

Further Information about the Fixed Term Appointment

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1. About the role

National Records of Scotland (NRS) is looking for an experienced and enthusiastic individual to join our Statistics Directorate as an Indexing Development Lead.

The role is being offered on a fixed term appointment (without fair & open competition) basis for 12 months.

The [NRS Indexing Team](#) provides a service as a trusted third party indexing agent, supporting the separation of functions for data linkage projects. We work in partnership with the Scottish Government, Public Health Scotland (electronic Data Research and Innovation Service, eDRIS), Edinburgh Parallel Computing Centre (EPCC), Administrative Data Research Scotland and Research Data Scotland (RDS).

For projects requiring linkage of datasets, the Indexing team identify individuals across datasets (matching) and anonymise them (indexing). The team is moving towards more automated processing and the aim of this post is to facilitate the implementation of new infrastructure and software.

Main Duties

- Lead on the implementation of the new programming infrastructure (Databricks) and probabilistic matching software, SPLINK (python/pyspark based), liaising with NRS IT when necessary.
- Prepare scripts to set up a pipeline covering the whole indexing process in an automated way: 1) pre-processing of the data using python (quality

assurance, formatting, etc.); 2) matching using python/splink (exact and probabilistically); 3) post-processing of the data using python (evaluation of outputs, indexing, etc.)

- Develop software documentation and training manuals for the indexing team
- Line manage B2 staff
- Prepare information governance documentation.
- Represent the indexing team in external meetings with linkage partners.
- Assist B3 Indexing Operations Lead

2. Location, Salary, Hours & Leave

Location: Based in Edinburgh, initially Ladywell House, but the business area is due to relocate to one of our Edinburgh city centre offices in the spring. Currently the team is operating virtually and on a hybrid working arrangement.

Starting Salary: We expect that all new entrants will join us on the minimum of the advertised pay range which is £41,642

Hours: Full time role working 37 hours per week, but different working patterns are invited to apply, and we will assess proposed working patterns against the business requirements for this role. This role offers the opportunity to work in our flexible working hours scheme.

Leave: You will have an annual leave allowance of 25 days per annum (pro rata)). In addition, NRS observes 11½ (public and privilege holidays), dates of which are set annually.

3. Skills, Experience and Knowledge needed for the role

1. Experience of coding in Python, learning new analytical skills and applying them on a project or task.
2. Capable of working in a team, and aware of the impact of behaviour and actions on others.
3. Capable of taking responsibility for work planning, making decisions, solving problems, and dealing with challenges.
4. Experience of communicating technical concepts to audiences without a technical background.

4. How to apply

To apply please submit a CV demonstrating the skills, experience and knowledge for the role (no more than 2 sides of A4) to the WorkforcePlanning@nrscotland.gov.uk mailbox **no later than Friday 3rd February 2023**.

Please add as the subject title “CV – Indexing Development Lead – B3”

To learn more about this role, please contact: anneli.lyon@nrscotland.gov.uk), Head of Data Linkage and NHSCR, or carmen.amador@nrscotland.gov.uk), Indexing Team Manager.

5. Selection

CVs will be short listed against the skills, experience and knowledge needed and those selected will be invited to a discussion about their CV. This may be held in person or virtually.

Any travel or other expenses incurred with your discussion are the responsibility of the applicant.

Disabled candidates may face additional challenges or accessibility barriers in the recruitment process that can be accommodated with adjustments. If you believe you may need additional support for the discussion, please email the WorkforcePlanning@nrscotland.gov.uk mailbox as soon as possible and we will ensure that we consider and implement any reasonable adjustments you may require.

The data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act.

6. Pre-Employment Security and Eligibility Checks

Baseline Personnel Security Standard (BPSS)

Good security is a priority for the Scottish Government / NRS and all who work with us 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 / NRS posts.

Further details on these checks are available to view by opening the attachment below.

Required documents for BPSS Clearance

When the pre-employment checks are satisfactorily completed we will contact to arrange a suitable start date and make the formal offer of employment. If you have any question about our pre-employment checks please do not hesitate to get in touch

Nationality

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who applied for either status by the deadline of the European Union Settlement Scheme (EUSS) Apply to the EU Settlement Scheme (settled and pre-settled status):
Overview - GOV.UK (www.gov.uk)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

7. 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.

8. Outside Activities

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position.

Subject to these conditions, and in some circumstances prior permission being sought, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed. Also for health and safety purposes you should notify HR if you have more than one job. You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

9. Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: Integrity, Honesty, Objectivity and Impartiality. These values are set out in the Civil Service Code.

'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.