



Executive Director Education, Leisure and Housing Candidate Information Pack



Kirkwall
Orkney
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Application Contents

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Welcome

Dear Candidate,

Thank you for your interest in the post of Executive Director of Education, Leisure and Housing at Orkney Islands Council.

This is a rare opportunity to join our Senior Management Team in driving forward a shared ambition to provide the very best possible services for our island community.

Innovation, energy and drive are our watchwords when it comes to service delivery at a time of challenge and change for local government in Scotland. These are the qualities this position requires.

Our Council consistently punches above its weight. Where there is challenge, we look for opportunity. Funding from traditional sources may be shrinking; we are developing ways to generate new income streams from renewable energy that will also play a considerable role in making Orkney carbon neutral in the years ahead.

Importantly we do this in collaboration with our Elected Members, our Senior Management Team, our partners and our community.

This is an exciting time to take on this leadership role at the highest level of the organisation. We have some of the finest educational and leisure facilities in Scotland and, in recent years, we have embarked on an ambitious house building programme. Our vibrant and forward-thinking community is regularly voted the happiest and the best place to live in the UK. Our quality of life is second to none.

As we state in The Council Plan, this Council will work tirelessly to safeguard our cherished islands and achieve the best possible outcomes for the people of Orkney. If you relish challenge and share our vision, this role is perfect for you.

Councillor James Stockan
Leader
Orkney Islands Council





EDUCATION, LEISURE & HOUSING

Executive Director - Education, Leisure & Housing (ORK03434)

Salary: £93,353 (Including Distant Islands Allowance)

Orkney provides a beautiful setting in which to live and work and a wonderful opportunity to combine a fulfilling and challenging career with the best that the islands can offer in terms of lifestyle. Our vibrant and forward-thinking community is regularly voted the happiest and the best place to live in the UK. Our quality of life is second to none. With a rising population, excellent local services, and a multitude of opportunities and facilities to cater for whatever your interests outside of work may be.

We are looking for an Executive Director to lead and build on the already excellent reputation of a wide range of services, including:

- Schools;
- Further and Higher Education including Orkney College;
- Community Learning;
- Support Services including Educational Psychology;
- Sport, Culture & Leisure Services;
- Library and Archive Services;
- Housing and Homelessness;
- School Care Accommodation Services.

In addition, as a collegiate member of the Senior Management Team, the Executive Director will help provide leadership, vision and strategic direction across all Council services. This is an excellent opportunity to be at the forefront of leading and shaping services in Orkney.

Like elsewhere in Local Government, the challenges of improving services, meeting growing demand and balancing budgets are considerable. However we believe that here in Orkney we are better placed than most to meet those challenges thanks to a focus on innovation and a strong leadership partnership between Elected Members and Senior Officers.

To undertake this role, you will already be a highly motivated senior manager with a demonstrable track record of success. You should also have considerable experience at a senior level within education or an education related service. You must be able to evidence strong leadership qualities and the ability to engage successfully with a range of stakeholders.

This post is subject to membership of the Protecting Vulnerable Groups (PVG) Scheme in respect of regulated work with children. A relocation allowance will be available for the successful applicant, should it be required.

This recruitment process is being supported by Aspen People. All prospective applicants should contact Donogh O'Brien or Lesley Drew on 0141 212 7555 for a confidential discussion.

Closing date for applications is Wednesday, 24 July 2019.

Interviews are anticipated to be held on 22 and 23 August 2019.

**For more information on the role and organisation please visit:
www.aspenpeople.co.uk/OIC.**



Service	Education, Leisure and Housing
Job Title	Executive Director
Work Location	Council Offices, Kirkwall
Reporting To	Chief Executive
Salary	CO 37 £93,353 (including Distant Islands Allowance)
Competency Band	D

Main Purpose of Job

The Executive Director will provide leadership, vision and strategic direction across all Council services with a focus on demonstrating best value in the delivery of the Council's priorities and objectives while ensuring continuous improvement across their areas of responsibility.

In addition, the Executive Director will positively contribute to a corporate and integrated approach to the development and implementation of the Council's policies and strategic initiatives to ensure a consistent approach across the whole Council.

Role Specific

The Executive Director (Education, Leisure and Housing) will ensure the effective delivery and development of Services across the following key areas:

- Schools;
- Further and Higher education including Orkney College;
- Community Learning;
- Support services including Educational Psychology;
- Sport, Culture & Leisure Services;
- Library and Archive Services;
- Housing and Homelessness;
- School Care Accommodation Services;
- The postholder may be required, depending on their professional qualification and experience, to act as the Authority's Chief Education Officer.

Duties and Responsibilities

As a member of the Senior Management Team, to take collective responsibility and act as the main interface with Elected Members to ensure the most effective delivery of services consistent with political priorities and vision for the Council.

To work to ensure delivery of agreed national and other policy commitments including those in the Local Outcomes Improvement Plan and Corporate Strategic Plan.

To lead in the formulation and implementation of corporate strategic initiatives and identify clear management aims and objectives for the Council.

To lead the strategic management of resources, ensuring effective systems are in place which comply with council budget and procurement procedures.

To prepare in consultation with the Senior Management Team, Heads of Service and Finance staff, capital and revenue budgets in a genuinely corporate manner and thereafter to ensure that effective budgetary control is maintained and that expenditure occurs within the Council's policies and financial regulations.

To provide high level leadership and direction to the ongoing performance management of, and where appropriate to the development and redesign of Council services. To ensure that there is appropriate capacity and capability in place to enable service redesign to be effective.

To ensure that staff are supported, developed and managed in line with their Employee Review and Development / Personal Development Plan to enable them to maximise their contribution to the work of the Council and their potential including leadership and performance management capability.

To exhibit and exemplify leadership behaviours with all staff and other stakeholders and ensure effective partnership working with staff and external organisations.

To meet the key work objectives, targets and outcomes set as part of the Corporate Strategic Planning Framework, including relevant actions with the Council Delivery Plan and the ELH Service Plan and ensure that services are focused on continuous improvement.

To develop, maintain and encourage an organisational culture which promotes quality through continuous improvement.

To lead, drive and direct effective performance management to ensure that the Council's resources are most effectively utilised.

To demonstrate personal commitment to customer care by ensuring regular communication, visibility and feedback to service users and employees.

To develop and promote equality of opportunity both in terms of service delivery and in employment in all aspects of the Council's activities.

To promote and foster a culture which will ensure the most effective relationship with Elected Members.

To provide advice and guidance to Elected Members on policy and strategy.

To lead the continuous development of partnerships with community planning partners, other organisations and individuals as necessary. To identify, develop and implement new partnership opportunities to ensure delivery of national and local priorities.

To work strategically with the Chief Executive, other Executive Directors, Heads of Service and Managers to actively facilitate the integration of support services and the consistent application of Council policies.

To be responsible for the delivery of specific functions which will be changed as need requires.

To uphold and promote the highest personal and professional standards in the conduct of the Council's affairs.

To ensure the Council fulfils its duties in Corporate Parenting.

To lead, promote and drive delivery of corporate themes and associated strategic projects as allocated by the Chief Executive.

Directorate responsibilities and principal activities

To ensure:

the planning and delivery of high-quality education services with due regard for local and national priorities including Curriculum for Excellence

the development and delivery of appropriate capacity within the school estate and teaching and support staffing;

service development and delivery complies with the requirements of the regulatory and inspection frameworks; that any inspection recommendations are fully considered and addressed as appropriate;

effective planning and provision of school transport

the development and delivery of Educational Psychology, Library and Culture & Leisure services;

the development, provision and appropriate integration of vocational, further and higher education courses and employment & training services;

the Council delivers excellent services to its tenants, leaseholders and homelessness customers through the provision of effective and innovative housing and neighbourhood services;

the planning and management of housing development and policies for housing allocation;

the development and delivery of a supportive, responsive, efficient and effective school care accommodation service.

12. Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required by the Council or Chief Executive.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Criminal Records Checks - please select the relevant option(s)

This post does not require a check on criminal conviction history

Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children	✓	Working near traffic	
Administration of prescribed medication		Other (please specify)	

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To participate in the Senior Management Emergency Duty Rota.
- To work additional hours depending on the exigencies of the services.

Agreement of Job Description (digital electronic signatures only)

Manager: _____

Human Resources: _____

PERSON SPECIFICATION

Post Title: Executive Director – Education, Leisure and Housing		
Factor	Essential	Desirable/Beneficial
<u>Personal Features and Qualities</u>	<ul style="list-style-type: none"> • Strategic thinker • Demonstrates effective leadership • Outcome focussed • Ability to influence • Demonstrates political awareness • Self-motivated and self-disciplined • Ability to work under pressure and deliver priorities • Proven track record of achievement • Customer focussed • Solves problems to deliver outcomes • A good ambassador for Orkney • Demonstrates commitment to the development and engagement of employees • Demonstrates enthusiasm and commitment • Experience of Inspection processes • Genuinely collegiate team player 	<ul style="list-style-type: none"> • Demonstrates good professional networking skills
<u>Relevant Experience</u>	<ul style="list-style-type: none"> • Considerable senior management experience in education or an education related service • At least 5 years strategic management experience in a large complex organisation • Experience of leading and delivering change • Proven track record of achievement 	<ul style="list-style-type: none"> • Project Management • Communicating with the media • Experience of working in a multi-disciplinary environment • Experience of working in a political environment • Experience of working in a senior public sector Education Management position. • Experience of working in a senior public service management position
<u>Education/ Training</u>	<ul style="list-style-type: none"> • Relevant degree and/or Professional Qualification • Senior management development and training 	<ul style="list-style-type: none"> • Registered with the General Teaching Council for Scotland • Recognised Management qualification
<u>Skills/Abilities/ Knowledge</u>	<ul style="list-style-type: none"> • Demonstrates ability to make best use of all resources • Demonstrates initiative and innovation • Effective in partnership and collaborative working • Confident and professional presentation skills • Ability to lead, motivate and manage a team • Understanding of local government and the decision making process 	<ul style="list-style-type: none"> • Media Skills • Demonstrates knowledge and awareness of current national developments, legislation and industry best practice • Demonstrates knowledge and awareness of Orkney's circumstances and future

<u>Other Requirements</u>	<ul style="list-style-type: none"> • Confident, clear communicator • Ability to travel efficiently and effectively between various work locations within Orkney. 	
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Orkney Island Council Competency Framework Executive Directors – Level D

Being Customer/client focused	<ul style="list-style-type: none"> • identifies and takes action to support customer's/clients long term needs • is attuned to the changing nature of customer/clients needs and adjusts direction and service provision accordingly • anticipates and creates opportunities to build beneficial business partnerships to improve service • identifies, negotiates and delivers shared service provision • is respected as a trusted advisor within the organisation.
Working effectively with others	<ul style="list-style-type: none"> • consistently works to improve or maintain morale in the organisation • encourages and supports joint projects or sharing of resources when appropriate • creates opportunities for partnership working with external agencies • promotes the positive aspects of diversity and challenges discrimination, prejudice and bias • fosters and encourages team spirit across service boundaries.
Managing Change	<ul style="list-style-type: none"> • adapts organisational goals, projects and strategies to reflect changes • anticipates change and recommends fundamental or long-term organisational changes to address key issues • introduces fresh thinking from other organisations to shape the future of the Council • drives the pace of change to ensure successful implementation • monitors the effect of major change programmes and reviews them for effectiveness • encourages an open atmosphere where creativity and experimenting with new ideas is the norm.
Taking ownership and responsibility	<ul style="list-style-type: none"> • creates a sense of common purpose across the organisation • publicly supports corporate decisions and encourages others to do the same • focuses own actions and priorities on the needs of the business • encourages and rewards proactive behaviours in others • regularly reflects on own experiences and uses this to change own behaviour and inform future action
Communicating effectively	<ul style="list-style-type: none"> • confidently communicates complex ideas to large audiences • can use a range of techniques to defuse conflict and emotion • creates an environment where open and challenging communication is encouraged • resiliently persuades others in order to gain acceptance and commitment to Council strategies and proposals • leads complex negotiations with a variety of stakeholders

Planning and decision making	<ul style="list-style-type: none"> • creates and manages a strategic plan that crosses service boundaries • analyses and simplifies complex problems, even when information is incomplete, missing or ambiguous • considers long-term strategic consequences of options and solutions • makes major decisions even when there is confusion and uncertainty • manages multiple projects to ensure resources are effectively deployed and priorities met.
Leadership	<ul style="list-style-type: none"> • paints a compelling vision of the future and gets others' enthusiastic involvement and support • provides evidence that high level strategy is based on sound business principles and best practice • champions and displays behaviours and values of the Council and inspires others to do the same • role models acceptable behaviours and values of the Council.
Managing Performance and developing others	<ul style="list-style-type: none"> • set challenging and stretching organisational objectives to drive the organisation forward • mentors managers outwith own service area to enable them to maximise their potential • champions a culture of high performance and development within the organisation • gets commitment to the vision from key stakeholders • readily releases individuals to other roles within the Council where they can maximise their potential • ensures resources are available for all staff to learn and develop • identifies and develops potential successors.
Political Sensitivity	<ul style="list-style-type: none"> • proactively develops effective working relationships with elected members • understands what elected members want to achieve and supports them to find appropriate solutions • considers how elected members will react to decisions made and take appropriate steps to minimise resistance and build support • demonstrates an understanding of the political and community implications impacting on service delivery • uses political astuteness to influence people at all levels of the organisation and external stakeholders
Financial Acumen	<ul style="list-style-type: none"> • demonstrates a sound understanding of financial management principles to direct organisational priorities • understands the requirement to set service priorities by aligning service finances with OIC strategic core values and legal requirements • demonstrates a willingness to engage with innovative approaches to income generation and efficiencies • uses cost-benefit thinking to set priorities • demonstrates an understanding of the need to monitor the overall performance of the service budget and adjust the allocation of finances based on progress against goals • fosters an environment that encourages fiscal responsibility

Information for Applicants

Orkney Islands Council

Orkney Islands Council is the smallest of Scotland's 32 Local Authorities, employing approximately 2,100 staff. As well as the usual local authority services, the Council also runs a Marine Services division, acts as the Harbour Authority and manages Orkney College.

The Council is made up of 21 locally elected Councillors, who represent a total of 6 ward areas covering the Orkney area. Currently there are 18 Independent Councillors, 2 from local political party the Orkney Manifesto Group, and one from the Scottish Green Party.

Further details on the structure and role of the Council is available on the website: <http://www.orkney.gov.uk/>

Education, Leisure and Housing

Education, Leisure and Housing is responsible for a range of key services to the people of Orkney. Our service encompasses schools and learning centres, Orkney College, libraries, swimming pools, community centres, youth clubs, sports centres and museums. In addition, we manage a range of services - as well as social housing, we support many of the most vulnerable through our homelessness and housing support services; we help learners of all ages overcome barriers to learning; we support communities, particularly those in remote and island locations. We secure valued services to the community through support for the Pickaquoy Centre, a range of voluntary bodies and major festivals and arts venues.

The Schools Service oversees the 21 schools in Orkney; supporting school staff in providing a high quality learning experience for all young people, whatever their abilities. The service is committed to providing an enriched cultural environment for our pupils through the expressive arts and instrumental tuition service.

The Schools Service also manages the provision of early learning and childcare (including links with Orkney's pre-school partner provider; in addition it offers an Early Years Service (including Home Link) the Educational Psychology Service, Pupil Support and SEAL (social and emotional aspects of learning) Project.

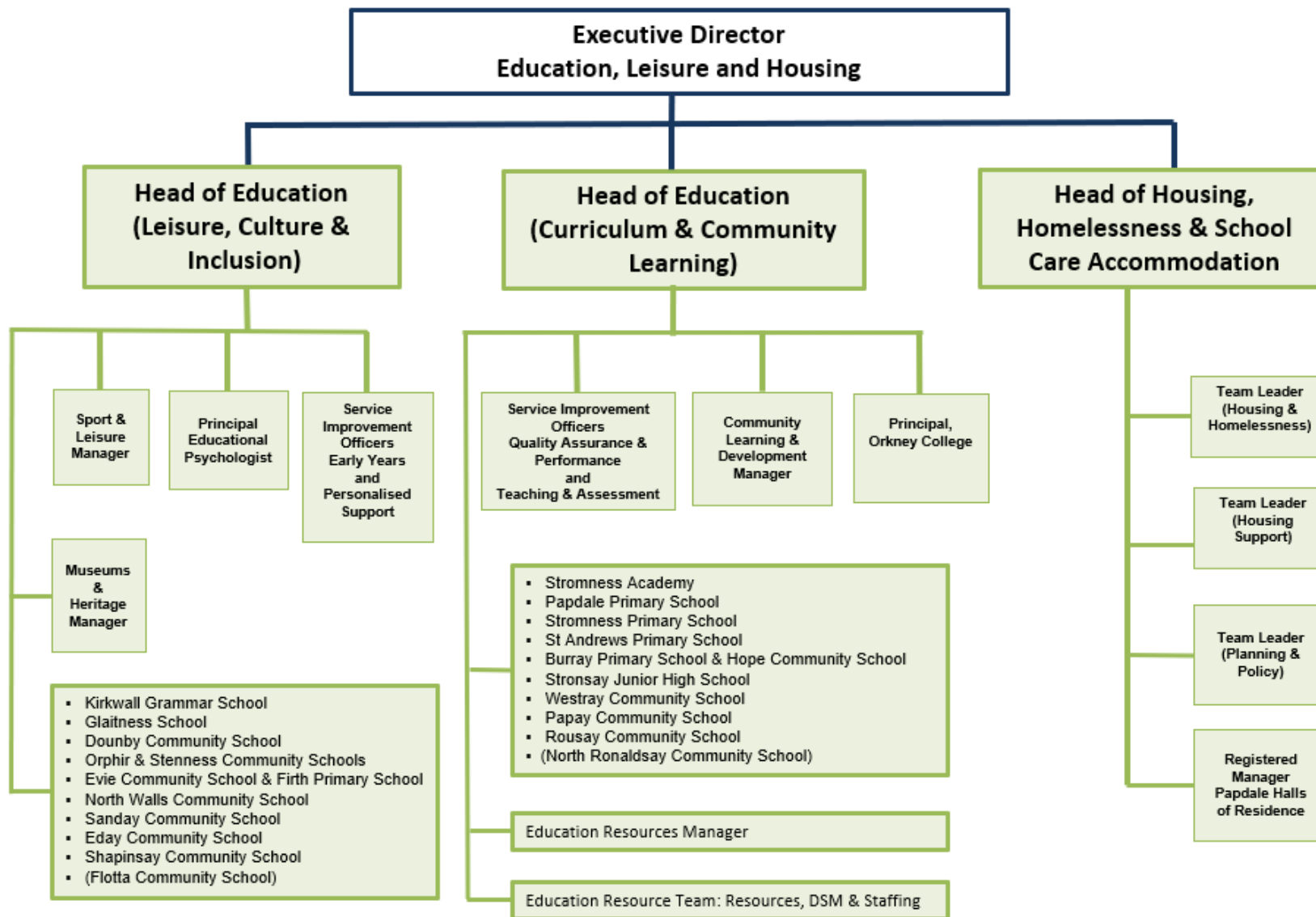
In addition to Schools, we provide a huge range of facilities and services including our museums, the libraries and archive, swimming pools, fitness centres, community centres and town halls, play parks, the campsites and hostels, Active Schools, the Community Learning and Development Service and Orkney College UHI.

Learning and development isn't just for the classroom - learning should be a lifelong process and aim to create learning and leisure opportunities with easy access for

people of all circumstances. Our task is to help people, whatever their age, get involved and play as full a part as possible in the life of their communities.

The Housing and Homelessness Service provides a broad range of housing advice and support services across all tenures. These include: homelessness service, housing advice, housing options, housing support services, private sector landlord registration, allocation of Council housing, tenancy management and participation. Through our scheme of assistance we provide advice, information and assistance to homeowners and disabled occupants living within the private sector.

In addition the Housing and Homelessness Service incorporates Papdale Halls of Residence which is a care service registered with the Care Inspectorate. Its primary purpose is to accommodate secondary school pupils from the inner and outer isles to enable them to complete their secondary school education within mainland Orkney.



The Council Plan and Our Strategic Vision

Orkney Islands Council

Orkney Islands Council shares its mission and values with The Orkney Partnership, which maintains Orkney's Community Plan. The Council is a leading member of The Orkney Partnership, and the Council Plan supports the strategic priorities of the Community Plan.

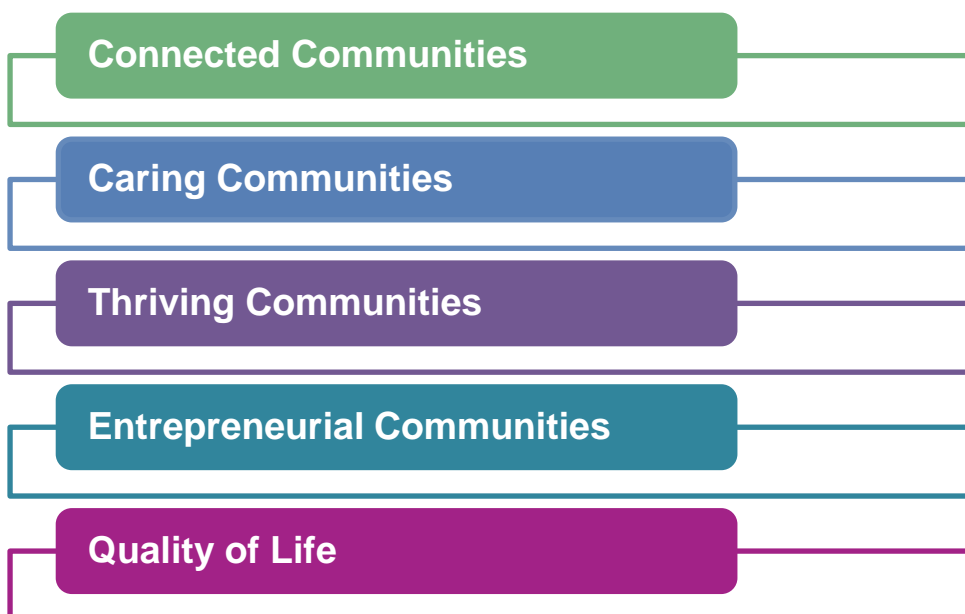
Working together for a better Orkney is our mission statement. This is what we are doing and why we are doing it. It guides our actions and our decision-making.

Our Values



Our Priorities

The Council's strategic priorities are:



Orkney is a truly wonderful place to live, learn and work. The natural environment is outstanding with clean air, breath-taking scenery, diverse wildlife and a unique cultural heritage. Our residents enjoy friendly and busy communities, low unemployment, low crime rates, top class health care and education, superb sports and leisure facilities and a thriving arts and culture scene.

The Council does not, however, underestimate the challenges that exist. Our remote and rural communities face difficulties such as an ageing population, underemployment, low wages, a high cost of living, limited affordable housing, low digital access, fuel poverty and challenges for some in accessing essential services.

The Council is committed to the protection of Orkney's industries, landscape, natural environment, heritage and culture, for future generations. At the same time, we will ensure that our services and facilities are modern and fit for purpose.

In formulating our plan, the Council's Elected Members had to take many factors into account. As well as the public's strategic priorities, the plan reflects national priorities set by both the Scottish and UK Governments and the core services which the Council provides day to day. It must take account of new duties arising from recent legislation, and improvements recommended by audit and inspection teams. A delivery plan has been developed which will list the key actions and projects that will deliver the target outcome under each strategic priority theme.

The biggest challenge for the Council is finding the money to pay for everything it wants to do. Demand for public services is going up everywhere, as people are living longer and needing more health and care services. Orkney has the fastest growing population of older people in Scotland, and we all want to enjoy a long retirement if we can. This means that we must develop our workforce and create opportunities which will encourage our younger generation to stay and attract new young people to our community. In the current climate of austerity, public spending is being cut back and the cuts are likely to continue for years to come.

Role Specific Additional Information

Useful Internal Web Links

Council Plan

http://www.orkney.gov.uk/Files/Council/Council-Plans/Council_Plan_2018_2023_Accessible.pdf

Council Delivery Plan

http://www.orkney.gov.uk/Files/Council/Council-Plans/OIC_Delivery_Plan_2018_2023.pdf

Service Plan – Education, Leisure and Housing

[http://www.orkney.gov.uk/Files/Performance_Files/2016_Performance/Post_June16/Education_Leisure_and_Housing - Service Plan 2016-19.pdf](http://www.orkney.gov.uk/Files/Performance_Files/2016_Performance/Post_June16/Education_Leisure_and_Housing_-_Service_Plan_2016-19.pdf)

Service Plan Monitoring

<http://www.orkney.gov.uk/Service-Directory/Performance/spm-to-30-september-2018.htm>
http://www.orkney.gov.uk/Files/Committees-and-Agendas/Education/ELH2019/ELH05-06-2019/I06_Performance_Monitoring_Report.pdf

Community Planning Partnership

<http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/index.asp?pageid=591818>

Education and Learning Section on Website

<http://www.orkney.gov.uk/Service-Directory/E/education-and-learning.htm>

Education, Leisure & Housing Committee Information

http://www.orkney.gov.uk/Council/C/Education_Leisure_Housing_Comm.htm

Orkney College

<https://www.orkney.uhi.ac.uk/>

Pickaquoy Centre

<https://www.pickaquoy.co.uk/>

Healthy Living Centres

<http://www.orkney.gov.uk/Service-Directory/S/healthy-living-centres.htm>

Orkney Library

<http://www.orkneylibrary.org.uk/>

Orkney Islands Council you tube channel

<https://www.youtube.com/user/OrkneyIslandsCouncil>

Education of Children – Reports and Publications

<http://www.orkney.gov.uk/Service-Directory/Performance/education-and-children.htm>

External Websites

- www.orkney.com
- www.orcadian.co.uk
- www.visitscotland.com/destinations-maps/orkney/
- www.ohb.scot.nhs.uk
- www.vaorkney.org.uk

Property and Housing

- www.ohal.org.uk
- www.orkneyleasing.co.uk
- www.orkneypropertycentre.co.uk
- www.lowsorkney.co.uk
- www.jeprobertson.co.uk
- www.dreverandheddle.co.uk

Travel

- www.hial.co.uk/kirkwall-airport
- www.northlinkferries.co.uk
- www.pentlandferries.co.uk

Introduction to Orkney

Lying off the northern coast of Scotland, between John O'Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands, 17 of which are inhabited.



The total population is approximately 22,000 with approximately 80 percent living on the Mainland of Orkney. Kirkwall, the capital with its spectacular red sandstone 12th century cathedral, with a population of 7,500, is the administrative centre of Orkney with a good mix of shops, supermarkets and businesses.

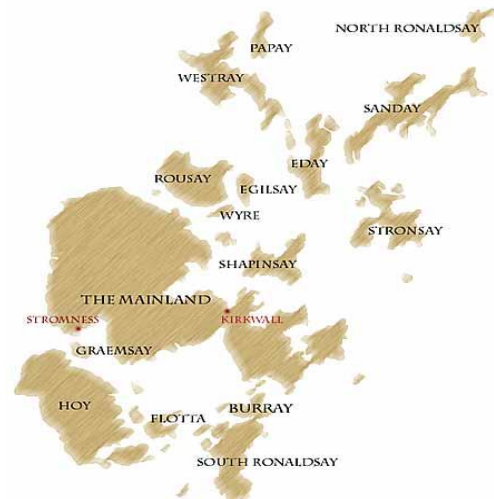
The smaller town of Stromness has a population of about 2,500 situated in the West Mainland.

To the East of the Mainland, with a population of around 1,500, are the islands of South Ronaldsay and Burray. The remote and north isles vary in population from 1 person to circa 600. Orkney is a wonderful place to live and work and has been voted the happiest place to live in the UK. Orkney also offers; low pollution, low crime, excellent schools, good leisure

facilities, unique wildlife and amazing scenery.

Orkney's economy is primarily agricultural. Most farmers breed and rear beef cattle of the highest standard, although dairy cows and sheep are also kept. Agriculture generates some £30 million per year, followed closely by tourism and oil. Fishermen compete with seals and sea birds to enjoy the rich bounty provided by the surrounding seas. Orkney is at the forefront of the renewable energy industry in the UK. Wind turbines are dotted around the islands and wave energy research is on-going.

In economic terms Orkney holds an enviable rate of those in employment, with the unemployment rate currently the lowest in the country.



Orkney is truly a place for children, a great place for a family. The community spirit is amazing. There is so much for children and adults - theatre, drama, dance and ballet classes. Schools in Orkney are very good. And for adults visiting relatives and friends there is so much to see and do, playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing are but a few. The Pickaquoy centre provides a lovely, modern, well equipped sports, leisure and entertainment facility.

Imagine all of these within walking distance of your home and workplace.

Houses and farms are dotted all over the gently rolling landscape and the sea is never more than a few miles away.

The Gulf Stream passes close by giving Orkney a surprisingly temperate climate. Frost and snow do not occur as often as may be expected, but it can be windy with the landscape dominated by the panoramic skies. There are often dramatic changes in the weather and it is said that you can experience all four seasons in the course of a few hours. The days are short and dark in winter, but in the summer it is possible to read or play a round of golf late into the evening in the long days of June and July.



To the archaeologist, Orkney is rich in ancient monuments. Tourists come

from all over the world to admire the 12th Century St Magnus Cathedral in Kirkwall and other spectacular heritage.



The Neolithic village of Skara Brae is one of the most important sites in Europe. It has received World Heritage Status along with the burial mound at Maeshowe and the majestic standing stones of the Ring of Brodgar and the Standing Stones at Stenness.



Older than Stonehenge, the Great Wall of China and the Pyramids, Orkney's Neolithic sites give a vivid insight into the lives and beliefs of our ancient settlers.

Recruitment and Selection Process and Timetable

Process

There are 4 stages to the selection process following shortlisting:

Stage 1: Written Assessment.

Stage 2: Stakeholder Group: Discussion and questions from a group of key Stakeholders, which may include relevant professional staff, Elected Members, Parent Council and Trade Union representation.

Stage 3: Professional interview with Chief Executive, Head of HR & Performance and External Adviser to the panel.

Stage 4: A presentation and a formal interview conducted by the appointment panel:

- Chief Executive
- Full Council

The panel will be supported by the External Adviser and the Head of HR and Performance.

This recruitment process is being supported by Aspen People. All prospective applicants should contact Donogh O'Brien or Lesley Drew on 0141 212 7555 for a confidential discussion.

For further information or to apply for the post please go to **www.aspenpeople.co.uk/OIC**. Should you have any difficulties or require an alternative format please contact Lesley or Donogh on the number above. Please note CVs will not be accepted and an application form is required to be completed.

Please note that correspondence regarding your application will be sent by email. If this method is not suitable for you, please let us know.

The closing date for applications is Wednesday, 24 July 2019

Proposed Timetable

Closing Date: 24 July 2019

Shortlisting taking place: 31 July 2019

Candidates notified: 2 August 2019

Assessment and Professional Interview: 22 August 2019

Formal Interviews: 23 August 2019

Special Requirements for Selection Events

Orkney Islands Council are fully supportive in discussing making any reasonable adjustments to the recruitment process to ensure no candidate is disadvantaged as a result of a disability or any other health condition.

Pre-employment Checks

All offers of employment are subject to the following pre-employment checks:-

- Evidence of eligibility to work in the UK;
- Evidence of essential qualifications;
- Occupational Health Clearance;
- PVG Scheme Membership in respect of regulated to work with children and overseas criminal record check (if applicable);
- References.