

Head of Communications & Corporate Services

Salary: £50,254 - £61,517

Location: Inverness (with hybrid home working available).

Contract: Permanent

The Scottish Land Commission is seeking to appoint an experienced communicator as Head of Communications and Corporate Services. This is an exciting opportunity to join the Scottish Land Commission in a senior leadership role to shape the way we communicate, engage and operate.

The Role

Reporting to the Chief Executive, the Head of Communications and Corporate Services will be a member of the Commission's management team, working closely with the board and managing a team of staff to deliver effective communications and corporate functions. The post will lead a strategic approach to communications across the organisation, leading our communications and engagement with the public and stakeholder organisations.

The post will also oversee our corporate support functions, managing the corporate team to ensure good governance in our finance, audit and administration support. As a member of the management team, this person will work collaboratively to provide organisational leadership, shaping our culture and managing our delivery and performance.

Job Description	
Delivery Responsibilities	<ul style="list-style-type: none">• Lead and advise Commissioners on our communications strategy and approach to engagement, building the reputation and increasing the profile of the Commission and the role of land reform in contributing to Scotland's ambitions.• Lead delivery of the communications and organisational development programmes within our business plans.• Lead and develop a creative approach to public and stakeholder engagement across the organisation that joins up our work and connects with a wide range of people.• Lead the organisation's commitment to continuous organisational improvement and development, including regular staff engagement, effective internal policies and ways of working.• Responsible for the organisation's commitment to staff wellbeing, support and training and development.• Lead delivery of effective corporate services, support, and governance.

	<ul style="list-style-type: none"> • As a part of the management team, co-ordinate the strategic planning, resourcing and reporting of workstreams to deliver our Strategic Plan.
Engagement and communications responsibilities	<ul style="list-style-type: none"> • Build effective relationships with stakeholders that support delivery and increase the impact of the Commission's work. • Build a strong reputation and profile for the Commission including representing the Commission regularly at a senior level with stakeholders, Scottish Government, Parliament, public meetings and events. • Lead effective internal communications to support valuable staff engagement across the organisation.
Governance and business systems responsibilities	<ul style="list-style-type: none"> • Lead delivery of good governance practices, accountability and compliance ensuring sound governance and resilient business processes including financial management, data and information systems. • Oversee implementation of corporate governance systems, supporting the Audit & Risk Committee, internal and external auditors and the preparation of annual reports and accounts. • Hold delegated budget responsibility ensuring that expenditure is planned in accordance with the Commission's budget requirements and procurement principles. • Commission and manage contracts effectively. • As part of the management team lead an effective system of organisational performance monitoring, evaluation and reporting. •
Leadership and Professional Development responsibilities	<ul style="list-style-type: none"> • Lead, champion and embed a culture of high quality and impactful delivery underpinned by quality assurance, open engagement and good communications. • Hold line management responsibilities for staff. • Take a proactive approach to own professional development by maintaining an active interest in relevant developments in the area of work and committing to continuing professional development. • Support the professional development of colleagues by providing constructive feedback where appropriate. • Lead by example a staff culture that promotes empowerment, accountability and wellbeing and brings our organisational values to life. • Seek and share opportunities to be creative and realise continuous improvement in our delivery and impact.

Criteria	Essential	Desirable
Qualifications & professional experience	<p>A relevant degree or equivalent professional experience.</p> <p>Experience of designing and delivering creative and effective communications</p>	<p>Experience of working in a public policy environment</p> <p>Corporate governance experience or qualification</p>
Communications & engagement	<p>Proven ability to lead a strategic programme of public and stakeholder communications to deliver organisational impact.</p> <p>Experience of creative approaches to public and stakeholder engagement.</p> <p>Proven ability to articulate complex messages clearly to a variety of audiences.</p> <p>Exemplary written and verbal communication skills.</p>	<p>Established professional networks spanning public, private and voluntary sector interests.</p> <p>Experience of communications reaching diverse and under-represented groups.</p> <p>Knowledge of Gaelic.</p>
Corporate management	<p>Strong management skills and the proven ability to manage and empower a staff team.</p> <p>Ability to work as part of a management team providing organisational leadership.</p> <p>Experience of business planning and budget management.</p>	<p>Experience of managing corporate support functions including finance, audit and administration.</p> <p>Experience of change and development programmes within an organisation.</p>
Professional development	<p>Willingness to learn and take on new areas of responsibility.</p>	<p>Evidence of on-going commitment to continuous professional development.</p>
Other	<p>Willingness to travel to fulfil requirements of the post.</p>	