



Head of Director-General's Office

Full-time and Permanent

Salary £51,897 - £60,219 per annum

Plus generous benefits package

Hybrid/ flexible working

About the role

We have a vitally important and rare opening for an experienced Governance and Compliance specialist to join our team.

This is an exciting role that has a wide reach across the organisation. By nature, it's a role that requires engagement with many stakeholders internally and externally. Therefore, you'll have a terrific opportunity to shape best practice across the organisation within the scope of your responsibilities.

You'll be comfortable in a senior position, either moving from a similar post or looking to advance your career. You will use your strong communication skills to build positive relationships with senior stakeholders and colleagues.

The ideal candidate must already have substantial, proven experience of:

- Owning and leading Business Planning, Performance and Risk Management for an organisation.
- Corporate governance administration processes and compliance.
- Working within an Executive-level environment (business or charity sector), including formal or equivalent experience of complex Board administration and stakeholder engagement.

The difference you'll make

Your responsibilities will be varied. Each day will be different, with new challenges that push your capabilities. Reporting to the Director-General your duties will include:

- Ensuring our critical business planning, performance and risk management strategies are fully aligned, supporting the execution of strategy, and minimising risk, ensuring our procedures and processes are subject to best practice governance and compliance.
- Coaching and leading a small talented team, focusing on their development through coaching. Reporting directly to this role is the Compliance Manager, Records & Information Manager and Legal Counsel.
- Providing comprehensive support to our Board and Leadership Team (LT), partnering closely with LT, and ensuring alignment of activity.
- Serving as a trusted and informed support to the Chair of the Board and its Trustees, enabling comprehensive delivery of Board-related activity, including all meetings, minutes, and operational management of the Board's activities).

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB1001904 82

- Managing the administration and support the activity of the Board (and related Boards and Committees) to ensure rigorous and effective governance, coordinating activity and provide support to LT as required.

Planning, Performance and Risk Management

- Planning, performance, and risk management, ensuring working with the Chief Operating Officer, and LT colleagues, to align our strategic and business planning, performance management and risk management operations, navigating through uncertainty and risk.
- Ensuring the set up and delivery of organisational key performance frameworks and indicators annually to deliver organisational priorities and demonstrable impact on outcomes.
- Promoting a positive risk culture by developing our risk planning, overseeing the ongoing continuous improvement, leadership engagement and quarterly monitoring/reporting. Proactive management of risk registers aiding the embedding of risk into the strategic planning process.
- Reporting on performance to LT/Board of Trustees and feeding into annual performance indicators, proactively addressing shortfalls, and identifying actions.

Governance and Compliance

- Ownership of corporate governance and compliance - advising on and managing compliance.
- Developing robust organisational policies as required to deliver strong corporate governance and compliance practices ensuring these are embedded in the organisation.
- Liaising with government bodies as needed, developing the relationship with the sponsor team. Coordinating consultation on new legislation/ national or sectoral policy responses.
- Providing information management and governance leadership on records and data.
- Being the Senior Information Risk Owner (SIRO) for the organisation.
- Working with the Director of Finance, responsible for our assurance framework.

Projects and Reporting

- Leading and delivering various projects related to the strategic plan and organisational priorities.
- Working with the Director of Finance, producing trustee annual report and governance statement.
- Ensuring the timely escalation of governance, risk and compliance issues to LT and Trustees as required.

Other duties:

- Oversight and support for Gaelic, DP, FOI, equalities compliance.
- Legislation – NH Act, Ethics, Consultations (sector/government), Charity.
- Budget management.
- Membership of external stakeholder groups, for example, Museums Galleries Scotland.
- Membership of the Extended Leadership Team.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Substantial experience and understanding of Planning, Performance, Risk Management, Governance and Compliance.
- Collaborative leadership skills with an ability to influence a wide variety of stakeholders and be a highly adept communicator.
- The skill to champion your own area while respecting and forming excellent working relationships with Directors, stakeholders, and colleagues.
- Experience of working with Boards, government, and external agencies.
- Organisational and political intelligence.

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728

VAT No. GB1001904 82

- A professional attitude and the ability to role model with care and consistency in all scenarios.
- Ability to be highly organised with proven financial and general management skills.
- With exceptional critical thinking skills and solutions focused you will be able to manage competing demands, make effective decisions and to produce creative solutions.
- Experience of working with sensitive and confidential information, with excellent attention to detail.
- The ability to work independently, as well as be a fully integrated team player and leader.
- Experience of leading, coaching, and developing teams.

It would also be an advantage if you have:

- Experience of working within the arts and/or culture sector and with creative / artistic profession.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728
VAT No. GB1001904 82

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£51,897 - £60,219 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week excluding a one-hour unpaid lunch break each day. Hours will normally be 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on a Friday. This will change to 35 hours per week from 01 October 2024. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although it's in the heart of Edinburgh free parking is available at this site.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 19 August 2024.

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.

National Galleries of Scotland is a charity registered in Scotland (No. SC003728)

nationalgalleries.org

National Galleries of Scotland is a charity registered in Scotland No. SC003728
VAT No. GB1001904 82