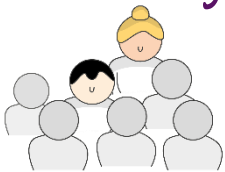


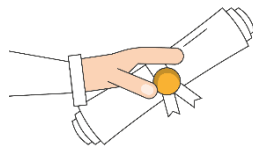
APPLICATION PACK

Corporate Governance Manager

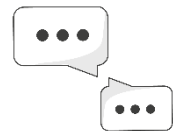
Recruiting



Training



Supporting



Improving outcomes for children and young people

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INTRODUCTION FROM THE NATIONAL CONVENER



Dear applicant,

Thank you for expressing an interest in working with Children's Hearings Scotland.

As an organisation that works within the Children's Hearings System, we are passionate about making a positive contribution to improving the outcomes of Scotland's children and young people.

Our vision is of a hearings system where everyone works together. This makes sure that all children and young people are loved, cared for and protected and that their views are heard, respected and valued. In the coming year, we will be rolling out a range of projects that will see us transform the way we work helping us to achieve our vision. It is a truly exciting time to join Children's Hearings Scotland.

It is an enormous privilege to lead this organisation and we are committed to shaping a modern twenty-first century Children's Hearings System that meets the needs of Scotland's children and young people.

Good luck with your application.

A handwritten signature in black ink that reads "Elliot Jackson". The signature is stylized and includes a horizontal line underneath the name.

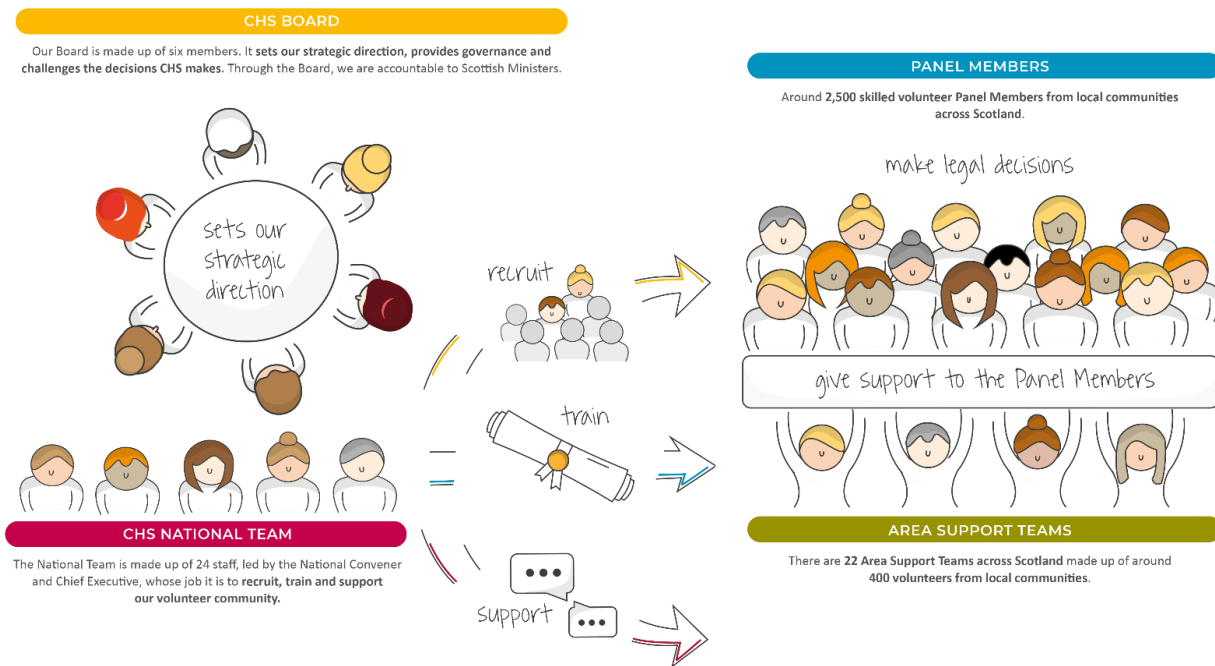
Elliot Jackson
National Convener and Chief Executive Officer



ABOUT US



Children's Hearings Scotland recruits, trains and supports around 2,500 skilled volunteer Panel Members who sit on children's hearings and make decisions with and for vulnerable children and young people across Scotland.



OUR VISION



Our vision is of a Children's Hearings System where everyone works together, making sure that all children and young people are loved, cared for and protected and their views are heard, respected and valued.

OUR VALUES

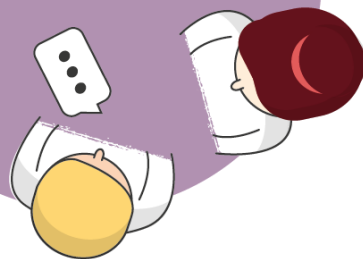


Our values sit alongside our vision and mission and are threaded throughout everything we do.



Child centred

Making sure everything we do is in the best interests of children and young people.



Challenging

Not being complacent, but questioning ourselves and others to help us improve.



Creative

Considering innovative and imaginative ways of approaching the issues we face in the work we do.



Fair

Making sure that everyone is treated with dignity and according to their individual needs; that our information and services are accessible to all; that we provide a consistent level of service to all.



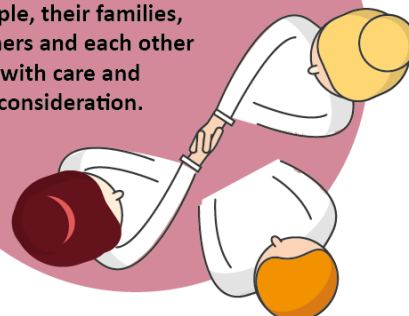
Open

Listening, responding to and learning from feedback; acting honestly; ensuring processes are transparent; sharing information and being accountable for our actions and decisions.



Respectful

Treating children, young people, their families, partners and each other with care and consideration.



COMPLETING YOUR APPLICATION



Thank you for your interest in joining our team at Children's Hearings Scotland. We are also known as CHS.

This application form has been designed to ensure compliance with legislation and best practice. The processing of all information will be in accordance with the requirement of the Data Protection Act 2018. The information you provide on your application form will only be used as part of the selection procedure and for any subsequent employment administration if your application is successful.

For further details on how your information will be handled please refer to our [privacy statement](#). If any part of the form is unclear, please contact us at jobs@chs.gov.scot.

We are striving to be an equal opportunities employer with a diverse workforce which is representative of the population we serve. We are committed to embedding a culture of equality and diversity into our organisation and ensuring that all job applicants and employees are treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other factor.

At the end of the application form you will find our Equal Opportunities Monitoring Survey which is intended to assist CHS in maintaining equal opportunities best practice and in identifying equality barriers for job applicants. We would be grateful if you would complete it.

Employees of CHS are required to adhere to a detailed our Staff Code of Conduct. Key principles in this are that staff:

- Act in the best interests of CHS
- Are honest
- Are selfless
- Have integrity and respect

Prior to employment, all applicants will undergo pre-employment background checks in line with the Scottish Government's Baseline Personnel Security Standards.

We may contact previous employers, educational providers, fraud prevention bodies, local authorities and government agencies as part of this process. We may also use background screening companies.

Guidance on filling in the online application form

The form has been designed to help both the applicants and our resourcing team process applications quickly, efficiently and on a variety of devices. This application can be accessed on any device.

The application sections are detailed below. We advise you to read over them and have your information prepared on separate document you can cut and paste from, such as your CV or covering letter. Once you start the application, you will not be able to save it and return to complete it at a later stage.

CHS does not accept CVs. Please ensure you include all relevant information on this form.

Section 1

- **Personal Information:** Please note that only your surname is required in full. Give only the initials of your first name(s).

Section 2

- **Education and Training:** This section asks about your education and job related training. Please give us enough details to assess your attainments in relation to the post for which you are applying.
- Continue on a separate sheet if necessary. We need a minimum of three years' job-related or education history.

Section 3 to 7

- **Work Experience:** This section asks about your work experience with a separate section for each relevant role. We have supplied space for your post recent post as well as four previous roles.
- Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have or have had. Please start with the most recent and share dates where possible.

Section 8

- **Supplementary Information:** Please detail any further experience or information relevant to the post for which you are applying, considering the information you have been given about the post, for example the job description or person specification. Try to ensure you are clear about how you meet the essential criteria listed.

Section 9

- **General Information:** You are asked to tell us if you are related to any member of CHS' staff or Board. This is to ensure compliance with CHS' Code of Conduct Policy.

- You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Immigration Act 2014, Asylum and Immigration Act 1996 and Immigration, Asylum and Nationality Act 2006 which requires organisations to ensure individuals, to whom they are offering employment, have permission to work in the UK. Please visit <https://www.gov.uk/check-uk-visa> if you are unsure of your status.
- If you are invited to interview, you will be required to produce such evidence.
- CHS works with vulnerable persons under the age of 18 and we are required by The Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that all of the staff we employ are suitable to work with persons under 18 or with their data. CHS is also an exempted body for the purposes of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- CHS is required to take into account, prior to offering employment, any information of any spent and unspent convictions that may be relevant to the post for which you are applying. No unconditional offer of employment will be made until a satisfactory Protecting Vulnerable Groups (PVG) clearance has been received.
- If you are the successful candidate for the post, you will be asked to complete a pre-employment health questionnaire. This questionnaire will be screened by CHS' Occupational Health Provider, who may ask you to attend for consultation.
- Formal offers of employment will be made once CHS' Occupational Health Provider has assessed the individual as "Fit to work" and where appropriate any reasonable adjustments have been implemented.

Section 10

- **References:** We request three professional references. References will only be taken up if you are short listed. Please indicate if you do not wish your referee(s) to be contacted at this stage.
- Please note that no unconditional offer of employment will be made until satisfactory references have been received.

Section 11

- **Declaration:** You are asked to declare the information you provided is true to the best of your knowledge. If you have any questions or concerns please contact us at jobs@chs.gov.scot.

Section 12

- **Equality Monitoring:** The information in this survey will be used for monitoring purposes only. Your responses are voluntary but the more information you supply, the

more effective our monitoring of responses will be.

- This information will only be viewed by the CHS Resourcing Team and is not connected to your application form and will not be used to identify you. It will not be seen by anyone involved in interviewing or shortlisting and will be stored securely in line with the principles of the Data Protection Act 2018.
- Monitoring will help to improve our recruitment processes and enable us to be as inclusive an employer as possible.
- Please select the most applicable option in the questions and complete the open boxes where relevant. We would be grateful if you would fill in this survey.

APPLICATION FORM:

<https://forms.office.com/e/9QLcFegRHR>

JOB DESCRIPTION



Reports to:	Director of Business & Finance
Direct Reports	1x Data Protection Officer (DPO) 1x Corporate Planning & Reporting Officer 1x Executive Assistant and Governance Officer
JD Last Updated	October 2023
Role Last Evaluated	April 2023

OVERVIEW OF ROLE

This is a key strategic role contributing to CHS's vision to drive transformation and deliver operational excellence. The postholder is responsible for establishing and maintaining the highest levels of corporate governance across the organisation. They will work with the Senior Leadership Team, board members and colleagues across directorates bringing a strategic approach to corporate governance, establishing and managing procedures for effective and impactful corporate governance and pro- actively seek opportunities to build resilience into processes and protocols. The postholder will have in their portfolio, responsibility for strategic risk management, including business continuity, business planning and performance management, information governance and management information and overall responsibility for the secretariat functions.

MANAGEMENT ACCOUNTABILITIES

- Strategic corporate governance; understanding, and helping others to understand, the critical role it plays in helping CHS to achieve its corporate plan and strategic outlook.
- Work alongside the director to drive organisational performance and continuous improvement
- Through effective leadership of their function they will provide the senior leadership team and the Board with the information, resources, governance, communications and secretariat it needs to run the organisation.
- Directing and delegating work in line with their accountabilities.

OPERATIONAL MANAGEMENT ACCOUNTABILITIES

- Act as advisor to the Director of Business and Finance, the CEO and Board members on all issues relating to corporate governance, ensuring corporate affairs are undertaken to the highest standards of probity and according to statutory and legislative requirements and the relevant regulatory frameworks
- Working with senior internal and external stakeholders to support continuous improvement in our Corporate Governance system, driving forward governance best practice and surfacing and overcoming issues and barriers to delivery
- Building relationships with a wide range of internal and external stakeholders, including Directors, Board member, sector-wide colleagues, business support officers, and colleagues in Finance, Change, Communications and HR, to support effective, responsive corporate governance.

- Lead the organisational approach to information governance and data protection, setting out expectations and ensuring these are delivered to the highest standard
- Oversight of secretariat function
- Responsibility for risk management strategy in CHS

CORE ACTIVITIES

- Provide independent advice and support to the Director of Business and Finance and the Chief Executive on all matters relating to statutory and legislative compliance and interpretation
- With the Chair, ensure that the Board and its Committees are properly constituted, operated and supported, according to Standing Orders and the regulatory framework
- Assess the governance implications of papers put to the Board and ensure all documents and reports (Annual Report etc.) are established and maintained, making sure they are available for the public;
- Ensure the statutory annual returns, including the annual report and accounts are prepared in accordance with prescribed timescales.
- Co-ordinate the production of all forward planning documentation for the Boards and Committees, ensuring submission to the relevant regulatory bodies are made in accordance with the requisite timescales
- Oversee the development of systems, control process and risk management arrangements that comply with internal and external governance and best practice requirements and contribute to continuous improvement of the quality of risk information
- Act as a channel of communication and information for CHS Board members
- Work with directors and function managers to document and map systems, processes and business critical activities.
- Ongoing management of the organisational policies, requirements, and guidance.
- Identify changes to Corporate Governance requirements and provide recommendations for implementation and monitor changes in relevant legislation and regulatory environment and take appropriate action
- Lead the governance and business operations function, providing clarity of purpose and ensuring that work is delivered to the highest standard.

PERSON SPECIFICATION

MANAGEMENT/PERSONAL EFFECTIVENESS COMPETENCIES

COMPETENCY AREA	KEY SKILLS
Managing change	<ul style="list-style-type: none"> • Ability to sustain performance under conditions of rapid change; • Supporting others through change and having the willingness and ability to enable changes to take place in the most productive way • A strong outcome / delivery focus and the creativity to adapt individual approach in changing circumstances;
Leadership	<ul style="list-style-type: none"> • Provides leadership to multi-disciplinary team, valuing diversity of perspectives, providing clarity of purpose and creating an environment where people can flourish • Having the gravitas to operate and influence at senior levels • Recognises the value of every contribution and area of expertise within the organisation. This includes building links and networks across teams (internally and externally) • Creates a supportive team environment and creating opportunities for innovation and generation of ideas and actions.
Communication	<ul style="list-style-type: none"> • Confident presenter who is able to communicate effectively at very senior levels • Excellent influencing and negotiation skills; • Excellent report writing skills, including an ability to prepare high level reports to Senior Management.
Personal Integrity	<ul style="list-style-type: none"> • Encourages and supports open two-way communication; • Is motivated by values and getting on with the job; • Shows resilience that enables the team to perform to the highest standards;

FUNCTIONAL/TECHNICAL COMPETENCIES

COMPETENCY AREA	KEY SKILLS
Governance/Risk Management	<ul style="list-style-type: none"> • High skilled in delivering effective corporate governance, audit and strategic risk management; • Strong analytical skills to horizon scan and understand and communicate the changing external landscape in which CHS operates
Computer literacy	<ul style="list-style-type: none"> • High level of proficiency with Microsoft office (Outlook, Word, Excel, and PowerPoint) • High proficiency in a project planning tool

TRACK RECORD/EXPERIENCE

Experience (typically 5 years+) of working in a corporate governance role
Track record (typically 5 years +) of effectively working with Boards and committees
Track record (typically 5 year +) of working within an established risk/audit delivery function
Experience (typically 3 years +) of leading multi-disciplinary team

Knowledge and experience of setting organisational policies and procedures as well as corporate governance

Knowledge and experience of aligning organisational strategies ensuring consistency of vision and purpose

EDUCATIONAL ATTAINMENT/ QUALIFICATIONS

Educated to degree level or equivalent in a related qualification

PROFESSIONAL BODY MEMBERSHIP

N/A

Thank you for your interest in this position.