



JOB DESCRIPTION

Job Title:	<u>Director of Corporate Services</u>	Hours per Week:	<u>37</u>
Service:	<u>Corporate Services</u>	Team:	<u>Executive</u>
Job Location:	<u>Carrochan, Balloch</u>	Line Manager:	<u>Chief Executive</u>
Band:	<u>Band G</u>		

KEY PURPOSE

To provide leadership, direction and inspiration for the National Park Authority's (NPA) Corporate Services function as part of a highly collaborative and delivery focussed Executive team. Building on firm foundations of excellent corporate management systems, governance structures and policies, you will have a key role in thinking innovatively about best use of organisation resources to achieve the National Park's strategic outcomes. This will include identifying and delivering commercial and income generating opportunities from the organisation's assets and services. The role will also lead on identifying collaborative and shared service opportunities with partner organisations delivering multiple benefits. As part of the Executive team you will ensure a high performing and dynamic organisation culture dedicated to achieving the best for the National Park and its stakeholders.

KEY ACCOUNTABILITIES AND TASKS

- Ensure the highest standard of outcomes, compliance and service delivery in relation to a range of corporate functions including Finance, Human Resources, Governance, Asset Management and Digital/Information Services.
- Lead the NPA on a range of Corporate and Operational issues, developing strategies and projects in collaboration with the NPA Board and other partner organisations.
- Represent the NPA externally at a strategic/senior level particularly with Scottish Government, partner organisations and key National Park stakeholders.
- Ensure the necessary culture and procedures are in place to enable the Executive to deliver effective NDPB Corporate Governance which takes full advantage of the expertise and experience of the NPA Board and supports sound decision making and management of risk.
- Lead and support the organisation's Internal and External Audit, Risk Management and Best Value processes
- Deliver effective, user friendly and accessible performance reporting frameworks which reflect and support the achievement of NPA priorities and facilitate effective communication of achievements and statutory compliance. This includes ensuring operational and corporate plans and related performance indicators integrate well with delivering the National Park Partnership Plan.
- Lead and support a cross-organisation working culture to ensure best use and development of staff skills and expertise to deliver the achievement of NPA aims and an improvement culture
- Monitor and support Executive in the implementation of all Scottish Government corporate expectations across the organisation.
- Ensure that robust processes and procedures are adhered to within Corporate Services to manage and safeguard public monies and assets entrusted to the NPA and that financial and human resources are effectively allocated through well considered Annual Operating Plans

- Deliver new opportunities to work collaboratively or on a shared service basis with a range of public sector organisations to achieve high quality and best value services
- Champion user focussed service design approaches to designing and delivering excellent customer services
- Identify creative ways to generate appropriate income and commercial opportunities from NPA assets and Brand to support sustainability of finances and services
- Support the Chief Executive in ensuring that the integrity and reputation of the National Park and the Authority is safeguarded and positively positioned in the public arena at all times.

PERSON SPECIFICATION

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Proven track record of operating at a strategic/corporate level. • Experience of directing/motivating and leading diverse teams of staff. • Experience at a senior level of driving a dynamic organisation culture and managing organisational change. • Experience of engaging and collaborating with internal/external stakeholders.at Senior level • Experience of managing corporate functions to support the delivery of business objectives. • Experience of dealing with politically sensitive issues. • Experience of Board Governance • Experience of managing internal and external audit processes and ensuring excellent corporate controls 	<ul style="list-style-type: none"> • A track record in delivering successful commercial operations • Experience of developing effective Corporate Risk Registers and risk management frameworks
Specific Skills, Abilities and Qualities	<ul style="list-style-type: none"> • Excellent leadership and management skills • Excellent organisational skills • Excellent analytical skills • Excellent interpersonal and communication skills with the ability to deliver presentations and chair meetings • A strong understanding of performance management frameworks linked to strategic outcomes 	<ul style="list-style-type: none"> • Sound understanding of the current Scottish Government's priorities and strategies for the future of Scotland • Excellent negotiation and communication skills • Ability to work accurately and quickly to deadlines • Ability to strategically plan, manage and deliver against budget • Ability to think creatively and generate ideas • An understanding of Service Design and Digital transformation principles and practice • An entrepreneurial approach to securing and managing resources to deliver public benefits • A passion for the environment and promoting responsible enjoyment of the outdoors
Required Qualifications	<ul style="list-style-type: none"> • A relevant degree or equivalent experience 	

	<ul style="list-style-type: none"> • Evidence of continuing professional development • Membership of a relevant professional body 	
Any Additional Job Related Requirements	<ul style="list-style-type: none"> • Full UK driving licence or access to a driver if disability prevents driving. • Flexible approach to working as some evening and weekend working will be required 	