

## C1 – Head of Protocol & Honours Team

### Responsibilities

**Management** - Lead the Protocol and Honours team setting short and medium term priorities, managing delivery of workload and identifying and facilitating training needs.

**Strategic coordination of Royal & Ceremonial events across Scotland** – Providing support and advice to the FM and officials on all matters relating to Protocol and leading on work undertaken with the offices of the Earl Marshal of England, Lord Chamberlain and Lord Lyon to ensure that the methods of working and processes the Scottish Government are adopting are in line with the views of the Royal Household.

**Scottish Honours nominations** - Providing direction and oversight in relation to the work relating to Scottish honours nominations as processed by the team. Ensure Cabinet Office quotas are met for all nine committees, nominations represent the diversity of the people of Scotland, and liaise with the Cabinet Office Honours Secretariat as required.

**Management of Scottish Lord Lieutenant network** – maintain relationships with the network, overseeing payment of expenses, working with the Scottish Chair to deliver an annual Scottish conference and supporting recruitment and appointment processes, ensuring diversity in nominations and working close with the Cabinet office Appointments team as required.

**Finance and Corporate Assurance** - Management of [team] budget; Oversight of all Ministerial Correspondence (MiCase) and Freedom of Information (FOI) responses; maintenance of the team task tracker and desk instructions; contribute to the strategic direction of wider CPG division through membership of divisional management team, contributing to development of strategic objectives, improvement work, knowledge management divisional business plan, data protection impact assessments and other corporate tasks.

### Section 38

#### **[REDACTED] - A4 Honours Assistant**

Responsibility for recording new nominations received onto the Honours database. Ensuring all nominations are recorded accurately, appraised, and acknowledged.

#### Lead on Education and Public Service Honours Committees.

- Work with colleagues across the Scottish Government Directorates to obtain information to assist in the production of high-quality citations.
- Writing citations, developing lists of suitable nominations for consideration, and gathering sufficient further information to allow a detailed citation to be developed. Ensuring Cabinet Office quotas, deadlines and directives are met.

#### Finance:

Assist with the processing of Lord-Lieutenant expenses claims and other invoices requiring processing for the Royal and Ceremonial budget.

### Section 38

#### **- A4 - Protocol Officer**

Provide general protocol advice to colleagues across the organisation, often for Ministerial or official attendance at an event with a Member of the Royal Family.

Prepare replies to Ministerial Correspondence cases relating to protocol matters.

Support on any FOI requests received by the team.

Maintenance and issuing of Scottish Government flag flying guidance. Liaising with UK Government Departments (Department of Culture, Media and Sport), SG contacts and related bodies, on flag flying issues.

Respond to requests for the use of sensitive Royal names in organisations and company business names.

Liaise with the relevant policy area and the Royal Household in relation to the preparation of Royal Warrants for selected appointments made by The King.

Liaise with the relevant policy area and the Royal household in relation to Royal Charters.

Assist management of the Royal and Ceremonial programme budget.

Undertake the processing of Lord-Lieutenant expenses.

### Section 38

#### **- B3 - Royal and Ceremonial Planning Manager**

Development and maintenance of a volunteer staffed administration centre to support distinct Royal and Ceremonial events and their successful delivery.

Develop and undertake biannual volunteer recruitment exercises.

Ensure the adequate provision of support for the health and wellbeing of volunteers including the development of a "Statement of Care".

To undertake a review of the documented procedures for the activation of the Administration Centre and the current process for contacting invitees and ensure it remains fit for purpose.

Undertake the lead for any FOI's received by the P&H Team.

Lead for monitoring the Royal and Ceremonial budget.

Support management of the annual appointment process for the Lord High Commissioner to the General Assembly of the Church of Scotland.

Oversee the annual Royal Garden Party process.

Manage the guest attendance at the Thistle Service.

Line Management of a B1 member of the team.

### Section 38

#### – B2 Honours Manager

Instigate, organise and plan each Honours round in advance to ensure the smooth running of the Honours system.

Liaison across the SG, Agencies, stakeholders and public, at all levels. Maintain relationships with Cabinet Office and the Devolved Administrations to share good practice.

Undertake continual reviews of current processes to ensure the material used and distributed for Scottish nominations remains fit for purpose.

Lead on developing opportunities to promote Honours, including attendance at major events, presentations and via the SG information platforms.

Liaise with all 35 Scottish Lord-Lieutenants relating to honours nominations, answer queries, provide feedback, statistical analysis and update them on the status of nominations in their area.

Prepare replies to Ministerial, FOI and other correspondence.

Pro-actively coach and manage one member of staff, giving individual and constructive feedback about their performance.

### Section 38

#### – B1 - Royal Ceremonial and Honours Officer

Process Scottish nominations for a UK Honour, to include, uploading to data base, assessment of information provided and interaction with nominator where necessary, the drafting of citations and the preparation of related documents.

Lead on collating and preparing submissions for two of the honours committees, Arts and Media and Science, Technology and Research

Assist Honours Manager with the submission of the SG biannual Honour nominations, including preparation of relevant papers for each stage of the Honours process.

Work with the Honours Secretary to undertake a review of the existing Honours Database and to develop a business case for a new fit for purpose database.

Work with Team Leader and the Secretary to the Order of the Thistle in relation to the preparations for the Thistle Service.

Lead on the SG process for the annual Royal Garden Party with support from Line Manager.

Support the B3 to maintain the list of guests who will be invited to represent Scottish society at future official services.

### Section 38

#### – B3 - Deputy Head of Protocol & Honours

Undertake line management and development of a B2 and an A4.

Drafting and Ministerial clearance of the bank holiday proclamation for Boxing Day, the late May bank holiday, and any extraordinary bank holidays that may arise, liaising with the First Minister's office and the Privy Council as required.

Assist Line Manager with supporting the 35 Scottish Lord-Lieutenants, including undertaking the appointment process for Deputy, Vice and Lord-Lieutenants, answering queries on LL expenses, ensuring LL expenses are paid timeously and within the guidelines.

Oversee the processing of all honours nominations with a Scottish element. Work closely with the Honours Manager to ensure that all diversity and other quotas are met, that the pipeline of nominations is developed and look at ways to increase the reach of that pipeline wherever possible.

Provide honours advice to the Permanent Secretary and External Reviewer for the two rounds per year. Oversee the preparation of the honours material and ensure it is completed and submitted for their consideration timeously.

Liaise with stakeholders, senior management and Directorates to provide advice on honours as required.

Assess and introduce process improvements. Develop and lead an improvement project to increase the numbers and quality of nominations.

Oversee the drafting of any briefings for the First Minister, Ministers, Permanent Secretary and SCS attendance at Royal and Ceremonial events.

Assist team leader on planning for specific Royal and Ceremonial projects, which may involve attendance at meetings with senior partners.

Support the Secretary of Commissions in all matters concerning the Stone of Destiny and the Commissioners for the Safeguarding of the Regalia