

JOB SPECIFICATION

Job Title:	Director, Scotland
Team:	Ofcom Scotland
Group:	Consumer
Job Ref:	TBC
Reports to:	Director, Government and Parliament
Job Status:	Full time
Job Level:	SMS
Job Family:	Professional and Regulatory
Job Location:	Edinburgh
Job Purpose:	Manage and co-ordinate Ofcom's relationships and engagement in Scotland, and help ensure Ofcom delivers its objectives for citizens and consumers in Scotland

Ofcom is the United Kingdom's communications regulator. Created in 2003, we regulate the telecommunications, broadcasting and postal sectors, and we are the radio spectrum authority for the United Kingdom.

The Director, Scotland leads a team at the heart of Ofcom's expanding Scotland office. The Director's role is to work with colleagues across the organisation to ensure Ofcom is fully effective in delivering its objectives in Scotland, to enhance our effectiveness in dealing with external stakeholders in Scotland and to maintain Ofcom's reputation.

We are looking for a senior and experienced public policy professional to lead the team. You will help lead and shape the work of the team, managing key relationships with the Scottish Government and Parliament, regulated industries and other stakeholders across Scotland. You will work with colleagues across the organisation to help ensure that Ofcom is able to deliver and present its public policy and regulatory work effectively. You will have strong experience of working in or very closely with Government, of regulatory issues or the sectors we regulate; be confident in holding a brief and in understanding, shaping and communicating policy, including at public events; and be accomplished at building strong relationships quickly.

Key responsibilities

The role's responsibilities will include:

- overseeing and co-ordinating relationships for all stakeholders and stakeholder groups within Scotland, ensuring that Ofcom's work and approach are fully understood and that Ofcom is able



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to understand stakeholder perspectives, and developing and overseeing Ofcom's outreach work;

- ensuring Ofcom understands attitudes and approaches within the UK and Scottish Governments and Parliaments and local government in Scotland to enable the organisation to deliver its statutory remit and conduct its regulatory business to best effect;
- supporting the work of Ofcom's statutory Advisory Committee for Scotland, organising 4-5 meetings a year and assisting its Chair and membership in understanding and advising on the work of Ofcom;
- working with the Communications Directorate, to manage Ofcom's press and media activity in Scotland, and with the Government and Parliament team and other Nations teams to ensure a joined up approach to engagement across the UK;
- working on specific cross-cutting issues as necessary, working closely with expert colleagues across Ofcom, helping develop thinking as required and appropriate;
- supporting Ofcom's relationship with the Scottish Parliament, including through liaison with and response to its Committees;
- managing the Ofcom Scotland team of 3 colleagues and co-ordinating colleagues more widely across the organisation, where relevant, including in project work;
- organising events and initiatives as appropriate;
- role-modelling Ofcom's values.

Essential skills & experience

You will:

- have a strong understanding of the work and processes of UK and Scottish Government and Parliament, and the public context in which regulators operate;
- have an understanding of the sectors Ofcom regulates, and/or proven experience of working in areas of commercial or political sensitivity;
- demonstrate a keen practical intelligence, with the ability to master a varied and complex policy brief, to translate and communicate complex concepts crisply, and to help contribute to policy debates;



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- be an experienced leader and manager with a track record of building capability, and leading and working in teams across an organisation;
- have excellent interpersonal skills, be able to build and maintain effective working relationships, and have a proven ability to represent and persuade at senior levels within and outside an organisation, including at public events;
- be comfortable working with committees and governance structures;
- show excellent written and oral communication skills;
- have high levels of integrity..

Highly Desirable Skills/Experience

- first-hand experience of a regulatory or public policy environment;
- candidates from the public sector will need to demonstrate a depth of knowledge and understanding of the commercial sector. Equally, anyone who has only worked in the private sector will need to demonstrate an understanding of public policy issues and processes.

Further Details

Your application should comprise:

- an up to date CV, including details of two references;
- a statement of suitability, of no more than two sides of A4, setting out how you meet the skills and experience required for the role.

Further information and details on how to apply can be found on our website at <http://jobs.ofcom.org.uk/vacancies/>

Ofcom offers competitive salaries, pension contributions and a flexible benefits package.

Ofcom is an equal opportunities employer. It wishes to reflect the diversity of contemporary UK society and is therefore actively seeking to recruit colleagues from all cultural and ethnic backgrounds as well as those who have a disability.

