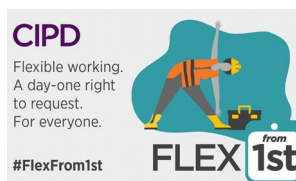


UNLOCKING POTENTIAL
TRANSFORMING LIVES



APPLICANT INFORMATION & GUIDANCE PACK



Our Equality, Diversity & Inclusion Commitment

SPS is committed to ensuring that everyone in SPS, and those who come into contact with the organisation, including prospective candidates and job applicants, are treated fairly, with dignity and respect for human rights. SPS is committed to advancing equality of opportunity in recruitment and selection, regardless of age, disability, race, religion or belief, marital or civil partnership status, pregnancy or maternity, gender reassignment, gender, sexual orientation or any other personal characteristic or status. In supporting this commitment, SPS operates name blind recruitment, where possible, throughout the recruitment process.

SPS recognises the benefits of employing individuals from a range of backgrounds, as this provides the widest pool of talent and creates a workforce where creativity and valuing the difference in others thrives. SPS values the wealth of experience within the communities in which it serves and encourages applications from candidates from a diverse range of backgrounds to meet SPS' aspiration of having a workforce which is reflective of the diversity of Scottish society. Where appropriate, SPS will use positive action in recruitment and selection to ensure the organisation meets its aspirations of a workforce which reflects the communities it serves.

SPS is committed to making reasonable adjustments for individuals with a disability at all stages in the recruitment process. The suitability of an individual with a disability for a post will be considered, taking into account any reasonable adjustments they would require in the post.

Below is the current Equality and Diversity networks staff can join:



Name Blind Recruitment

To ensure we support our commitment, our selection approach before the interview stage is managed anonymously, commonly referred to as 'name blind' recruitment. This means that your personal details will be removed from your application during the assessment process.

Disability Confident Scheme & Reasonable Adjustments

The SPS is a member of the disability confident scheme and under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010¹, and who meet the essential minimum criteria for the post, will be progressed to the next stage of the assessment process.

We will also ensure that we consider and implement any reasonable adjustments you may require to participate in the selection process or during the course of your employment, should you be successful in securing a post. Please ensure that you notify us of any

¹ The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

reasonable adjustments requests at the earliest possible opportunity to allow us to make the necessary arrangements.

Diversity Monitoring

The application process includes a diversity monitoring section and the information you provide here will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision.

Eligibility

Your eligibility to take up a new role will be checked prior to an offer of employment being made. You will not be eligible to take up a new post if you:

- Are subject to unsatisfactory performance (does not meet expectations or partly meets expectations) or equivalent;
- Are subject to a live conduct or disciplinary warning;
- Are employed on a temporary contract that was not appointed through fair and open competition (unless in the application of Exception 10); or
- Are currently within the probationary period.

Competencies for Success Framework

The [Competencies for Success Framework](#) (CSF) outlines the behavioural competencies that are essential to support effective performance in all roles in SPS.

The Framework forms the basis of our people management processes and provides a common language for how we go about our daily work; it does not describe what we do in each of our roles, but how we do it. It helps us assess, manage and improve performance aligned to our personal goals and organisational objectives.

The Framework is underpinned by the SPS core values, recognising the integral connection between our personal values and our behaviours. Fundamentally, our values influence the decisions we make and the actions we take and therefore impact how we behave. It is recognised that a strong alignment between personal values and organisational values will support SPS achieve its Vision which is why they are so important to us in defining and describing how we will perform our roles.

The Framework outlines eight core behavioural competencies, which apply consistently to all roles, regardless of the nature, context or level. This ensures there is one transparent set of standards, which we will all work to, regardless of the job we do. This helps us understand what is expected of us, as well as what we can expect from each other. In addition to defining each of the eight behavioural competencies, the Framework describes what each competency looks like in practice, and includes development questions to support self-reflection and development activities.

The person specification for the role you are applying for will outline a maximum of 4 behaviours from the CSF that you will be assessed against during the recruitment and selection process. It is important to remember that all of the behaviours outlined in the CSF are relevant to all roles within the SPS, however for the purpose of recruitment and selection a maximum of 4 will be assessed.

Application Process

In order to apply for a vacancy with the SPS, you are required to setup an online recruitment account via the careers section of our website. SPS uses an online application system for all vacancies to gather important information from you to assess your suitability for the role applied for and to communicate with you throughout the recruitment process.

The standard application form includes the following sections:

- My Personal Details – including your name and contact details. This allows for the administration of the recruitment process and to keep you informed as your application progresses through the various stages.
- My Qualifications – details your qualifications and any training that are relevant to the role you have applied for.
- My Work Experience – details of your employment history with associated tasks.
- My Knowledge, Skills & Experience – details of your knowledge, skills and experience and how you match the person specification.
- Behaviours – a maximum of 4 behaviours from the CSF will be assessed during the recruitment and selection process. Information on when the behavioural competencies will be assessed will be provided within the Applicant Pack that accompanies the advert.

In some instances, you may be asked to provide your CV in support of your application but, where this is necessary, it will be clearly indicated within the application process.

Guidance on Completing a CV Application

General Guidance

- When applying for jobs you may be asked to enter information from your CV on to the online system. As our application review is name blind, please ensure your name, email address or telephone number are not within your CV.
- The easiest way to do this is to copy and paste the relevant parts of your CV into your application.
- Your CV is a document that allows you to summarise your education, work history, skills and experience which relate to the competencies required for the job.
- Before inserting your CV, familiarise yourself with the job description, person specification and consider whether you meet the essential job requirements.
- We recommend your CV is no longer than 3 x A4 pages long.
- Proof read your CV application – check your spelling and grammar.
- Check the application closing date and time and make sure you submit your application in advance.

My Qualifications

- Ensure that your CV includes any qualifications and training that are listed as essential requirements otherwise your application may not be progressed.
- Where a job states a specific qualification or 'relevant/significant experience', ensure that any relevant experience is listed within your CV.

My Knowledge, Skills and Experience

- When telling us about your employment history, avoid just listing where you worked and for how long. Instead, tell us what you did there and what impact you made.

- Experience can include paid work, voluntary work, and/or experience from hobbies and clubs.
- When summarising your experience it is worth reviewing the criteria deemed as essential within the job description, person specification.
- Your knowledge, skills and experience will be scored against the essential criteria in the job advert, so make sure your information is relevant to the job.

Guidance on Completing the Application Form

General Guidance

- Before starting the application form, familiarise yourself with the job description, person specification and consider whether you match the essential job requirements.
- Review the [CSE](#) and familiarise yourself with the behaviours and in particular, the behaviours selected to be assessed during the recruitment and selection process (as outlined within the Person Specification).
- Use the word count available for each section.
- Proof read your responses – check your spelling and grammar.
- You do not need to complete your application in one sitting but please remember to save your application at regular intervals (every 10 minutes).
- Check the application closing date and time and make sure you submit your application in advance.

My Qualifications

- Under the My Qualifications section, ensure that you include all qualifications and training that are both essential and relevant to the role.
- Where there are essential qualification requirements, these need to be included under the Qualifications section, otherwise your application may not be progressed.

My Work Experience

- Under the My Work Experience section, ensure that you include details of the key tasks and responsibilities of each role that you have performed.

My Knowledge, Skills & Experience

- You will be asked to provide specific evidence based examples to demonstrate how you meet the criteria. Please ensure that you provide specific evidence.
- Ensure that your evidence and example(s) relates to the criteria being assessed. Read the requirement carefully and ensure your evidence relates to the area being assessed.
- Avoid using generic statements with no evidence or example to support it.
- Consider how you structure your responses, you may wish to use the following approach:

Situation – Describe the task/event/activity (set the scene). What did you want to achieve? What were your aims/objectives?

Behaviour – What did you do personally? How did you do it?

Outcome – What was the outcome?

Selection Process

Upon receipt of your application, you will be notified whether or not your application will be progressed to the next stage of the selection process. The selection process varies between roles but as a minimum normally includes an assessment of the application form and an interview.

Details of what the selection process will involve for the role you have applied for will be included on the vacancy advert, with further information provided to you as necessary during the selection process.

Use the [CSE](#) to support you in preparing for the selection process. The Framework will support you to reflect on your past experiences and will support you to provide examples of when you have demonstrated these behaviours in action.

Whilst preparing for your interview, you may wish to prepare some bullet points or prompts to support you during your interview. A few key words can be enough to help you remember what you want to cover. Using prompts should not negatively impact your engagement or communication style during the interview; the panel may intervene if your use of prompts begins to have a negative effect (e.g., if you are over-relying on notes and/or reading directly from notes).

Reserve List

Where the selection process identifies more appointable candidates than positions available, a reserve list may be created and used for a period of up to 12 months for future appointments to the same role without further assessment. In internal campaigns, unless otherwise stated in the vacancy advert, it is expected that reserve candidates identified will only be considered against the post(s) in the location(s) advertised and will not be considered for the same/similar posts that may arise in other locations.

Pre-appointment Checks

All applicants will be subject to pre-appointment checks prior to any appointment being confirmed.

Where there are essential qualification requirements identified in the person specification, evidence that you hold these qualifications will be obtained prior to confirming your appointment. Evidence must be in the form of original certificates; copies cannot be accepted.

As an internal candidate you will be subject to pre-appointment checks in relation to performance, conduct, attendance and contractual status. Your status will be checked prior to an offer of employment being made. Your appointment will not be confirmed if you:

- Are subject to unsatisfactory performance (does not meet expectations or partly meets expectations) or equivalent;
- Are subject to a live conduct or disciplinary warning;
- Are employed on a temporary contract that was not appointed through fair and open competition (unless in the application of Exception 10); or
- Are currently within the probationary period.

Prior to confirming your appointment, SPS will obtain an HR reference from your current HR team, to provide confirmation of your eligibility to take up the new post.

Hybrid Working

We recognise the importance of flexibility and personal choice when it comes to decisions on how, where and when work can be achieved. As such, our journey to hybrid working has already started with an initial focus on roles across Headquarters, SPS College and SPS Fauldhouse.

Hybrid working combines office-based working with home working, enabling in-person collaboration, teambuilding, as well as the opportunity for focused work at home. We won't specify how many days must be worked in the office but rather decisions will be reached by you and your manager, based on an understanding of business needs, expectations and a degree of personal choice. Where there is an absolute requirement for roles, or duties within a role, to be performed in a specific workplace, or a location, there may be very limited opportunity to engage with hybrid working.

Civil Service Values

All appointees to the Civil Service must be able to fully comply with the requirements of the Civil Service Code and are expected to carry out their role with dedication and a commitment to the Civil Service and its core values which are Honesty, Integrity, Objectivity and Impartiality:

- Integrity: putting the obligations of public service above your own personal interests;
- Honesty: being truthful and open;
- Objectivity: basing your advice and decisions on rigorous analysis of the evidence; and
- Impartiality: acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

Personal information that you provide during any stage of the recruitment and selection process will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). You can access our full privacy notice [here](#).