

Further Information for Candidates

Please read this document for more information about joining and then working for the Scottish Government.

Nationality Requirements

From 1 January 2021 the civil service nationality rules, that apply throughout the UK, will be amended to reflect the UK's exit from the European Union. It remains the case that you will be eligible to apply for any job in the Scottish Government if you are:

- a UK national or have dual nationality with one part being British;
- a national of the Republic of Ireland; or
- a national of a Commonwealth country.

In addition, you will be eligible to apply for a Scottish government job if you are:

- a national of any of the member states of the European Economic Area (EEA) or Switzerland who is already working in the UK Civil Service;
- a national of any of the member states of the EEA or Switzerland who has built up the right to work in the Civil Service and has leave to remain in the UK either through the EU Settlement Scheme or limited or indefinite leave to remain; or
- a certain category of family member of a relevant national of any of the member states of the EEA or Switzerland.

Further information about civil service nationality rules is available [here](#).

Qualification Requirements

For our Client Manager, Delivery Team Manager, Team Manager, Client Support Advisor and Client Support Team Leader vacancies, you must hold a minimum of 3 Highers or alternative. Other qualifications equivalent to these may also be acceptable, if you are in any doubt please contact to discuss.

As an alternative to academic qualifications, relevant experience will be considered. This will be considered by your responses to the Essential Criteria on your application.

Please note: If you fail to demonstrate how you meet the minimum qualifications or relevant experience as stated above, your application will be automatically sifted out.

For Our Client Advisor vacancies, there are no qualification requirements or the need for particular experience. If you are eligible to apply from a nationality and political point of view, then we will accept your application.

Working Pattern

These are full time vacancies, however all applications from people wishing to work an alternative working pattern will be considered.

Disability Confident Scheme

Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum criteria at each stage of assessment.

Reserve List

In the event that further posts are required, a reserve list of successful candidates will be kept for up to 9 months.

Security

Good security is a priority for the Scottish Government and all employees play a key role in keeping the organisation safe, secure and resilient. A Baseline Personnel Security Standard (BPSS) check will be carried out as part of the pre-employment checks for this role, as is standard with all Scottish Government posts. Additional security checks may also be required if a higher level of clearance is required for this post.

Pre-Employment Security and Eligibility Checks

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Governments pre-employment process carry out the following enquiries into your identity, employment/academic history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters, to ensure that you are qualified for the appointment.

Further details on these checks are available to view [here](#).

Completion of Pre-Employment Security and Eligibility Checks

When the pre-employment enquiries are satisfactorily completed to our standard, we will then make you a formal offer of appointment and you will be expected to take up

appointment as soon as possible. If you have any question about our pre-employment checks please do not hesitate to get in touch.

Minimum time in Post

The successful candidate will be expected to remain in post for a minimum of three years unless successful at gaining promotion to a higher Band or Grade.

Political Activity

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. As part of this, some restrictions are placed on political activity. You will see that there is a question regarding such activity on the application form. A positive response to this question should not affect the consideration of your application, but is likely to mean that you will be asked additional questions at interview. What you then say at interview will clarify if you meet the requirements of the Civil Service Code.

The Civil Service Code states that:

You must

- Serve the government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are
- Act in a way which deserves and retains the confidence of ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future government
- Comply with any restrictions that have been laid down on your political activities

You must not

- Act in a way that is determined by party political considerations, or use official resources for party political purposes
- Allow your personal political views to determine any advice you give or your actions.

Diversity Monitoring Form

Information given on the diversity monitoring form 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.

Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our [website](#).

Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview. Note: 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](#).

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.