**CANDIDATE PACK**

**Chief Executive of Education Scotland**

**Closing Date:** **9 February 2025 at 23:59**



A river with a bridge and a city in the background

Description automatically generated**THE ROLE**

Chief Executive of Education Scotland

**LOCATION:** This post is based in Glasgow.

Scottish Government operates a flexible, hybrid approach to working. The Executive Team expects agreements to be reached locally for roles suited to hybrid working. These agreements should ensure colleagues combine working from home with a presence in a workplace (and for some roles, with stakeholders and in communities) each week.

This may vary from week to week depending on business need and we recognise some roles will be more location-specific than others.

**GRADE AND SALARY:** This is a Senior Civil Service (SCS) Pay Band 2 role, with a starting salary of circa £115k and with a pay range of £108,393 - £117,329.

**CONTRACT TYPE**: Permanent, full-time - though please indicate on your application if you wish a flexible working pattern. This will be assessed against the business requirements for this post. If applicable, secondment from your existing employer for 3 years with the possibility of extension by a further 2 years might also be considered.

**OVERVIEW AND CURRENT PRIORITIES**

Applications are invited for the role of Chief Executive of Education Scotland.

This is an exciting time for Scottish education as we implement significant reform to secure better outcomes for children and young people across Scotland. The Chief Executive will play a pivotal role in working with leaders across the sector to refocus the work of Education Scotland and to help strengthen the education and skills system and how it works.

Education Scotland plays an important role in creating the conditions for children and young people to thrive. As part of our reform commitments, the work and approach of Education Scotland is to be transformed to strengthen national support for improvement in Scottish education, with a new primary focus on curriculum design, delivery and improvement, including the provision of resources to support high quality learning and teaching.

The Agency will continue to support education across the span of the 3-18 Curriculum for Excellence, including in Gaelic medium and denominational education.

The Agency also plays an important role in supporting a thriving professional learning sector; working with local authorities to inform approaches to wellbeing, inclusion, behaviour and enabling better support for those with additional support needs. It also brings a unique national perspective to inform, share and promote wider approaches to improvement to close attainment gaps as set out in the National Improvement Framework.

We are therefore looking for a transformational leader who, within the context of our education and skills reform commitments, who will have the creative vision required to rapidly refocus the work and approach of Education Scotland. They must ensure that it is able to drive greater improvement in Scottish education, bringing a stronger focus on curriculum design, improvement and innovation, whilst building an increasingly confident, respected and influential public body.

The Chief Executive is responsible for all operational matters, ensuring delivery against targets and ensuring the Agency is a high performing, continuously improving public body that is at the forefront of ensuring reform is making a difference. As such, the role exercises significant personal autonomy and decision making in the strategic leadership of Education Scotland. The post-holder is required to work with leaders across education and within Government and to advise on complex issues in areas of strong public, media and political interest. This includes engaging across the system at a senior level to challenge for improvement in performance where necessary, based on sound evidence and judgement.

The post-holder will have responsibility for leading circa 380 employees until His Majesty’s Inspectorate of Education (HMIE) exists in its own right. Following which, responsibility will be for circa 250/300 employees, across a range of professions (all employees are Civil Servants, some of whom have professional backgrounds in teaching, early learning and childcare, community learning and development and corporate services), working across buildings located in Livingston, Glasgow, Dundee, Inverness, and Aberdeen. The post-holder will ensure that within the workforce, Education Scotland is able to draw on staff or secondees with relevant experience in education settings, including those with recent frontline professional experience.

With budget responsibility in the current financial year for up to circa £40m (subject to any subsequent in-year changes) until the establishment of HMIE, at which point budgets will be realigned. The postholder will be required to deliver against the backdrop of challenging public sector finances.

The post-holder will provide significant national leadership, delivering professional advice, information and evidence to the Cabinet Secretary for Education and Skills, Scottish Ministers and Scottish Government officials, on all aspects of education policy.

Reporting to the Director General for Education and Justice, the Chief Executive is a Director within the Scottish Government, has direct line management for Education Scotland’s Senior Leadership team, which includes Senior Civil Servants, and is a member of the Director General’s senior management team.

**KEY DUTIES AND RESPONSIBILITIES**

* Lead the Agency to deliver on reform commitments, including the strategic development and corporate transformation of the Agency, with a comprehensive programme of engagement with internal and external stakeholders to inform, and ensure support for reform. This includes:
  + Providing transformational leadership to drive a change in practice, successfully refocussing the Agency on curriculum design, improvement and innovation.
  + Ensuring the Agency is focussed on supporting change and improvement in educational practice, based on evidence.
  + Ensuring that colleagues have a common understanding and view of the Agency as an integral part of government and provider of national support, aligning outcomes with ministerial priorities.
  + Playing a key role in facilitating a collaborative approach to digital transformation across the education system, as a priority.
  + Ensuring the Agency engages with, and plays a lead role in, the Education and Skills Reform programmes, working with Scottish Government officials to review the Agency’s organisational design.
* In line with ministerial priorities, including public sector reform, provide leadership and strategic direction to ensure that the Agency meets key delivery targets and delivers in all aspects of its remit, operating in an efficient, effective manner, and that the Agency is a high performing, continuously improving public body that is ensuring that reform is making a difference. This includes responsibility for the development of, and delivery against, organisational strategy and supporting plans, including the priorities set out in the framework document and chairing the Advisory Board.
* Provide independent professional advice, information and evidence, to the Cabinet Secretary for Education and Skills, Scottish Ministers, and Scottish Government officials, on all aspects of education policy.
* Ensure that Education Scotland is able to draw on staff and secondees with relevant experience within education settings, including those with recent frontline professional experience.
* Work closely with senior leaders and Chief Executives across the system to drive improvement in Scottish education, including:
  + Directors of Education in Local Authorities, and other providers of education, to provide advice and challenge in order to support improvement.
  + Qualifications Scotland, the new qualifications body.
  + His Majesty’s Inspectorate of Education (HMIE).
  + General Teaching Council for Scotland.
  + The Centre for Teaching Excellence.
  + Universities in relation to initial teacher education.
  + Trade unions and Professional Associations for the sector.
* Provide organisational and national leadership and direction, to inform, share and promote approaches to improvement to close attainment gaps as set out in the National Improvement Framework.
  + Develop and lead the Curriculum Improvement Cycle and support curriculum design and delivery.
  + Ensuring that curriculum advice and support is clear, trusted and focussed on realising the ambitions of Curriculum for Excellence, and driving improvement across Scottish education.
  + Develop and lead a national framework for professional learning, which will build on the existing and well-regarded national leadership professional learning programmes.
  + Prioritise and oversee the support that the Agency gives to the education system (local authorities, schools, ELC, and other education providers/ organisations) in line with education priorities.
  + Deployment of the Attainment Advisor and National Improvement Framework teams, who support, advise and challenge the interventions and approaches across Scotland, that secure improvements in excellence and equity.
* Accountable Officer for the management of the Agency’s operating budget, which is up to circa £40m (subject to any subsequent in-year changes) in the current financial year, until the establishment of HMIE, at which point budgets will be realigned; ensuring that all relevant financial considerations and Scottish Government guidance, including issues of propriety, regularity, efficiency and value for money, are taken into account in delivering the Agency’s business.
* Until the establishment of HMIE and in line with the short term line management relationship with His Majesty’s (HM) Chief Inspector, the post-holder will have Accountable Officer responsibilities for the inspection function, overall responsibility for all employees and will be responsible for ensuring that appropriate support is in place to enable HM Chief Inspector to deliver inspections and fulfil their duties.
* Until HMIE is established as a body in its own right, overall responsibility for circa 380 employees, including:
  + Working with internal stakeholders and Scottish Government officials to inform Minister’s decisions on requirements for the refocussed Agency, followed by successfully embedding required changes.
  + Ensuring the smooth transition of colleagues into the new body.
* Following the establishment of HMIE, overall responsibility for circa 250/ 300 employees, including:
  + Ensuring that effective workforce planning is in place, that the right people, with the right skills are deployed at the right time and on budget, in line with public sector reform objectives.
  + Partnership working with staff unions, FDA and PCS.
  + Improving organisational culture, measured through People Survey results.
  + It is anticipated that there will be direct line management for circa 4 direct reports including Senior Civil Servants, however, structures have still to be worked through. Responsible for providing authentic leadership to ensure that direct reports deliver results and model the behaviours outlined in the Scottish Government’s Success Profiles Framework.

**SUCCESS PROFILE**

It is essential that you can provide evidence in your application of the professional experience and skills required for this role. In addition, candidates applying for roles with the government, agencies and public bodies in Scotland are assessed in line with the Success Profiles framework that is used across the Civil Service. This means that as well as evidencing the specialist criteria you will also be expected to evidence the behaviours at the level required for this Senior Civil Service role.

Technical

* An education background with practical experience and a proven track record of leading and delivering improvements in excellence and equity is essential. A professional education qualification is desirable, but not essential.

Experience

* Experience of operating successfully at board or senior level using strong political acuity, in a complex organisation, delivering cultural and high-profile programmes of change, with a strong track record of analysing evidence and drawing on personal expertise and resilience, to provide advice that drives improvement, through challenge where necessary.

Behaviours

You are expected to provide evidence of the following behaviours at **Level 6**.

* Leadership
* Developing Self and Others
* Seeing the Bigger Picture
* Delivering at Pace
* Changing and Improving

More information can be found at: [Behaviour levels - Success profiles: candidate guide - gov.scot (www.gov.scot)](https://www.gov.scot/publications/success-profiles-candidate-guide/pages/behaviour-levels/)

**HOW TO APPLY**

Applications should be submitted by no later than **23:59 on** **9 February 2025.**

Apply online, providing a CV and Supporting Statement (of no more than 1500 words) which evidences how you meet the skills, experience and behaviours listed above. **A CV is mandatory** for your application to be considered by the panel.

**Selection Process**

Please note that an executive search agency, Aspen People, is working with Scottish Government on this recruitment exercise. If you submit an application, your details will be shared with Aspen People and they will contact you for an initial pre-sift interview. If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This will include an individual psychological assessment and both staff and stakeholder engagement exercises. It may also include a recorded presentation. You will also have the opportunity to meet with Ministers and other key stakeholders prior to the final selection panel interview to learn more about the role and the organisation.

The Final Interview Panel will be chaired by Chris Pilgrim, Civil Service Commissioner. The other panel members are:

* Neil Rennick, DG Education & Justice, Scottish Government
* Clare Hicks, Director of Educational Reform, Scottish Government
* Anne Looney, Executive Dean, Dublin City University (DCU) Institute of Education
* Graham Donaldson, International Council of Education Advisers (ICEA) member and former HMCI

Final interviews will be held in St Andrew’s House, Regent Road, Edinburgh, EH1 3DG.

**Interview Expenses**

Any travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

**Relocation Expenses**

Relocation expenses of up to £6,000 may be available if you have to move house to take up this appointment. Further details will be provided to the successful candidate but you should not in any event commit yourself to any expenditure without prior discussion with the Scottish Government. The Scottish Government has developed this [website](https://www.scotland.org/) to provide information for people considering living and working in Scotland which provides information on the variety of lifestyles on offer and an insight into why you should consider moving to Scotland.

**Indicative Timeline**

* Longlisting 14 February 2025
* Shortlisting 5 March 2025
* Assessments 10 – 28 March 2025
* Interviews 3 or 4 April 2025
* Final Outcomes w/c 7 April 2025

**Civil Service Commission**

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission Recruitment Principles [here](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/).

This competition is being run in accordance with the [Civil Service Commission Recruitment Principles](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/). If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact [Billy Smith@gov.scot](mailto:Billy%20Smith@gov.scot) in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission [here.](https://civilservicecommission.independent.gov.uk/contact-us/)

The Civil Service Commission has two primary functions:

* Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
* Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer. More detailed information can be found [here](http://civilservicecommission.independent.gov.uk/).

**Privacy**

Our privacy notice tells you what to expect us to do with your personal information when you contact us, including by phone, email, and post and when you visit our website or subscribe to our newsletter. More information can be found [here](https://scottishgovernment.icims.com/icims2/servlet/icims2?module=AppInert&action=download&id=39903&hashed=-100233655).

**Data Protection**

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Anonymised personal data may also be used for the purposes of monitoring the effectiveness of the recruitment process.

**APPENDIX 1: TERMS, CONDITIONS AND BENEFITS**

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| **Appointment term** | Indefinite contract on standard Civil Service terms. If applicable, secondment from your existing employer would also be considered. The duration of any secondment would be subject to agreement with the Civil Service Commission. |
| **Salary range** | This is a Senior Civil Service (SCS) Pay Band 2 role, with a starting salary of circa £115k and with a pay range of £108,393 - £117,329.  If applicable, secondment from your existing employer on your current employment terms for 3 years with the possibility of extension by a further 2 years might also be considered.  External candidates, who are not applying on secondment, are expected to start at the minimum. For existing civil servants applying on level transfer or promotion, starting salary is determined by reference to salary with current department. The Scottish Government does not pay non-consolidated performance awards. |
| **Location** | **This role is located in Glasgow**. Scottish Government operates a flexible, hybrid approach to working. The Executive Team expects agreements to be reached locally for roles suited to hybrid working. These agreements should ensure colleagues combine working from home with a presence in a workplace (and for some roles, with stakeholders and in communities) each week. This may vary from week to week depending on business need and we recognise some roles will be more location-specific than others. |
| **Working hours** | The standard is a 5 day week of 37 hours. We welcome flexible working. If you are interested in applying on a job-share basis, please make clear in your application if you wish to be considered as a pre-existing job-share partnership or if you are interested in moving into a job-share arrangement. We will assess proposed working patterns against the business requirements for the post and discuss all options with candidates. |
| **Annual leave** | The annual leave allowance is 6 weeks. In addition, 11½ days public and privilege holidays, dates of which are set annually. |
| **Pension** | Civil Service pension arrangements will apply. Full details can be found [here](https://www.civilservicepensionscheme.org.uk/members/thinking-of-joining-the-civil-service/) |
| **Security clearance & Vetting** | The successful candidate, if new to the Civil Service, will require Baseline Personnel Security Standard (BPSS) security clearance. Some roles may in addition require [national security vetting](https://www.gov.uk/government/publications/national-security-vetting-advice-for-people-who-are-being-vetted?_ga=2.122617355.1030435824.1620741507-181388361.1620382407). Further information is available from SCSResourcing@gov.scot |
| **Civil Service Code** | The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found [here](http://www.civilservice.gov.uk/about/values). |
| **Business appointment rules** | Candidates should note that on completion of the appointment, the post holder will be subject to the Government’s Business Appointments Rules, with the possibility of restrictions on future employment. Further information about the rules and restrictions can be found [here](https://www.gov.uk/government/organisations/advisory-committee-on-business-appointments). |
| **Conflicts of interest** | The successful candidate will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be relevant to or in conflict with working within the Civil Service. This may involve suspending or relinquishing stock market activity. |