priorities.
- Contributing to the briefing and supporting Scottish Ministers and Law Officers in their attendance at EU JHA Councils in Brussels and Luxembourg.
- Leading on bespoke visits to Brussels at Ministerial and senior official level: designing and delivering programmes, in collaboration with colleagues, and providing support in Brussels.
- Leading on relations with JHA section in UKREP.
- Participating in the EU Solicitors Group.
- Promoting understanding and raising the profile in Brussels of the separate Scottish justice system and what that means in the context of Brexit

SENIOR POLICY ADVISER: TRADE, ECONOMICS & INCLUSIVE GROWTH

Overview

This post is critical to the operation of Scotland House Brussels. Trade, Economics & Financial Affairs (Trecofin) is a key EU facing priority for the Scottish Government, and Inclusive Growth & the Wellbeing Economy is a core part of the Business Plan for Scotland House Brussels.

Following Brexit there has never been a more important time to be representing Scotland in Brussels. This role in the SG Office in Brussels will be vital in ensuring Scotland continues to be connected with the EU on Trade issues, supporting the implementation of the Trade and Cooperation Agreement between the EU and UK and delivery of Ministers' aims ensuring Scotland remains a visible, engaged and helpful partner in EU circles.

The team in the SG EU Office, part of Scotland House Brussels alongside Scotland Europa, work closely with counterparts in the EU Institutions, Member States, the UK Mission to the EU and representatives from the Devolved Governments of Wales and Northern Ireland. The team ensures the Scottish Government message is heard and understood.

The C1 Senior Policy Adviser post will be part of a wider team working closely with colleagues in Scotland across different policy areas, supporting coordination and advice to Ministers on the Scottish Government's work on International Trade and Investment and Economic Development. The role involves working closely with Scottish Development International, and linking with the SG's wider international network.

The role will require the post holder to operate with a considerable degree of autonomy, demonstrating leadership and agility, strong personal impact with senior influencers, understanding moving EU policy developments, supporting colleagues in Scotland to respond effectively, as well as promoting intergovernmental and stakeholder relations. There will be opportunities to work directly with Ministers, senior officials and a wide variety of external stakeholders.

The role is graded at C1 and is expected to begin in Summer 2022. The successful candidate will be expected to remain in post for a period of 3 years. The line management responsibilities of the post holder will be agreed post appointment. The current post holder manages a B2 and a B1 member of staff.

Duties

- Lead on Trade, Economic and Financial affairs, and play a leading role in the team's work on the Wellbeing Economy & Inclusive Growth (policy areas may be subject to change depending on organisational priorities).
- As well as this, work closely with the other thematic areas of the teams work (net zero and research & innovation) making the connections where appropriate.

- Provide advice, and support to Ministers and officials across the Scottish Government in pursuit of their Trecofin policy objectives, directly engaging with EU Institutions, European MEPs, Member State and regional representations based in Brussels.
- Provide 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 in particular the work of the trade specialised committees.
- Work with Scottish Enterprise and Scottish Development International to deliver on Scottish Government's ambitious plans for export growth and to attract inward investment and to address systemic obstacles to trade as they arise with a particular focus on Belgium and the Benelux region.
- Work with UKMis 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.

SENIOR POLICY ADVISER: POLITICAL, EU INSTITUTIONS AND ENGAGEMENT

Overview

Promoting and protecting Scotland's reputation, interests and its network of relationships with the EU's institutions, member states and other relevant Brussels-based organisations is crucial to the Scottish Government's objectives and an important element of Scotland's latest Programme for Government. The UK's departure from the EU has not affected the high priority attached to EU issues by Scottish Government Ministers and the Scottish Government's activity in Brussels.

This post is critical to the operation of Scotland House Brussels. The post-holder leads the Political, EU Engagement and Events Team in Scotland House Brussels. As such, the post-holder is responsible for ensuring that the team reports on the EU's overarching political and policy developments and its relationship with the UK, providing high quality briefing, analysis and advice for Ministers and officials. They also oversee the development and delivery of an ambitious programme of Ministerial and official level engagement with EU interlocutors as well as a range of communications and social media activities in support of the Scottish Government's international objectives. Finally, the post-holder has oversight of the Scotland House Brussels events programme which includes a wide variety of policy and cultural diplomacy events.

The role will require the post holder to operate with a considerable degree of autonomy, demonstrating leadership and agility, strong personal impact with senior influencers, understanding moving EU policy developments, supporting colleagues in Scotland to respond effectively, as well as promoting intergovernmental and stakeholder relations. There will be opportunities to work directly with Ministers, senior officials and a wide variety of external stakeholders.

The role is graded at C1 and is expected to begin in Autumn 2022. The successful candidate will be expected to remain in post for a period of 3 years. The line management responsibilities of the post holder will be agreed post appointment. The current post holder manages 3 B1 and 1 A2 members of staff.

Duties

- Lead a small team within Scotland House Brussels to ensure Scottish Government Ministers and officials receive high quality reporting and analysis of the EU's overarching political and policy developments and the EU's relationship with the UK.
- Drive the delivery of an ambitious programme of Ministerial and senior official level engagement with EU interlocutors in support of the Scottish Government's international objectives and priorities.
- Ensure that Ministers and officials receive high quality support and briefing for their engagement with the EU institutions, Member State and regional representations in Brussels.
- Oversee the development and delivery of a range of communications and social media activities in support of the Scottish Government's international objectives.
- Oversee the development and delivery of the Scotland House Brussels events programme which includes a wide variety of policy and cultural diplomacy events.

SENIOR POLICY ADVISER: CLIMATE AND AGRICULTURE

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 and it brings together the Scottish Government and Scotland Europa. Our work is underpinned by a rich programme of policy and cultural events. SHB promotes Scotland as an innovative, outward-looking and progressive nation with a major policy focus on our net zero ambitions, the research and innovation agenda and also promoting inclusive economic growth and the wellbeing economy.

The post holder will be responsible for representing the Scottish Government's interests in Brussels on climate change, agriculture and food policy. Line managing 1 B2, you will be working within a small Brussels team which also covers marine, energy, transport and environment policy. However you should expect to work routinely with other policy leads in Brussels (e.g. trade) and with Scotland Europa.

You will take up post at a challenging time as Scotland feels the full impact of loss of EU membership, becoming part of a third country. However the post offers an opportunity to combine policy advice, diplomatic engagement and exposure to Ministers working with others across the SG international network, as well as with the UK Mission to the EU and other Devolved Administrations in Brussels.

Climate Change

You will lead on climate change policy in SHB working closely with Scotland-based officials. The Scottish Government's ambitious climate legislation commits it to achieving net zero by 2045 and the EU is currently legislating for a European Climate Law, as part of the European Green Deal. In this year of COP 26 in Glasgow, your role will be to promote Scotland's high ambition, in turn raising ambition among stakeholders and building collaborative knowledge networks, including in the field of "Just Transition".

Agriculture

You will lead on Agriculture (including food policy), covering everything from reform of the Common Agricultural Policy (CAP) and agri-food trade (GIs, SPS issues) to food safety & standards as well as broader rural development policy.

You will be expected to work closely with Scotland-based policy leads (including Food Standards Scotland) to help them deliver the SG's aim of aligning Scots law with EU law, requiring you to provide intelligence on emerging EU legislation in respect of food safety and standards, SPS and agri-food trade, rural support (i.e. CAP) and wider rural policy.

Duties

- Part of a small team comprising 1 C2 and 1 B2, line manage 1 B2 member of staff.
- Provision of strategic advice to Ministers and senior officials on EU engagement to promote SG policy in respect of climate and agriculture and food issues. This will involve regular working with Ministers either virtually or in person.
- Represent Scottish Government climate 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 food, veterinary and agricultural policy to key Brussels stakeholders building your networks accordingly with Member States, third countries, the European Commission, the European Parliament, industry bodies, and other stakeholders. These 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. This will include regular Ministerial reporting around the Common Agricultural Policy and various Commission strategies that have been launched, including "Farm to Fork."
- 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. Monitoring implementation around the trade in food and drink products and around Northern Ireland Protocol issues. Liaise with colleagues in the UK Mission to the EU and the DA offices in Brussels.
- Represent Scotland House Brussels interests in the cross SG Government structures planning for COP 26 in Glasgow in November.
- The post will begin in June 2021 and the successful candidate will be expected to remain in post for a period of 3 years.

POLICY ADVISER: 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.

Duties

- 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.

EU POLICY OFFICER – TRADE & ECONOMIC DEVELOPMENT

Overview

There has never been a more important and exciting time to be representing Scotland in Brussels.

Promoting and protecting Scotland's reputation, interests and its network of relationships with the EU's institutions, member states and other relevant Brussels-based organisations is crucial to the SG's objectives and an important element of Scotland's latest Programme for Government. 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.

This EU Policy Advisor post sits within a small team covering a wide range of policy areas focussing on Trade and Economic Development informed by Scottish Government's National Strategy for Economic Transformation and the values-based approach articulated in our Vision for Trade. The role itself will involve monitoring and providing high quality briefing, analysis and advice for Ministers and officials on developments in the EPSCO and DEVCO Council formations. They will work with other members of the team to develop and support an ambitious programme of Ministerial and official level engagement with EU interlocutors.

The role will also have a particular focus on entrepreneurship, labour market & skills and civil society engagement and will also encompass a sectoral focus on health. The role is likely to develop and evolve depending on ministerial priorities.

The role will require the post holder to operate with a considerable degree of autonomy and agility, demonstrating exceptional communications skills and a strong track record in supporting Ministers, producing high quality reports and briefing at pace and communicating policy-related work. There will be opportunities to work with Ministers, senior officials and building and maintaining relationships with a wide variety of external stakeholders.

The post holder will need to work closely with colleagues in SG policy directorates, as well as those within DEXA supporting coordination of the SG's international work.

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

Duties

- Take the lead in coordinating Scottish Government's engagement with the EU Domestic Advisory Group and Civil Society Forum established under the EU-UK Trade and Cooperation Agreement, working closely with the EU Director, Deputy Director, team leaders and policy officers. Take a leading role in building and developing contacts with key civil society stakeholders in Brussels.
- Take the lead in drafting and editing a range of contributions to communications material produced by Scotland House Brussels including newsletters and the Brussels weekly note on topics relating to entrepreneurship, labour market & skills and civil society engagement.

- Work closely with colleagues in Scotland House Brussels, the Directorate for External Affairs (DEXA), other international offices Policy Leads and Ministerial Support to ensure that there is excellent knowledge and information flow between the teams and that opportunities are maximised in support of SG's international objectives and priorities.
- Work with other members of Scotland House to coordinate, develop and deliver a programme of Ministerial and Senior Official-led engagements in Brussels, taking a leading role in managing the practical arrangements with local stakeholders and drafting high quality and timely briefing and engagement reports and supporting social media activity.
- Provide high quality reporting at pace on EU-level policy and political developments including European Council (heads of state) and Council meetings, the Commission President's State of the Union Address and overarching developments in the EU-UK relationship relating to Employment, Health and Social Affairs and International Development.
- Where required, represent the Scottish Government in official meetings, in bilateral engagement with EU Institutions and Member States 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 colleagues to ensure briefing requests, communications enquiries, FOI requests, MiCase assignments and PQs are dealt with efficiently and effectively.
- It is possible this role may entail line management responsibility for at least one member of country-based staff in the Brussels team.

POLICY AND COMMUNICATIONS OFFICER

Overview

There has never been a more important and exciting time to be representing Scotland in Brussels. Promoting and protecting Scotland's reputation, interests and its network of relationships with the EU's institutions, member states and other relevant Brussels-based organisations is crucial to the SG's objectives and an important element of Scotland's latest Programme for Government. 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.

This post sits within the Political, Communications and Events Team in Scotland House Brussels. The post holder will monitor and report on the EU's overarching political and policy developments, providing high quality briefing, analysis and advice for Ministers and officials. They will work with other members of the team to develop and support an ambitious programme of Ministerial and official level engagement with EU interlocutors. And they will play a leading role in delivering a range of communications and social media activities in support of SG's international objectives.

The role will require the post holder to operate with a considerable degree of autonomy and agility, demonstrating exceptional communications skills and a strong track record in supporting Ministers, producing high quality reports and briefing at pace and communicating policy-related work. There will be opportunities to work with Ministers, senior officials and a wide variety of external stakeholders. The post will also include line management responsibility for at least one member of staff. The post holder will need to work closely with colleagues in SG policy directorates, as well as those within DEXA supporting coordination of the SG's international work and communications activities.

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

Duties

- Take the lead in coordinating print, broadcast and social media content for Scotland House Brussels, working closely with the EU Director, Deputy Director, team leaders and policy officers. Take a leading role in building and developing contacts with key media stakeholders in Brussels.
- Take the lead in coordinating and editing a range of communications material produced by Scotland House Brussels including newsletters and the Brussels weekly note.
- Work closely with colleagues in Scotland House Brussels, the Directorate for External Affairs (DEXA), other international offices and the Directorate for Communications and Ministerial Support to ensure that there is excellent knowledge and information flow between the teams and that communications opportunities are maximised in support of SG's international objectives and priorities.

- Work with other members of Scotland House to coordinate, develop and deliver a programme of Ministerial and Senior Official-led engagements in Brussels, taking a leading role in managing the practical arrangements with local stakeholders and drafting high quality and timely briefing and engagement reports.
- Provide high quality reporting at pace on EU-level policy and political developments including European Council (heads of state) and Foreign Affairs Council meetings, the Commission President's State of the Union Address and overarching developments in the EU-UK relationship.
- Where required, represent the Scottish Government in official meetings, in bilateral engagement with EU Institutions and Member States 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 colleagues to ensure briefing requests, communications enquiries, FOI requests, MiCase assignments and PQs are dealt with efficiently and effectively.
- Line management responsibility for at least one member of country-based staff in the Brussels team.