



Livingston James



Independent
Living Fund
Scotland

Position Profile

Transformation Lead
18-Month FTC



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I am really pleased that we have interested you in our role of Transformation Lead with the Independent Living Fund (ILF) Scotland!

These are very exciting times for ILF Scotland as we embark on a period of strategic growth to help more disabled people achieve their independent living outcomes, combined with introducing a state-of-the-art case management system which will be the new hub of our future service delivery.

Our support truly has the potential to change lives and the work of the Digital and Information Services Team is to make accessing our funds as simple, accessible and inclusive as possible. Our primary focus is to help others achieve their outcomes and where appropriate, use technology as that enabler. We are in a period of significant organisational change and as we grow, migrating from our legacy database case management system to a new, low code service delivery platform will allow us to create an eco-system of citizen facing digital services as well as being as efficient as we can be internally.

ILF Scotland is committed to enabling independent living for disabled people, empowering them to have control, choice, and dignity over how they live their lives. Since its inception in July 2015, ILF Scotland has administered funding in Scotland and Northern Ireland, providing crucial support to over 8,000 fund recipients annually. Our mission extends to supporting young disabled people in their transition to adulthood and increasing their independence through the Transition Fund (TF), fostering active engagement within their communities.

Our Digital and Information Services Team supports every part of the organisation and professional colleagues in local authorities (for which we have won a UK National Award for collaboration and aligning services). Being part of this team, and working across all stakeholders, together we will help shape a vision of services, functions and opportunities to push the boundaries on what public sector excellence looks like in how disabled people and professional colleagues engage with us to achieve their goals. Could you be the person to help shape this vision and deliver a new model of technology enabled support for all those that use our services?

If you believe that you have the leadership, flair, innovation and strong desire to make a difference to the lives of disabled people, then I strongly encourage you to apply. Together we have the opportunity to do something really exciting and shape a new model of public service delivery - we hope that you might want to join us on the journey!

Thank you, and good luck with your application.



Paul Hayllor, Director of Digital and Information Services



Independent Living Fund (ILF) Scotland is a company limited by guarantee, fully owned and accountable to Scottish Government. The core principle of ILF Scotland is that disabled people have the same rights, freedoms and abilities to lead the fullest lives they can, free from discrimination and on an equal basis with others.

Our vision is for independent living to be a reality for all disabled people living in Scotland and Northern Ireland.

Our mission is to enable disabled people to achieve their independent living outcomes by the dignified assessment of needs and the distribution of discretionary awards.

Focused on supporting disabled people, and empowering them to lead their fullest lives, we have been providing funding support since 1st July 2015, for disabled people in Scotland and Northern Ireland to enable independent living, giving recipients control, choice and dignity.

In late 2017, after an extensive process of co-production, the ILF Transition Fund was launched to support young disabled people aged between 16 and 25 with the transition from school or children's services. The Transition Fund is designed to encourage young disabled people to be more active and engaged in their communities and to build and maintain relationships with other people.

In September 2023, the Scottish Government announced in its Programme for Government that ILF (2015 Fund) would re-open to new applicants in April 2024, with an initial year-one investment of up to £9 million to support up to 1,000 new recipients in Scotland. It is anticipated that this funding will increase in subsequent years.





This marks a significant step for ILF Scotland with the re-opening of the Fund enabling us to assist more of Scotland's most disabled people overcome the barriers to independent living that they face on a daily basis. ILF Scotland, as an organisation, is privileged to have this opportunity, but do not underestimate the responsibility that accompanies it as we continue our work to positively impact the lives of many disabled people across Scotland in the years ahead.

We were recently awarded the Best Small Employer award at the 2024 Working Families Best Practice Awards and Top 10 UK Employer in the annual benchmark with the judges stating that ILF Scotland continually strives to enhance their ways of working, and with a genuinely supportive culture and leadership, they epitomise walking the talk. Everyone at ILF Scotland is delighted to be recognised as being a truly flexible and life-friendly employer.

We believe that good outcomes for disabled people are our most important goals, and this can only be achieved by creating the right conditions for our people to enable them. We are not driven by targets or sales goals but have a values-based approach that relies on everyone agreeing to the same shared philosophy of "being the best we can be for the good of others."

At the heart of ILF Scotland are our **core values** of trust, dignity, and respect, as well as putting disabled people at the heart of everything we do.

Our Impact:

"Before receiving the funding, each day I had to make a decision about what I could physically manage - either have a shower or take the bins out. My personal assistants have allowed me to live a more complete, fulfilled life, from making the beds in the morning to taking my daughter to school - small tasks that other people take for granted. The funding has given me more freedom and, crucially, enabled my daughter and I to create happy memories together."

"The ILF has improved my independence significantly in terms of getting out in the community and not being sort of stifled, and not being able to try new experiences. The ILF has improved my independence significantly in terms of getting out in the community and not being sort of stifled, and not being able to try new experiences."

ILF Scotland has made a positive difference to the lives of thousands of disabled people, their families, friends and communities. We have directly supported nearly 10,800 disabled people to live independently in Scotland and NI and support more than 7,370 young disabled people in successful transitions.



“Receiving the funding helped me to be more independent, mainly not relying on my parents for financial support all the time. It boosted my confidence, because if I needed to buy something I could just go and do it. I was making my own decisions and not relying on other people to help. Also, as I was busier, I was meeting more people face to face in my community and this helped my confidence a lot.”

“Receiving money from the Transition Fund meant I had the chance to develop my skills as a DJ, something I have always dreamed of and wouldn't have been able to without the help from ILF Scotland.”

To learn more about our impact and the positive difference for recipients of our funding please view one of the three case studies below:

- [Obioma's Story](#)
- [Stuart's Story](#)
- [Joan's Story](#)





Job Title:	Transformation Lead
Reporting to:	Director of Digital and Information Services
Location:	Livingston (Hybrid)

The Transformation Lead will play a pivotal role in ILF Scotland's mission to support independent living for disabled people in Scotland and Northern Ireland.

Accountable for the effective project management of the critical development and implementation of a replacement for the existing system (ICI), this role is central to ILF's digital transformation, supporting their drive towards a fully digital service platform. This role offers significant autonomy in overseeing project delivery, budget control, procurement and compliance, ensuring smooth implementation and effective governance.

To have a **positive impact in the role**, you will:

- Effectively lead and control the successful delivery of the project related to the implementation of the new case management system, providing both support and management to the project delivery team and overseeing all day-to-day delivery-related activities to ensure success
- Identify and manage project risks, issues and dependencies and manage change holistically
- Develop risk mitigation strategies to ensure a smooth system replacement and data migration, implementing rollback plans where necessary to maintain payment continuity and data security
- Ensure the effective knowledge transition from external partners to internal project team, building and developing internal capacity and capability as appropriate
- Develop, maintain and manage effective and trusted relationships with key business and IT project stakeholders
- Post-implementation, you will deliver business change, technology and information systems that meet both the current and future needs of ILF Scotland and the people we support

Key Responsibilities:

- Drive the successful delivery of large and complex systems project for ILF Scotland
- Establish and manage effective and trusted relationships with key business and IT project stakeholders
- Lead the project team(s) in translating business requirements into operational plans
- Create and manage optimised project plans, budgets, critical success factors and key milestones for all projects
- Control and monitor the project finances to ensure efficient delivery, always adhering to the business value case
- Execute appropriate project governance and reporting frameworks in partnership with the team
- Engage with a variety of stakeholders, including IT and operational staff to ensure resources are planned for and used effectively for each project



- Identify opportunities to reduce costs and enhance service delivery throughout the project
- Ensure the robust and measurable business case is refined and enhanced, with clearly identified and traceable commercial outcomes at all times
- Effectively engage and manage vendors, focussing on strong delivery capability and cost efficiency opportunities for the project
- Ensure value for money in all procurement exercises related to the project and ensure the effective management of all project contracts, using this autonomy to effectively manage the project budget





You will bring a proven track record of delivering large-scale business and IT transformation projects, coupled with excellent leadership skills and the ability to lead and work within a team. You will be able to build productive working relationships in order to collaborate effectively, recognising and supporting the diversity of stakeholders involved.

With experience of being an advocate of change, incorporating the implementation of Business and IT change programmes, you will also be highly competent in managing and completing tasks to pressurised deadlines and prioritising an ever-changing “to-do” list.

The successful candidate will also be able demonstrate a proactive and helpful attitude combined with the ability to build trust with dignity and respect in line with ILF Scotland’s values.

Key Skills and Experience:

- Proven experience in managing complex, interdependent projects with strong judgment and decision-making skills
- Strong knowledge and expertise in business and IT project and programme management delivering large / complex change
- Excellent leadership abilities with the ability to lead and work within a team, building productive working relationships with both internal and external stakeholders
- Extensive and demonstrable experience with multiple business and IT project delivery methodologies (e.g. Waterfall, Agile, Systems Development Life Cycle) and project tools such as Jira and Confluence
- A proven ability to work effectively in a changing and dynamic environment, using flexibility and initiative to overcome challenges
- Knowledge and experience of Technology Assurance Framework principles (i.e. Assurance, Business Needs, User Needs, Technology Needs)
- Effective vendor management skills, combined with strong commercial acumen
- Strong stakeholder and relationship management skills encompassing a diverse range of stakeholders (including internal customers and IT colleagues)
- The ability to thrive in pressurised environments, with a clear approach to decision-making
- Strong attention to detail and a high level of accuracy particularly in relation to writing, formatting and proofreading associated complex documents
- Ability to adhere to relevant financial policy and relevant legislation
- An awareness of disability equality, accessibility, and inclusion, with a focus on user-friendly systems and simplified user journeys

Remuneration & Recruitment Process



Salary:	£57,145 - £71,054 (+£5,000 market supplement)
Holidays:	30 Days + 6.5 Public Holidays
Pension:	Civil Service (Defined Benefit) Pension
Other:	Flexible / Hybrid working available Volunteer time off (up to 5 days paid)
Duration:	18-Month FTC

A full list of staff benefits can be accessed via: [Work for us - ILF Scotland](#)

The Recruitment Process:

The recruitment for this essential role is being managed by our advising consultants, Livingston James who will conduct initial conversations prior to discussing candidates with ILF Scotland.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to rachelsim@livingstonjames.com.

ILF 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.

