

Additional information

Any further questions please contact
resourcing@ros.gov.uk

This document provides additional information about applying for a job with Registers of Scotland (RoS) including specific information for successful candidates.

We hope you find this information useful but please [contact us](#) with any further questions.

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Who we are

About Registers of Scotland (RoS)

Registers of Scotland (RoS) is responsible for maintaining Scotland's public registers of land, property and other legal documents. This includes the oldest national public land register in the world. We raise our own funds by charging fees for our services.

We aim to provide open and useful information for our customers and want to do this with pace, passion, pride and professionalism. We rely on our skilled and talented people to make this happen.

Applying for a job with us

How to apply

All applications must be made online via our [e-recruitment system](#). Please note we do not accept CVs unless stated in the application form.

Nationality requirements

You can apply for any job in the Civil Service as long as you are a UK national or have dual nationality with one part being British.

In addition, Commonwealth citizens, nationals of any of the member states of the European Economic Area (EEA) and Swiss nationals are eligible to apply for RoS vacancies.

Competencies

The person specification, which can be found within the job advert, includes key competencies as well as any technical/professional requirements that apply to the job.

The Competency Framework document is displayed in six levels, with each level relating to a specific grade or grades as shown in the table of contents and introduction. For further information, [please view our Competency Framework](#).

Disability Confident scheme

As an organisation that participates in the Disability Confident scheme, we will invite to interview - or further assessment - all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the minimum criteria for the post.

The minimum criteria for this post are the essential criteria that are specified on the role profile.

Equal opportunities monitoring

The information you provide in this form will be held confidentially by HR and will not be seen by those involved in selecting candidates.

The information is held for equal opportunities monitoring purposes and so that adjustments can be made to the recruitment process.

Information for successful candidates

Pre-employment screening

Applicants are advised that RoS operates a rigorous pre-employment screening policy in line with the Civil Service [Baseline Personnel Security Standard \(BPSS\)](#).

This means that successful candidates will initially receive a provisional offer of employment.

We can only make an official offer of employment once we have completed satisfactory enquiries into the following:

- Identity
- Nationality & immigration status
- Employment history
- Criminal record
- Fitness for work (occupational health check)

Please note that we also require all candidates who are successful at interview to provide a [Basic Disclosure Scotland](#) certificate. The candidate, not RoS, is responsible for covering the cost of the certificate – this is currently £25.

Our occupational health check is conducted by Optima Health in the form of a questionnaire. The data is held by Optima and will only be shared with RoS to meet the needs of the candidate.

In addition to the checks stated above, if any particular qualifications or professional memberships are required for the post – as stated in the role profile – we will require to have sight of original documentary evidence (not photocopies).

Normally, we will ask candidates to bring relevant documentation with them to interview so it does not need to be sent by post or brought into the office at a later date.

Hours and leave

We operate a flexible working hours system based on a 37 hour (net), 5-day week, worked over a Monday to Friday. In addition to 26 days paid leave per annum on entry, our staff are entitled to 12 days of Public and Privilege leave per annum (pro rata for part time workers). Our offices are closed on only four of these 12 days, with the balance being used in the same way as annual leave.

Salary

The salary range for all pay bands is shown below. Normally, new entrants will be appointed on the band minimum with pay progression arrangements in place.

Grade	Pay band			
	1 (Minimum)	2	3	4 (Maximum)
AA				£20,643
AO			£21,865	£24,127
EO			£28,000	£30,084
HEO		£31,588	£34,186	£36,780
SEO		£39,346	£42,893	£46,441
C1	£48,762	£52,718	£56,675	£60,632
C2	£63,663	£65,524	£67,386	£69,247

Salaries are paid monthly in arrears by credit transfer.

Pension

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

Probation

All new appointees are subject to a probationary period of one year.

Performance appraisal

We have a performance appraisal system that is used to manage employee performance and development.

Relocation expenses

New entrants will be required to pay their own relocation expenses, if applicable.

Retirement

We believe that, wherever possible, our employees should be able to continue working for as long as they wish to and they are able to do so. For this reason, we have no age retirement policy.

Dress standard

In order to reflect and maintain a consistent image of RoS as a quality service provider, employees are expected to dress appropriately for a business environment. Generally speaking, smart casual clothing is acceptable.

Civil service code

All appointees to the civil service must 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. The code sets out the standards of behaviour expected.

Previous employees of RoS and other civil service departments

Previous employees of RoS or other civil service organisations may wish to note that, if successful, pre-employment checks will be undertaken to verify their satisfactory civil service employment record. Should we learn that a candidate left the civil service in unsatisfactory circumstances, for example as a result of disciplinary proceedings, we will consider whether to proceed with or withdraw the offer. We will not offer employment to any candidate who has signed an agreement not to seek re-employment within the civil service.

Complaints

Our recruitment processes are underpinned by the principle of selection for appointment through fair and open competition on the basis of merit, as outlined in the [Civil Service Recruitment Principles](#).

If you feel your application has not been treated in accordance with the principles and you wish to make a complaint, you should contact: Registers of Scotland, Meadowbank House, 153 London Road, Edinburgh, EH8 7AU, or e-mail recruitment@ros.gov.uk in the first instance. If you are not satisfied with the response you receive from us, you can then contact the Office of the Civil Service Commissioners – the appropriate contact details will be provided with our response.