

## **INFORMATION**

In addition to this information you should have the following:-

- Application Form Advice
- Application Form
- Equal Opportunities Monitoring Form

Please ensure that you have these documents and that you complete the Application Form and Equal Opportunities Monitoring Form in full. We will be unable to consider your application if all sections are not fully completed.

Registers of Scotland is responsible for compiling and maintaining records relating to land and property and other legal documents. In striving to be one of the most effective and efficient Land Registries in the world we have developed a business-focused and customer-orientated approach to the provision of our services. We operate in a dynamic environment and must respond to external drivers from central government, the Scottish Parliament, and bodies such as the Law Society of Scotland and the Scottish Law Commission.

We are actively engaged with the modernising and electronic government agendas and involved currently in a substantial change programme, the combined elements of which are designed to provide new ways of working and enhance business performance. Technology is pivotal to us and we strive to ensure that our investment in it improves our efficiency and effectiveness and benefits our customers.

Established as an Executive Agency in 1990 and employing over 1,400 staff with a turnover in excess of £70 million, we are self-financing and became a Trading Fund in 1996. We were awarded Service First Charter Mark status in 1996 and this was renewed in 1999 and again in 2002. We are very proud of this achievement as the award recognises our continued commitment to improving service, providing value for money and ensuring openness and accessibility. We were awarded Investors in People in 2000 and reaccredited in 2003 and 2006. We also achieved the Scotland's Health at Work (SHAW) Gold award in 2004 and the Healthy Working Lives Gold award in 2008.

We have offices in both Edinburgh and Glasgow. The main office is at Meadowbank House 153 London Road, Edinburgh, but we are also located at Erskine House, Queen Street, Edinburgh, Hanover House, 24 Douglas Street, Glasgow and George Square, Glasgow.

## **ROLE OUTLINE**

Our existing vacancies are Registration Officer (Legal) roles. The work of these posts relates to Land Registration in Scotland. The roles involve the examination and interpretation of legal documentation and dealing with complex casework.

In addition to these existing vacancies, we would be interested to receive speculative applications from candidates with other specialisms or interests. We plan to consider these candidates for roles that arise in other departments throughout the organisation over the coming months.

Candidates for the roles in our Registration departments will be qualified to degree level or have significant experience in conveyancing or other experience of working with Scots Law.

If your interest is in a field of work other than Registration please state clearly on your application your specific area/s of interest, relevant qualifications and experience. We normally require candidates to be qualified to degree level although candidates with other professional qualifications may be considered.

Applications from people interested in part time and other alternative work patterns will be considered.

## **THE CONDITIONS OF THE POST**

### **Location**

The posts are likely to be located at Meadowbank House, 153 London Road, Edinburgh or Hanover House 24 Douglas Street, Glasgow.

### **Hours and Leave**

Registers of Scotland operates a flexible working hours system based on a 37 hour (excluding breaks), 5 day week Monday to Friday. In addition to 26 days paid leave per annum there are 12 public and privilege holidays of which our offices are closed on 4 days.

### **Salary**

The starting salary will be £24,951 pa. Registers of Scotland operates a performance related pay system.

Salary is paid monthly in arrears by credit transfer

### **Retirement**

Registers of Scotland believes that staff should, wherever possible, be permitted to continue working for as long as they wish and are able to do so. For this reason we have adopted a no age retirement policy.

### **Performance Appraisal/Probation**

All Registers of Scotland staff are subject to our Performance and Development review system that is used to assess performance, competencies and development needs. In addition to this, all new appointees are subject to a probationary period of one year from the date of taking up appointment, and if the individual's performance, attendance, timekeeping or conduct is unsatisfactory, their appointment will normally be terminated.

### **Pension**

You will be offered the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits.

### **Dress Standard**

In order to reflect and maintain a consistent image of Registers of Scotland as a quality service provider, you are requested to dress appropriately for business. There is a need for you to dress with consideration. Registers of Scotland wishes to present an environment of business-minded and efficient staff. Generally speaking, smart, casual clothing is acceptable.

### **No Smoking Policy**

For the sake of the health of everyone in Registers of Scotland, including visitors, there is a total ban on smoking on our premises and in our vehicles.

## **ASSESSMENT**

Due to the volume of applications, Registers of Scotland cannot invite everyone who applies for a job to interview. Candidates who meet the eligibility criteria will be invited to assessment.

## **APPLICATION FORM**

Candidates are required to complete the application form fully; we cannot accept CVs as a method of application. Before completing the application form please read the Application Form Advice and any information provided about the job. If you are applying on a paper copy of the application form please write clearly in BLOCK CAPITALS using black ink as we may need to photocopy the form.

Right to work in the UK under the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004, Registers of Scotland has a legal obligation to ensure that any successful applicant is legally entitled to work in the UK. All successful applicants will be required to provide particular original documentation before beginning employment.

### **Security Screening**

If you are selected for interview you will be asked to bring with you a combination of documents for us to check: an original birth certificate, or passport and an original document with your National Insurance Number (for example, a P45, P60 or National Insurance Card). If successful following interview you will be required to complete an application for Disclosure Scotland screening. Supplying false information or failing to disclose relevant information could be grounds for refusing to appoint you or if it is discovered after employment that you supplied false information in order to gain employment then it can be grounds to dismiss you. Supplying false information could also amount to a criminal offence

### **Qualifications**

You should detail any qualifications or certification required or relevant for the post as detailed in the job advert. These may include Standard Grades, Highers, SVQs, HNDs and Degrees. You should provide details of the subject, the type of Qualification and band of pass. If the job you are applying for requires you to have certain qualifications, you will be advised to bring the original copies of these with you to interview.

### **Employment Information**

You should provide information on your employment, beginning with your most recent. Please explain any gaps in employment. Please include periods of unemployment or voluntary work and time spent caring for relatives or living/working abroad. Employment references will be sought from your most recent employers.

### **Declaration**

When you have completed your application form please read through it carefully, checking for errors or omissions, then sign and date it. Applications that have not been signed and dated will not be accepted. You should inform us immediately if there are any changes to the information provided in your application form. If you wish your application to be acknowledged please complete your details on the enclosed postcard which will be returned to you on receipt of your application.

## **EQUAL OPPORTUNITIES MONITORING FORM**

Registers of Scotland is an equal opportunities employer. It recognises and actively promotes the benefits of a diverse workforce and is committed to equality of opportunity. We monitor our employment practices and recruitment applications. One way we do this is by collecting data from the **Equal Opportunities Monitoring Form** which is included in your recruitment pack. The information on this form is **confidential**, and helps us check that no one is excluded from applying to Registers of Scotland as a result of their background.

**Disability**

We have adopted the Guaranteed Interview Scheme to emphasise our positive attitude to employment of people with disabilities. Applicants with disabilities who meet the published minimum criteria and the minimum assessment standard and would like to be considered under this scheme will be guaranteed an interview. If you have a disability and would like to be included in this scheme then please state this in this Disabilities section of the Equal opportunities Monitoring Form. Please also state any special provisions you may require at interview, for example, a sign language interpreter. Alternatively you may choose not to accept this option, and enter the application process without the Selection Board being aware of your disability. Selection for interview will then be in open competition with all other applicants.

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**COMPLAINTS**

Registers of Scotland's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at [www.civilservicecommissioners.org](http://www.civilservicecommissioners.org). If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact Recruitment Team, HR Services, Registers of Scotland, Meadowbank house, 153 London Road, Edinburgh, EH8 7AU, Tel 0131 659 6111 ext 3352/3410/3020 in the first instance. If you are not satisfied with the response you receive from Registers of Scotland, you can contact the Office of the Civil Service Commissioners.

Registers of Scotland recruitment is regulated by the Civil Service Commissioners.