

Recruitment Information

**Head of Corporate Services**

Full time

**June 2019**

# About the Scottish Human Rights Commission

**The Scottish Human Rights Commission is an independent public body, established just over ten years ago, with a broad remit to promote and protect human rights for everyone in Scotland. We are independent of government and parliament.**

The Commission is accredited as an “A Status” National Human Rights Institution within the UN system. This enables us to report directly to the UN on human rights issues that affect people’s lives in Scotland.

The Commission works on a range of legal, policy and practical issues which affect people’s human rights in Scotland. Current areas of work include housing, social security, health and social care, policing and prisons, business and human rights, and biometrics.

As well as monitoring law, policy and practice, the Commission also promotes awareness, understanding and respect for human rights. We produce resources to support other organisations to take a human rights based approach to their work, and to help build understanding of human rights among the wider public.

We are a small team of 13 staff, working under the direction of a full-time Chair and three part-time Commissioners. In our first ten years we have achieved a huge amount – but we still have much to do to achieve our vision of a Scotland where everyone’s rights are fully respected and realised.

[Read more about our first ten years of work.](http://www.scottishhumanrights.com/media/1818/ten_year_review.pdf)

# About the Job

## General

**Job Title:** Head of Corporate Services

**Working Pattern:** Full time (37 hours)

We are a flexible employer and are open to requests for alternative working patterns.

**Duration:** Permanent

**Team:** Corporate Services

**Reports to:** Chair of the Commission

**Location:** Based in Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS

**Salary banding:** Grade 5 (£42,066 - £52,679)

## Overall purpose

A key member of the Commission’s management team, the Head of Corporate Services leads the delivery of our corporate services, organisational administration and business management, supporting the Commission to achieve its strategic and operational objectives.

The role involves a high degree of collaboration with internal and external stakeholders to achieve results, in what can be a dynamic and fast-paced environment.

The role provides leadership and a compliance focus in a wide range of areas of responsibility. These include developing and managing human resources including through organisational change, governance, IT, facilities, information management, finance and administration functions of the office.

The role also provides support, reporting and advice to the Commission and the Finance, Risk and Audit Committee in their statutory roles of organisational governance and management.

## Key responsibilities

**1. Management Group**

All members of the Management Group are expected to:

* Contribute to the development of the office’s Strategic Plan and Operational Plan to deliver the vision of the Commission and the office’s statutory obligations as set out in legislation.
* Identify, assess and mitigate risks to the achievement of the Commission’s strategic plan and operational plan.
* Provide opportunities for all staff to engage and guide them to contribute meaningfully to the strategic and operational planning process.
* Ensure the office is high performing and focused on the delivery of outcomes.
* Ensure the delivery of objectives within budget and to agreed timescales
* Monitor the progress of achievements against objectives outlined in both the strategic and operational plans.

**2. General Management and Governance**

* Ensure the overall management and governance of the office is undertaken in accordance with the Commission’s values and in line with policy and legislative frameworks affecting the Commission.
* Provide direction, advice and support to the Commission and it’s committees.
* Provide advice to management and professional staff on areas within the competence of the Head of Corporate Services.
* Maintain awareness and understanding of the requirements of the office in relation to governance, including legislative requirements through liaison with the Scottish Parliament Corporate Body (SPCB), other SPCB supported office holders and other relevant bodies.
* Establish and maintain a framework to help manage health and safety across the office, ensuring compliance with all relevant health and safety legislation.
* Establish and maintain a framework for the Commission to manage strategic and operational risk.
* Performance management and leadership of the Corporate Services team, co-ordinate workloads to enable the team to function at the optimum level, ensuring appropriate training and development programmes are in place, and undertaking regular appraisals.
* Ensuring the Commission has and operates effectively a business continuity plan.

**3. Financial Management**

* Ensures the organisation has robust financial procedures and applies them effectively.
* Overall responsibility for the management of the Commission finances.
* Responsible for financial monitoring, planning and preparation of the annual budget submission for approval by the Commission.
* Preparation and submission of the budget of the office and on-going liaison with SPCB on all financial matters.
* Prepare and present budget reports to the Commission and it’s Finance, Risk and Audit Committee and provide information and guidance to Management and Budget holders.
* Responsible for business procurement and contract management processes.
* Ensuring the Commission’s payroll operates effectively and staff are paid correctly and on time.
* Liaise with financial accountant and prepare year end accounts for audit in accordance with accounting standards and regulations.
* Liaise with auditors to present documentation for audit, respond to audit recommendations and implement control measures as required.
* Provides assurance to the Chair of the Commission (the Accountable Officer) about financial procedures and their application.

**4. Human Resources Management**

* Oversee and implement human resources systems, policies and procedures ensuring they are fit for purpose and compliant with current employment legislation.
* Effectively administer and oversee the office’s duty of care to its employees.
* Support the Commission in managing and supporting staff thereby enabling all staff to be effective in their respective roles.
* Develop and implement key HR strategies in relation to recruitment, induction, professional development, organisational change and performance management.
* Act as a central point of contact for human resources matters, including management issues and dispute resolution.
* Liaise with external human resources and legal support where appropriate.
* Involve staff in HR initiatives ensuring their views and opinions are taken into account.
* Develop and maintain a positive and constructive partnership with the Trade Union, building relationship which brings benefits to all staff..

**5. IT & Facilities Management**

* Overall responsibility for the management of the office’s facilities and IT infrastructure, including cyber security.
* Ensure the development and delivery of an ICT Strategy that meets the changing and future needs of the office.
* Project manage facilities projects.

**6. Information and Records Management**

* Lead on Information governance within the Commission ensuring a consistent approach to managing, organising and sharing information, data and files with particular regard to data protection, freedom of information and records management.
* Ensures the Commission complies with the Public Records (Scotland) Act 2011
* Ensures the Commission is compliant with data protection and freedom of information legislation.
* Ensuring the Commission has and applies effective Records and Information governance and security, and management systems, policies and procedures.

These key responsibilities are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

# Person Specification

## Qualifications

### Essential

1. Business Studies, Accounting, Human Resources or another relevant qualification or significant practical experience in lieu of an academic qualification.

**Desirable**

1. A Project Management qualification

## Experience

### Essential

1. Experience and working knowledge of human resources, governance and finance.
2. Experience of budgetary control and preparing detailed reports on financial matters for the Commission, senior managers and external stakeholders.
3. Proven track record as a manager in particular with regards to developing and managing staff, with ability to build the team and lead, inspire and motivate.
4. Ability to prioritise, plan and organise both individually and on behalf of team members, so as to meet agreed reporting timetables and deadlines.
5. Extensive experience with the Microsoft Office Software and accounting packages.
6. Experience of providing high level business management, HR, finance and governance support to a board and senior management team
7. Commitment to a rights based approach to work

## Competencies

### Essential

1. Ability to combine a concern for quality and attention to detail and the ability to analyse complex and diverse information with customer service / awareness.
2. Excellent interpersonal and communication skills with the ability to deal with a wide range of people at all levels.
3. Ability to use own initiative
4. Able to work independently, be self-motivated and able to display high levels of integrity and commitment.
5. Specialist knowledge, expertise and personal development
6. Commitment to human rights

**Special considerations and requirements to perform duties:**

**Travel**

Occasional travel will be required within Scotland to attend meetings, support the Commission’s large scale events or to participate in training and development activities.

**Out of Hours Work**

Occasional weekend or evening work may be required to support Commission events.

# Structure

The Commission consists of a full time Chair and three part time Commissioners, supported by thirteen members of staff.

# Benefits

## Working Hours

This is a full time post working 37 hours per week, Monday – Friday and working hours operate as Flexitime.

## Flexible working

The Commission is a flexible employer. We will consider requests for flexible working patterns.

## Pay structure

This role is a grade 5 role within our pay structure.

Grade 5 (£42,066 - £52,679)

Starting salary is expected to be at the bottom of the grade scale for new entrants.

## Pension

Commission employees are eligible to join the Civil Service Pension scheme. From 1 April 2015, a new Civil Service pension scheme - Alpha - was introduced. Alpha is a Career Average pension scheme.

## Annual Leave

30 days annual leave plus 11.5 public holidays (pro rata for part time hours)

## Commitment to CPD

The Commission has a strong commitment to training and professional development and you will have access to training courses in core skills as well as policies to support continuing professional development.

# How to Apply

To apply for this position, please send a completed application form to the Commission, either:

By email: [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

By post: FAO Corporate Services

Scottish Human Rights Commission

Bridgeside House

99 McDonald Road

EH7 4NS

You must complete an application form. CVs will not be accepted. Applications should demonstrate how you meet the criteria for the role as outlined in the job description and person specification.

If you need to provide information in a different format please contact us to discuss.

## Key Dates

The deadline for applications is **12 noon on Friday 28th June 2019**

Interviews will take place in Edinburgh and are expected to take place on 19th July.

## Participation in interview

Reasonable travel expenses for standard class travel within the UK may be claimed by candidates shortlisted to attend interview.

Shortlisted candidates currently based outside of the UK can participate in interview by Skype. The post-holder will be based in Edinburgh and applicants must have the right to work in the UK to be eligible to apply.

## Equality and Diversity

If you would like to discuss adjustments to the recruitment process that would enable your participation please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)

## Disclosure and Pre-Appointment Checks

The successful candidate for this post will be asked to apply for Baseline Security Clearance and a Basic Level Disclosure Scotland Certificate and/ or a country equivalent if the candidate has lived in another country in the past three years. We will undertake pre-appointment checks of references, ID, permission to work in the UK and any education certificates listed in the application form. Confirmation of employment will be subject to these checks being completed satisfactorily. The Commission will reimburse cost of the checks and certificates. If you want to discuss this requirement, in confidence, at any time please contact us at [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com) .