

Ethical Standards Commissioner

January 2026

**Closing Date for Applications –
Friday, 23 January 2026
at 5 p.m.**

Recruitment Pack Public Appointments Support Officer

Starting Salary: £31,514

Key aspects of the role

Job title	Public Appointments Support Officer (PASO)
Responsible to	Public Appointments Officer (PAO)
Location	Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE. We currently operate under hybrid working arrangements. There may be an option for flexible working and/or remote home working in accordance with our applicable policies. Some occasional travel may be involved in connection with meetings or awareness raising events.
Terms of appointment	Permanent. Pensionable through the Civil Service Pension Scheme.
Starting salary	£31,514 (non-negotiable)
Salary scale	Currently £31,514-£34,066 Equivalent to the Scottish Parliamentary Corporate Body's Grade 2. Staff climb a point on the salary scale each year, subject to satisfactory performance.
Working hours	Full-time - five days per week, Monday to Friday (37 hours – moving to 35 hours from 1 st March 2026). A system of flexitime is in place. We value diversity and will consider flexible working options if requested.
Leave allowance	25 days (rising to 30 over 5 years) with 11.5 public holidays
Responsibilities	<p>The PASO will:</p> <ul style="list-style-type: none"> • Act as a first point of contact for the public appointments work of the office. • Support public appointments administrative systems (E.g. database management, setting up and running surveys, supporting project work) • Managing records and filing systems (overall responsibility for public appointments records management) • Assisting with communication (E.g. updating web content, converting written communications into graphic and / or accessible formats etc) • Providing cover and support for other areas of the office as required.

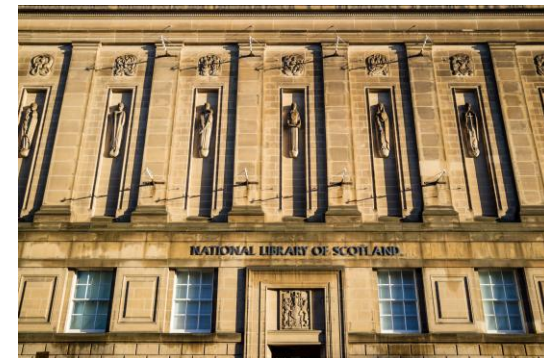
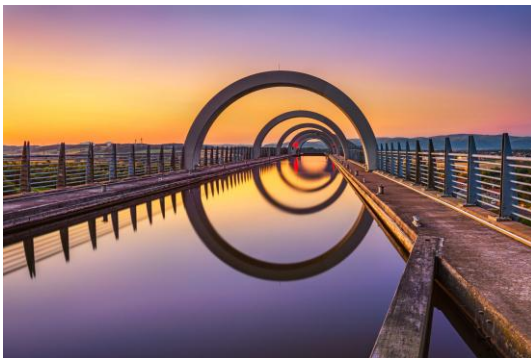
Introduction

At this exciting time in our work, we are seeking to recruit a Public Appointments Support Officer (PASO) to support the administrative work of the Public Appointments Team within the organisation.

Our statutory role involves ensuring that the appointments (recruitment) process to select board members to sit on public body boards is fair and transparent. These public bodies have responsibility for providing the governance oversight of vital services that affect us all. These touch every aspect of our lives; from health to housing, the environment to education, the economy to enterprise, the creative and cultural sectors to crofting, or policing to public transport.

Each Board within its different sector and particular remit provides strategic direction, scrutiny of performance and of course, stewardship of significant amounts of public money.

It is in everyone's interests that these important public bodies are led by people who have a diverse range of the most appropriate skills and experience, who act with independence of thought, integrity and commitment and who are reflective of Scotland's geography, demography and breadth of experiences and insights.



About the Ethical Standards Commissioner

Our role is to:

- Promote good practice in the making of public appointments
- Encourage and enable improvements in board diversity, and
- Report publicly when practice isn't followed with view to identifying opportunities to learn and improve on the appointments process.

We publish a Code of Practice which the Scottish Ministers must follow when making these appointments. The most recent Code took effect from October 2022. We are also in the process of refreshing our diversity strategy to support the good practice which is outlined in the Code of Practice. The successful applicant will have the opportunity to support and contribute to the development of the revised diversity strategy.

Our strategic plan, which was published in 2024, placed emphasis firmly on how we will go about our business, as well as outlining what we intend to achieve. **Our values are that we will act ethically and with empathy, kindness and respect.** This is how we treat all who come into contact with our office, as well as how we treat each other.

In working for us, you should expect to act and be treated in line with our values. As a small office we also require flexibility and for everyone to show adaptability to cover any tasks which are required. This means that the breadth of experience and skills that you would have the potential to develop and learn is wide and varied. We offer a flexitime scheme and the opportunity for remote working. We also offer entry to the Civil Service Pension Scheme and a generous annual leave allowance equivalent to 25 days and 11.5 public holidays.

If this sounds like a role that you would be interested in, we'd love to hear from you.

Our office is based at Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE. More information about our work can be found at: www.ethicalstandards.org.uk



Ian Bruce, Ethical Standards Commissioner

The Public Appointments Support Officer

The role of the Public Appointments Support Officer (PASO) will be to deliver a range of activities supporting the Public Appointments Manager and Public Appointments Officer. The role reports to the Public Appointments Officer.

The PASO will be expected to provide high quality administrative and communications support to the Commissioner's public appointments team, and wider office. Excellent communications skills will be required to deal with the diversity of people who contact the office, and an early and effective contribution to the role will be necessary. The successful applicant will be able to work independently to deliver a range of administrative support services including:

- Inputting data onto and managing databases
- Setting up and running surveys
- Overall responsibility for our email filing system and
- Records management processes.

It is desirable that the successful applicant has a personal interest and belief in equality, diversity and inclusion as this will help with overall understanding of the work that we are engaged in. The successful applicant will also share our values which are that **we will act ethically and with empathy, kindness and respect.**

As it is important that the Commissioner and everyone in the Commissioner's employment carries out their role in a fair and transparent way, it is important that you would not allow your judgement or integrity to be compromised in fact, or to be reasonably thought to have been compromised by taking part in any party political activity (including campaigning) which could compromise your impartial service to the Commissioner. Because of this, we will ask you to declare any memberships or other connections which could call your independence into question at the application stage.

Selection Criteria

The successful applicant will be the person who most closely matches the following criteria:

1. A successful track record of fulfilling a professional clerical role in a modern office or regulatory environment using IT and systems software or educated to degree level.
2. ICT, digital and related administrative skills and experience commensurate with the role and with the operation of a modern office environment.
3. Ability to independently plan and organise work.
4. Ability to communicate effectively in a professional office environment (this will be assessed throughout every stage of application and assessment).
5. Knowledge and understanding of records management.

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1. Knowledge and understanding of and personal belief in the importance of diversity, inclusion and equal opportunities.

It is expected that the evidence you provide against the selection criteria at each stage of the process will also demonstrate how your behaviours and approach have been guided by our values, which are that **we will act ethically and with empathy, kindness and respect**. This will be tested throughout the process.

[A document outlining the full role description and selection criteria is available on our website.](#)

How to Apply

Please complete the application form which you can find here:

[Application and Monitoring Form](#)

The application form will ask you to answer two questions which will be used to assess:

- Your ability to independently plan and organise work
- Your ICT, digital and related administrative skills and experience commensurate with the role and with the operation of a modern office environment

We will also ask for:

- Details of your qualifications or relevant experience
- Details of Referees, notice period, potential conflicts of interest and a monitoring form.

Your completed application and monitoring form should be submitted to hr@ethicalstandards.org.uk by no later than **5pm on Friday, 23rd January 2026**. The subject heading of your email should read 'Public Appointments Support Officer'.

Please note that background checks such as reviewing your online profile may be performed prior to the appointment of successful applicants.

Pre-interview Exercise

All applications will be reviewed after the closing date. We will notify all applicants whether they have been shortlisted for interview **by email by 6th February 2026**.

Applicants shortlisted for interview will be required to complete a pre-interview exercise. This exercise will be used to assess the criteria:

- ICT, digital and related administrative skills and experience commensurate with the role and with the operation of a modern office environment
- Ability to independently plan and organise work
- Effective communication skills

It will involve planning, prioritising and responding to information, similar to the work that you would carry out when undertaking the role. The exercise will require you to recognise the importance and relevance of communications with the office, as well as demonstrating your ability to understand what information is being requested, and to co-ordinate and communicate appropriate responses effectively.

Applicants will be notified of the specific date and time they can expect to receive this exercise via email. It will take 90 minutes to complete. If an applicant is unavailable to take the competency exercise at an allotted time, we will endeavour to agree an alternative date and time. It is anticipated that the competency exercise will be conducted between **16-17 February 2026**.

Selection for Interview

Interviews will take place at our offices at Haymarket in Edinburgh during the week commencing Monday, 23 February 2026. Online interviews may be possible if required for a reason such as a reasonable adjustment. As such, applicants are requested to please keep at least one and preferably as many days as possible during that week free in case invited to interview. The results of the pre-interview exercise will be provided to the selection panel who will review it prior to interview and may ask questions about it at the interview.

What to expect at interview

The selection panel will be:

- Melanie Stronach, Public Appointments Manager and
- Amy Smith, Public Appointments Officer (PASO line manager).

The interview panel will discuss the exercise that you took part in and will also ask some questions about the information provided in your application and around the other selection criteria. The interview should last around an hour.

Our office will only contact referees after the interviews have been completed. The appointments will be made shortly after interview, pending receipt of references and completion of background checks.

Key Contact

For further information, if you have questions about or require assistance with any element of the application process, please contact the HR Team on 0131 347 3890 or hr@ethicalstandards.org.uk. Applicants should note that we are accepting applications via email unless a different format is required to accommodate a reasonable adjustment. If this is required, please make contact via telephone on 0131 347 3890 to discuss an alternative format.

HR Team
Ethical Standards Commissioner
Thistle House
91 Haymarket Terrace
Edinburgh EH12 5HE
E: hr@ethicalstandards.org.uk
T: 0131 347 3890

Protecting your information

Your application contains your personal data. We are committed to ensuring that personal data is managed safely, effectively and in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. All material related to unsuccessful applications will be deleted six months after the appointment is made. Material related to the successful application will be transferred to the employee personnel record. You can find out more about how we will handle your application in our Privacy Statement for job applicants available on our website.

Equality

The Commissioner and our staff are committed to building a culture that promotes equality and celebrates diversity. We aim to treat people as individuals and with respect and dignity. By taking this approach we commit ourselves to meeting the requirements of the Equality Act 2010 and as such will not tolerate unfair discrimination, victimisation or harassment. We will not tolerate any action the impact of which on an individual is discriminatory in nature. As an organisation who values diversity we will consider flexible work options for any vacancy and will make reasonable adjustments for anyone who requires them in order to participate in any part of the recruitment process or to fulfil the role effectively. All our recruitment material can be made available in an alternative format if required. Our Equal Opportunities Policy is available to view on our website.

Terms and conditions

All our staff policies are available in the Publications section of our website – www.ethicalstandards.org.uk. We recommend that you review our Code of Conduct.