



Livingston James



Position Profile

**Director of Corporate
Services**



The Organisation	3
The Role	6
Duties & Responsibilities	8
Preferred Candidate Profile	9
Remuneration & Recruitment Process	10





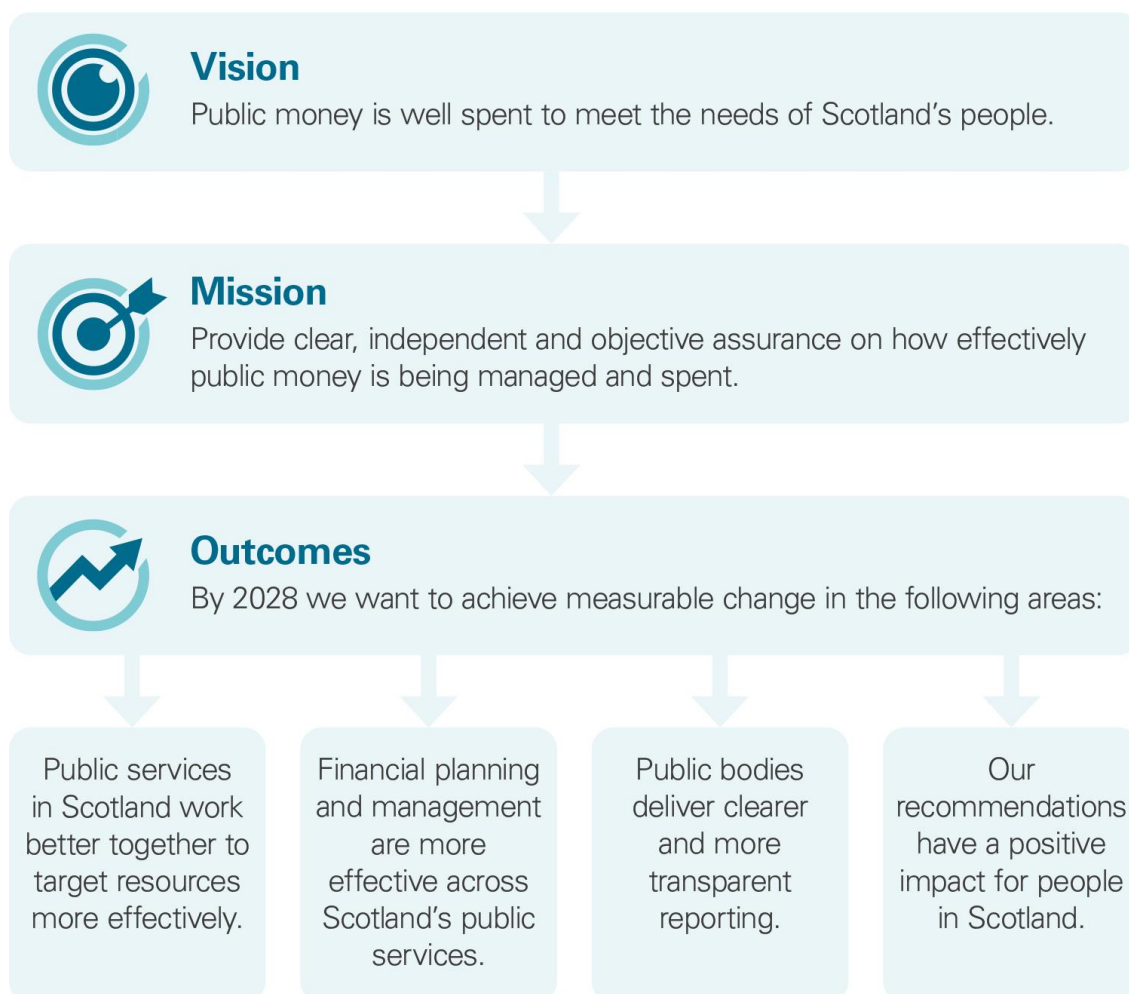
Audit Scotland supports the Auditor General and the Accounts Commission to deliver audits of Scotland's whole public sector.

Our vision is that public money is well spent to meet the needs of Scotland's people. To achieve this, we aim to provide clear, independent and objective assurance on how effectively public money is being managed and spent, and to help public bodies improve how they manage and deliver services.

Our work covers about £59bn of public spending, almost 300 public sector accounts, and the services and projects that affect all people and communities in Scotland. We employ around 340 staff in a wide variety of roles, working from our main offices in Edinburgh, Glasgow and Inverness.

Our Purpose

Our vision, mission and the outcomes we intend to achieve for Scotland's people are set out in [Public audit in Scotland](#), the shared statement of purpose between the Auditor General, the Accounts Commission and Audit Scotland.





Our strategic priorities

Through our [Corporate plan](#), we have set out how we will achieve the vision of Public audit in Scotland, and how we will evaluate our performance. Central to this are our strategic priorities:

Timely and impactful annual audit

- Deliver timely annual audits of public bodies as directed by the Auditor General and the Accounts Commission.
- Deliver impactful annual audit work that helps public bodies and supports improvements in public services.

Dynamic performance audit programme

- Address the latest risks and issues facing the public sector through our dynamic performance audit programme.
- Prioritise and resource the work programme to meet the needs of the Auditor General and Accounts Commission.

Enhanced audit approaches

- Increase our efficiency, bolster quality and align with professional developments by reviewing, improving and transforming our audit approaches.

Developing our people and our business

- Base our decisions about delivery and resourcing on our agreed priorities.
- Ensure we have the capacity, skills and flexibility to respond to our environment and deliver our planned audit work.
- Develop our people and their careers through consistent and transparent opportunities.

Insights driving innovation and improvement

- Ensure we have excellent intelligence, from better horizon-scanning, stakeholder engagement and impact evaluation.
- Bring coordinated intelligence to the forefront of our decision-making, improvement and innovation.



Our Values

How we work is integral to delivering our vision, mission and strategic priorities. We put our organisational values at the heart of everything we do.



Equality



Independence



Innovation



Integrity

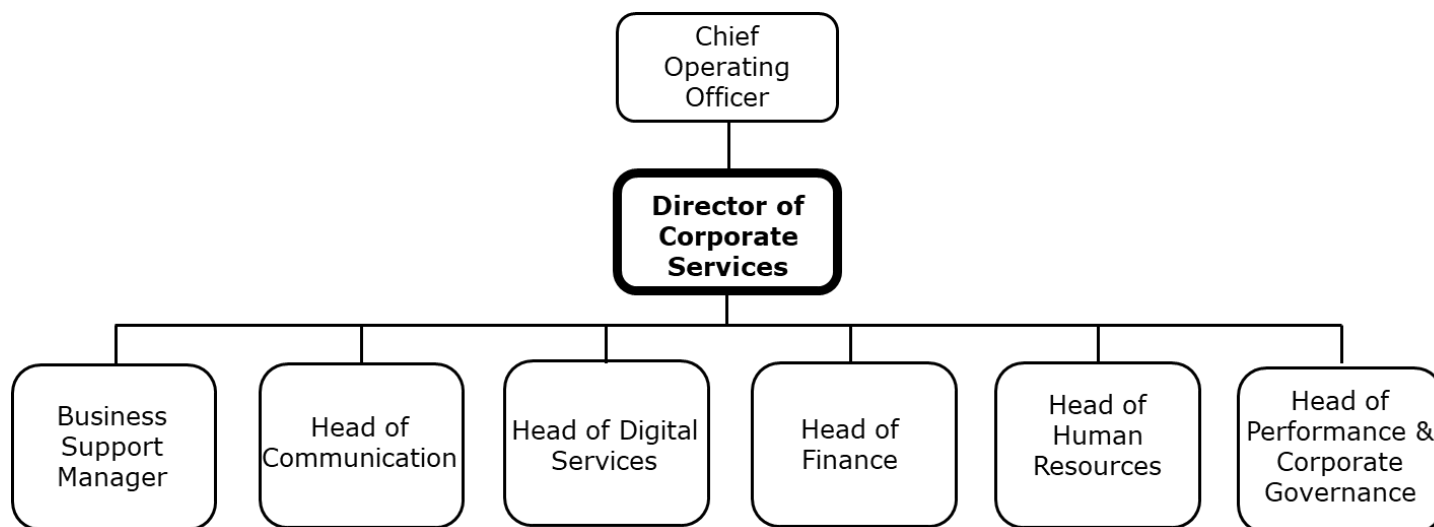


Respect





Job Title: Director of Corporate Services
Location: Edinburgh or Glasgow



Overall Purpose of the Role

The Director of Corporate Services is a key leadership position providing advice and support to the Accountable Officer, the Board and all members of the Executive Management Team to ensure that Audit Scotland operates efficiently and effectively, operates to the highest standards and meets its vision, mission and strategic objectives.

As part of the Leadership Group, you will be working alongside highly skilled, engaged and committed professionals who are equally ambitious for the organisation and its staff.

To have a positive impact in the role you will:

- Drive, sponsor and ensure efficient and effective delivery across all Corporate Services areas, fostering an enhanced culture of excellence, value and effectiveness whilst promoting both a risk-intelligent and continuous improvement approach that supports effective organisational resilience strategies



- Coach and support your Heads of Service to achieve excellence in operational delivery ensuring each operational area continues to be effective, fit for purpose and meets both the current and future needs of the organisation
- Leading by example you will instil confidence and drive positive change through increased collaboration whilst also embracing emerging technology and data analytics to deliver operational efficiencies and a high quality service to key internal stakeholders
- Ensure robust systems and controls are at the heart of the Audit Scotland service and directly support and enable good delivery and strong corporate performance in terms of best value
- Embracing innovation and championing opportunities to improve and modernise systems and processes, you will lead by example to further a culture of collaboration and cross-organisation working to meet both the current and future needs of the organisation
- Develop and maintain effective relationships with the Audit Scotland Board and Executive Management Team to directly support the achievement of Audit Scotland's strategic aims, objectives and ongoing audit modernisation programme
- Directly support and champion an open and supportive culture throughout the organisation, that ensures Audit Scotland's corporate values of equality, independence, innovation, integrity and respect are displayed throughout everything it does
- Attend and actively participate in weekly Executive meetings to formulate long-term resource planning and contribute at a strategic level to the capacity building, organisational development, resilience, sustainability and impact of the organisation



- Operating with strategic credibility by leading the Corporate Services Business Group; leading, managing and developing your reporting colleagues, deploying appropriate leadership styles, across the following areas:
 - Finance
 - Human Resources
 - Digital Services
 - Communications
 - Performance and Corporate Governance
 - Business Support
- Provide strategic leadership for these teams, including strategic planning for their objectives, driving modernisation, development and resourcing, ensuring resources are effectively targeted and financial contribution targets are achieved, ensuring statutory requirements are met
- Overseeing Performance reporting, budgeting and delivery of Annual Audit report
- Leading organisational risk and issues management, ensuring appropriate procedures are in place to mitigate these, ensuring effective business continuity planning across the organisation
- Build and maintain effective strategic relationships with key external figures and organisations and utilising these networks to add credibility and value to the strategic aims and objectives of Audit Scotland
- Build and maintain effective internal networks and relationships to ensure the efficiency and effectiveness of Audit Scotland, ensuring the Corporate Services Group supports the delivery of one organisation working and corporate objectives
- Chair and/or being a key member of corporate forums
- Contribute to the future development of Audit Scotland by promoting quality and innovation in the audit process and the development of new services and products for clients
- Lead / support improvement projects at both a strategic and operational level
- Contribute to the corporate management of Audit Scotland
- Monitor and control the assigned budgets to ensure that expenditure does not exceed the allocated amount



The role requires demonstrable experience in leading, managing and developing diverse and high-performing multi-disciplinary teams, coupled with the ability to effectively balance short-term priorities with a strategic focus on long-term sustainable success. The successful candidate must have the confidence to provide sound professional advice to key internal stakeholders, ensuring that recommended solutions align with business objectives while considering the needs of Audit Scotland's staff.

We are looking for someone who is situation-focused and leads by example. Able to think strategically and respond quickly and flexibly to evolving priorities, you will be comfortable making decisions and setting direction, sometimes without a full picture.

Specific Knowledge & Experience

- Extensive leadership experience at a senior level that includes driving a culture that encourages initiative, innovation, problem solving and the sharing of information
- Direct experience in the successful delivery of significant business transformational or improvement change programmes
- Excellent communication/interpersonal skills and a strong advocate of a "no surprises" culture
- Effective stakeholder and relationship management experience to influence decision making, resolve conflict and build an open and collaborative environment at both an Executive and Board level
- The ability to analyse complex problems, present clear judgements and recommendations in reports, with a strong evidence base and persuasive, workable recommendations
- Disciplined and organised with strong project management and time management skills
- An awareness of the opportunities that emerging digital technology offers in transforming frontline services and delivering operational efficiencies



Salary:	£91,126 - £103,982 (From 1 st April 2025)
Holidays:	38 Days (inclusive of 8 floating public holidays) + 4 fixed public holidays
Pension:	Defined Benefit Pension (Career Average)
Other:	Flexible working arrangements 2 Days (paid) for volunteering activities

The Recruitment Process

The recruitment process is being handled by our retained advisors, Livingston James. All enquiries should be directed to douglasadam@livingstonjames.com.

Douglas Adam at Livingston James will conduct the first stage interviews prior to discussing candidates with Audit Scotland at the shortlist meeting.

Recruitment Timetable

Closing date for applications	Wednesday 5 th March
Shortlist Meeting (Audit Scotland & Livingston James)	Wednesday 19 th March
Panel Interviews	Friday 4 th April

Audit Scotland is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Audit Scotland is a proud disability confident accredited employer and guarantee to interview all disabled applicants who meet the vacancy minimum criteria. (Specific knowledge and experience above). We are happy to make all required reasonable adjustments to facilitate your inclusion during our recruitment and selection process. This may include additional time for any practical assessments or presentation, reformatting assessment types, and remote or in person interviews. If you wish to discuss how Livingston James and Audit Scotland can support you throughout the recruitment process, please contact Douglas Adam at Livingston James via douglasadam@livingstonjames.com