

## Temporary Gaelic Development Assistant

**Location: Flexible**

**Band A: £18,120 - £19,146**

**Ref No: R216/18**

Police Scotland is looking for a Gaelic Development Assistant who will promote and support the development of Gaelic language, culture and heritage in the communities served by Police Scotland. The successful candidate will be primarily focused on the delivery of the core commitments as laid out in the Gaelic Language Plan, a programme designed to support Police Scotland in its contribution to creating a sustainable future for Gaelic.

This role will provide administrative support in line with the delivery of the strategic outcomes as set out in the Gaelic Language Plan. As the post holder you will have regular interaction with internal and external stakeholders and will be responsible for maintaining team and customer relationships, demonstrating excellent customer care skills.

You will be educated to SQA standard grade (or equivalent) with the ability to speak and write Gaelic and demonstrate commitment to developing your own Gaelic language skills.

In addition you will also have excellent administrative skills, acquired through vocational training or further education and experience. You will also have the ability to exercise sound judgement and to work under pressure either individually or as part of a team. Good communication skills both orally and in written form in both English and Gaelic are also essential.

Applicants must be IT literate and have experience of using Microsoft Office packages.

The location for this role is flexible and there will be a requirement to travel within the Force area to raise awareness for the Gaelic Language Plan throughout Scotland.

This full time post is temporary for 12 months and requires Standard Recruitment Vetting. The post holder will work 35 hours per week, Monday to Friday, 9am - 5pm.

**OFFICIAL**

The following essential competencies will be used for the selection process:

1. Respect for Diversity
2. Service Delivery
3. Effective Communication
4. Personal Effectiveness
5. Team Working
6. Job Knowledge
7. Problem Solving
8. Partnership Working

Please refer to the relevant competencies when completing your application form.

Full details regarding this vacancy can be found in the attached job description.

We offer a competitive benefits package that includes:

- Competitive salary and guaranteed allowances
- Annual salary increments
- Local Government Pension Scheme
- 24 days annual leave and 8 public holidays on appointment
- Wide range of family friendly policies
- Employee Assistance Programme
- Access to range of staff associations
- Scottish Police Recreation Association
- Scottish Police Credit Union
- Cycle 2 Work Scheme
- Childcare Vouchers

Please be aware that the interim SPA pay and grading structure may be subject to future change.

Individuals working, or applying for, a flexible working arrangement who wish to apply for this post will have their flexible working arrangement considered in line with current policy, as well as both personal and organisational needs.

The Scottish Police Authority and Police Scotland are committed to promoting a diverse workforce and to achieving and promoting an organisational culture where staff and officers are treated with dignity, fairness and respect.

To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete and submit the Equality and Diversity monitoring form, which will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 2018.

**OFFICIAL**

Applicants must be a British citizen, a member of the EU or other states in the EEA, a Commonwealth citizen or a foreign national free of restrictions. You should also have been resident in the UK for a minimum of three years immediately prior to application.

No CVs please – full application forms must be completed.

For information on how to apply please visit [www.scotland.police.uk/recruitment](http://www.scotland.police.uk/recruitment), or [www.spa.police.uk/work-with-us/current-vacancies](http://www.spa.police.uk/work-with-us/current-vacancies) e-mail [recruitmentcentre@scotland.pnn.police.uk](mailto:recruitmentcentre@scotland.pnn.police.uk) or call 01355 566350 and quote reference number R216/18.

**Closing Date:** Wednesday 21 November 2018 by 4.30pm

**Interview Date:** To be advised

<b>Our Purpose:</b>	To improve the safety and well being of people, places and communities in Scotland.
<b>Our Focus:</b>	Keeping people safe.