

## **Job Role Non-Executive Board Member**

Do you have the skills and experience to help Disclosure Scotland protect Scotland's people by shaping a safe environment to live and work?

Disclosure Scotland is an executive agency of Scottish Government, based in Govan, Glasgow. We are going through a period of unprecedented change as we continue to develop new technology that will allow us to provide the accurate and thorough services that our customers rightly expect, increase our ability to engage digitally with customers and which will allow us to deliver new approaches such as those set out in the Disclosure (Scotland) Bill which was introduced to Parliament in June of this year. Throughout all of the change we continue to provide a high quality service to our customers. In 2018-2019, we completed 584,000 applications, with an average processing time of 3.7 days and 98.9% completed within 14 days.

We are seeking a new non-executive member for our Board. Previous experience of working on a Board is not essential. We want to hear from committed and enthusiastic people who have a background in overseeing or delivering the benefits of large scale organisational changes and who share our values. We are:

- an inclusive organisation, enriched by diversity, where individual needs are supported and where people are treated with respect;
- open and adaptable to new opportunities, encouraging creativity to deliver innovative solutions that make a difference;
- working collaboratively to achieve the best outcomes for the public;
- professional in our handling of people and their personal data.

As part of the Board you will offer support, constructive challenge, and guidance to the Chief Executive and her senior team. Although you will not be involved in the day-to-day running of the public body, it is an incredible opportunity to lend your voice and opinion to subjects that matter to you, whilst gaining new skills and valuable experience.

As a non-executive Board member you may also be asked to join our Audit and Risk Committee, steering panel for transformation or Stakeholder Advisory Group.

## PERSON SPECIFICATION – BOARD – MEMBER – CHANGE MANAGEMENT

The specification lists the skills, knowledge and experience required to be considered for appointment as a member of the Disclosure Scotland (DS) Board. Applicants will be asked to demonstrate within their application and at interview (if invited to attend), how their skills, knowledge and experience match those required. In particular, applicants must provide specific examples from their professional or personal life which demonstrate how they have developed and/or used the skills, knowledge and experience required for the role of member.

Disclosure Scotland Values	What does this mean?	How will this be tested?
<p>Our values are at the heart of our strategy for the future and reflected in all of the work that we do:</p> <ul style="list-style-type: none"> <li>• we are an inclusive organisation, enriched by diversity, where individual needs are supported and where people are treated with respect;</li> <li>• we are open and adaptable to new opportunities and encourage creativity to deliver innovative solutions that make a difference;</li> <li>• we work collaboratively to achieve the best outcomes for the public; and</li> <li>• we are professional in our handling of people and their personal data.</li> </ul>	<p>We have developed our own vision, mission and values which we use to inform our business priorities and draw on to influence the approach we take as we strive to achieve our goals.</p> <p>Embedding these values in everything we do, in practice means:</p> <ul style="list-style-type: none"> <li>• demonstrating our values in the way we work and treat each other;</li> <li>• using our values to guide the decisions we take;</li> <li>• identifying and dealing with behaviours that don't live up to our expectations; and</li> <li>• being responsible for the way we work and not just the work we do.</li> </ul>	<p>We will want you to tell us in your application how you have demonstrated these values in a leadership role. These values will also be assessed during the interview discussion.</p> <p>When assessing evidence of the other requirements, the panel will be looking for you to demonstrate how your behaviours have aligned with these values. For example, tell us how you have acted to ensure people are treated with respect.</p>

Priority skills/experience (we will want all applicants to demonstrate these)

Essential requirements of the role	What does this mean?	How will this be tested?
<b>Understanding of Change Management</b>	<p>We are looking for an individual who has:</p> <ul style="list-style-type: none"> <li>• an in-depth understanding of all aspects of Change Management in a business and ideally a digital transformation sense, with demonstrable knowledge of change management principles, methodologies and tools;</li> <li>• experience of large scale organisational change, managing risk and governance;</li> <li>• extensive knowledge and experience of continuous improvement to assess the impact of change and to realise benefits;</li> <li>• in-depth knowledge of benefit realisation and measurement in terms of measuring increased efficiency and also in terms of customer-facing outcome measures.</li> </ul>	<p>We want you to tell us in your written application how you meet this criterion, ensuring you provide particular evidence of your experience in driving forward change and ensuring that benefits are identified and delivered</p> <p>We will also be having a discussion with you about this during the interview.</p>

<b>Leadership</b>	<p>We are looking for an individual who has:</p> <ul style="list-style-type: none"> <li>• experience of leadership in change across people, process, culture, technology and governance;</li> <li>• experience of working at a senior level to develop change initiatives that are aligned with and support delivery of strategic objectives;</li> </ul>	<p>We want you to tell us in your written application how you meet this criterion, ensuring you provide particular evidence of your experience in a leadership role.</p> <p>We will also be having a discussion with you about this during the interview.</p>
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**General skills & personal qualities (we will want all applicants to demonstrate these)**

<b>Essential skills</b>	<b>What does this mean?</b>	<b>How will this be tested?</b>
<b>Seeing the “bigger picture”</b>	<p>We are looking for an individual who:</p> <ul style="list-style-type: none"> <li>• is able to identify priorities, challenges and risks within different timeframes and can evaluate their impact from a strategic perspective; and</li> <li>• ability to influence others to move forward to a common vision or goal;</li> </ul>	<p>We will want you to tell us about your knowledge/understanding and how this has been gained in the written application. We will assess this by asking you to complete a practical exercise, as part of the interview, which will allow you to demonstrate this skill.</p> <p>We will also have a follow up discussion which will enable us to ask some further questions</p>

<p><b>Communicating effectively</b></p>	<p>We are looking for individuals who:</p> <ul style="list-style-type: none"> <li>• exceptional communication skills with the ability to listen and understand others points of view, extracting and translating relevant information;</li> <li>• ability to work collaboratively with others</li> <li>• Ability to establish and maintain strong relationships.</li> </ul>	<p>We will want you to tell us about your knowledge/understanding and how this has been gained in the written application.</p> <p>We will assess this by asking you to complete a practical exercise, as part of the interview, which will allow you to demonstrate this skill. We will also have a follow up discussion which will enable us to ask some further questions</p>
<p><b>Constructive and supportive challenge.</b></p>	<p>We are looking for an individual who:</p> <ul style="list-style-type: none"> <li>• can evidence of where constructive challenge has changed the views of others and influenced decisions;</li> <li>• has a good level of understanding of organisational and other relevant issues.</li> <li>• can evidence respectful and high level questioning of proposals.</li> </ul>	<p>We will want you to tell us about your knowledge/understanding and how this has been gained in the written application.</p> <p>We will also be having a discussion with you about this during the interview.</p>