**Historic Environment Scotland**

**Chief Executive**

**Location: Edinburgh**

**Salary: £110,000**

**Job Description**

The Chief Executive is directly responsible to the Non Executive Board in providing effective leadership and direction for HES. The Chief Executive is responsible for developing and implementing the corporate strategy, for the effective financial and operational management of the organisation and for delivering and demonstrating performance that meets our values and aspirations.

As Accountable Officer, the Chief Executive is personally responsible for the Accountable Officer remit to the Director of Culture, Europe and External Affairs within the Scottish Government.

**Key responsibilities**

*Leadership*

1. To work with the Board in developing the organisation‘s role as the lead body for the historic environment, developing the organisation’s vision, ambitions, values and strategic direction.
2. To provide leadership, direction and motivation for the staff and volunteers, establishing a new organisational structure and developing a dynamic and energetic culture that promotes and values commitment, innovation, collaboration and the highest standards of performance.
3. Together with the Board of the HES to act as the external ambassador for the organisation, nationally and internationally

*Development*

1. To develop and implement a comprehensive and long term strategy for financial sustainability of the organisation
2. To develop, promote and maintain effective stakeholder and partner engagement and collaboration at strategic, developmental and operational levels to match the ambitions of the Historic Environment Strategy, of HES Board and of HES stakeholders.
3. To ensure that HES as a regulator adopts and demonstrates the principles of better regulation.

*Delivery*

1. To be responsible for delivery of organisational performance which matches the ambitions and expectations for the organisation as reflected in strategic aims and operational plans.

*Efficiency*

1. To maintain and develop corporate systems and performance which delivers best practice, value for money and continued business improvement to the highest standards in terms of governance, ethics, specialist professional standards and modern management
2. As Accountable Officer, be personally responsible for AO responsibilities, including propriety, regularity and value for money of HES expenditure.

**Person Specification – Knowledge and Experience**

Candidates are expected to be able to demonstrate skills, experience, and knowledge against the following criteria;

**Essential**

* A successful track record at senior strategic level within a complex delivery organisation,
* A track record of major organisational development including experience of successfully leading cultural change internally, and influencing externally
* Experience of working within a strong governance framework, building effective partnerships and relationships to provide accountability and to deliver services for the benefit of the public, whether in the public, private or voluntary sectors;
* Proven track record of success in managing significant different income streams demonstrating long term planning horizons while delivering effective current financial management
* Clear evidence of expertise in strategic resource and people management, harnessing the strengths and talent of employees at all levels, combined with an understanding of the importance of equality and diversity in employment and in service delivery.

**Desirable**

* Knowledge of the heritage sector and how it is changing;
* Experience of working within the NDPB sector and / or charity sector ;
* Successful experience as project sponsor of capital investment programmes and / or associated fundraising

**Skills and competencies / personal qualities**

* *Strategic thinking*: developing long term scenarios which identify opportunity as well as challenges and the most effective ways to address these.
* *Leadership* connecting, communicating and working positively with the Board, staff, Government sponsors and current stakeholders as well as developing new audiences and new relationships.
* Communication: Exceptional oral and written communication skills, combined with interpersonal , influencing and negotiating abilities
* *Creativity, adaptability and personal resilience*: innovating and responding effectively to changing circumstances, problems and pressures, a willingness to learn and ability to cope under stress with grace, determination and resolution.
* *Financial and entrepreneurial*  *effectiveness* delivering value for money in terms of public accountability and also identifying and exploiting new opportunities to deliver financial sustainability.
* *Managerial* creating evidence based strategies, evaluating options, impacts, risks, proposing solutions and moving decisively to successful delivery.