

Breakdown of all posts and roles within each office

Minister/SpAds Private Office	Job Title	Grade
Cabinet Secretary for Justice and Home Affairs	Private Secretary	C1
	Deputy Private Secretary	B3
	Deputy Private Secretary	B1
	Assistant Private Secretary	A4
Minister for Victims and Community Safety	Private Secretary	B2
	Assistant Private Secretary	A4
Minister for Parliamentary Business and Veterans	Private Secretary	B3
	Deputy Private Secretary	B2
	Deputy Private Secretary	B1
	Assistant Private Secretary	A4
Special Advisers	Private Secretary	B3
	Private Secretary	B3
	Deputy Private Secretary	B2
	Deputy Private Secretary	B2
	Deputy Private Secretary	B2
	Assistant Private Secretary	A4
	Assistant Private Secretary	A4

Reporting Structure

The reporting structure is hierarchical from A4 to C1.

Pay ranges 1 January 2025

From 1 January 2025, the following pay range applies:

Scottish Government Main pay scales

Pay step	A3	A4	B1	B2	B3	BF	C1	C2	C3
Max-3	Not applicable	Not applicable	Not applicable	36,944	45,894	36,202	57,701	74,480	Not applicable
Max-2	25,235	29,013	32,455	38,271	47,231	39,615	60,470	77,069	86,237
Max-1	26,469	29,957	33,549	40,041	49,472	41,899	64,859	80,416	87,211
Max	28,131	31,177	35,203	42,244	54,952	44,750	71,942	85,964	87,404

Description of Roles within Private Office

Private Secretary

The role of the Private Secretary is to provide a professional support service to the Minister, and to lead the portfolio private office.

Deputy Private Secretary

The Deputy Private Secretary is there to provide support to the Minister and Private Secretary, and deputise for the Private Secretary when necessary.

Assistant Private Secretary Diary

The Assistant Private Secretary manages the Minister's diary (including travel) and correspondence, as well as undertaking a number of administrative tasks.