

Healthier, happier, more connected lives

Head of Corporate Services

Salary £57,028 – £67,831

Recruitment pack



SOUTH LANARKSHIRE
Leisure & Culture

www.slleisureandculture.co.uk

Vision, Mission and Values



An overview

Vision

Healthier, happier, more connected lives.

Mission

Improve health and wellbeing by offering attractive, affordable activities delivered with warmth, friendliness and individual pride.

Values

- **Do the right thing** Even when no one's looking.
- **Be a great team** Work together, share ideas, share mistakes, share successes.
- **Own it** Be accountable for outcomes good and bad. Don't pass the buck.
- **Be positive** Be hospitable. Make people feel good.

About SLCC

South Lanarkshire Leisure and Culture (SLCC) is currently a charity and a company limited by guarantee. Responsible for the delivery of leisure and cultural activities on behalf of South Lanarkshire Council.

However it is in the process of converting to a Scottish Charitable Independent Organisation (SCIO). It has a 14 member board and its charitable objectives are to:

- provide, or assist in the provision of facilities for recreation, sport, cultural, social, or other leisure time occupation as are beneficial to the community, and in particular in conjunction with the local authority area of South Lanarkshire as defined in the Local Government (Scotland) Act 1994; and
- provide special facilities for persons who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances may need special facilities.

The organisation currently employs over 1,600 members of staff and has an operational budget of around £37.5m per annum, delivering services in the following main areas:

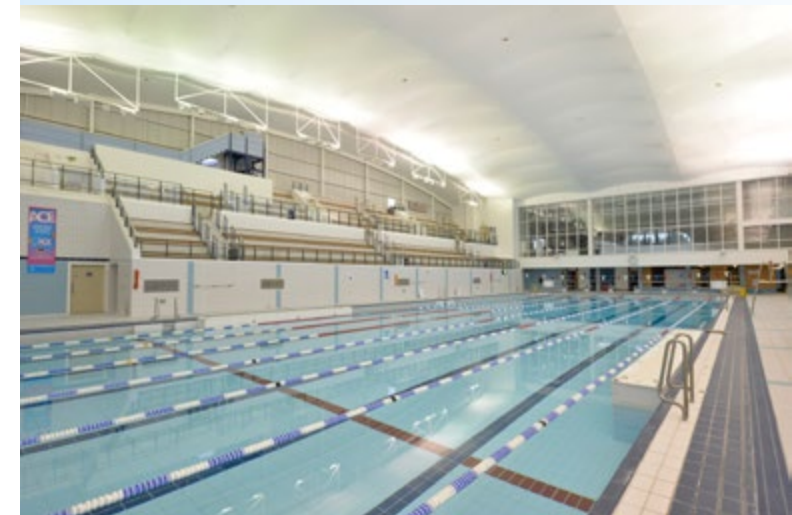
- Leisure, Culture, Museums, Arts, Sport and physical activity;
- Parks and outdoors;
- Libraries.

Key facts

14 Member Board

1,600 Employees

£37.5m Annual budget



About SLIC

Activities undertaken by SLIC are wide ranging and include the management of:

- 22 indoor leisure facilities including 17 fitness gyms, 9 swimming pools and health suites, sports halls, an ice rink, two athletics tracks and outdoor 5-a-side football pitches.
- Development Services including Active Schools, Health, Sports Development and Play Development.
- Five cultural venues namely; The Town House – Hamilton, Rutherglen Town Hall, East Kilbride Village Theatre, East Kilbride Arts Centre, Lanark Memorial Hall.
- Management and overview of 69 halls and integrated community facilities and the provision of community letting within primary and secondary schools.
- Arts Development section which delivers arts related projects, courses, classes, and festivals.
- 23 public libraries, home delivery and online library service.
- Outdoor facilities including over 120 sports pitches, an indoor synthetic pitch, 12 bowling greens, a water sports centre, an Outdoor Resource Base and activity programme and seasonal activities such as tennis and putting.
- Two country parks and associated attractions including approximately 200 hectares of woodland trails and grazing rights at each park, a children's zoo and an 18th century Georgian hunting lodge.
- Six golf courses and a golf development centre.
- Low Parks Museum, a Visit Scotland 5 star graded museum and Hamilton Mausoleum, along with the management of South Lanarkshire Council's museum collection with over 150,000 objects and two museum stores.

Key facts

22 Indoor leisure facilities

120 Sports pitches

6 Golf courses

12 Bowling greens

9 Swimming pools

2 Country parks

2 Outdoor learning facilities

5 Cultural venues

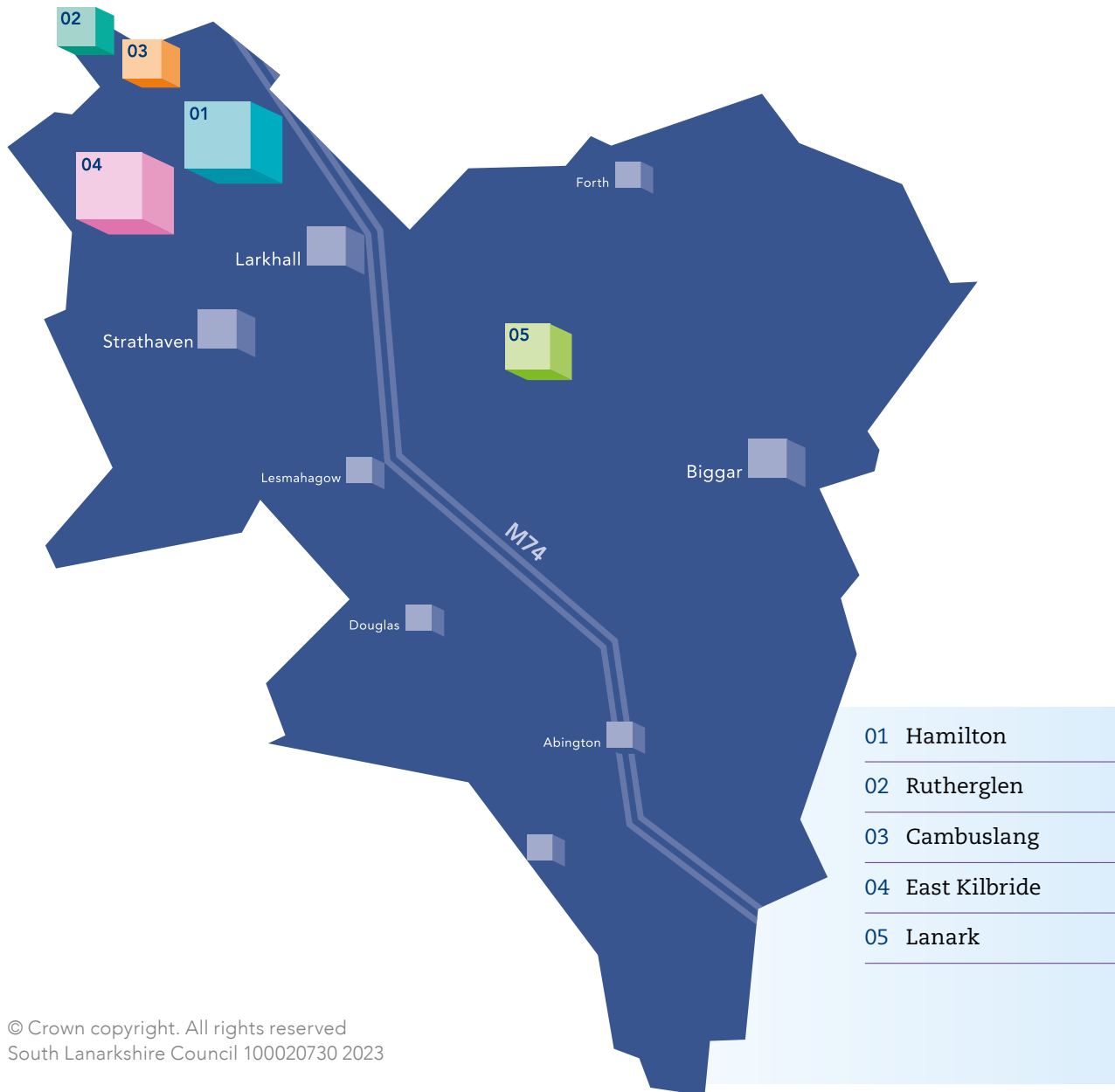
69 Halls

23 Public libraries

150,000 Museum objects



About the area



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South Lanarkshire Council 100020730 2023

Key facts

Total population of South Lanarkshire

320,820

(2020)

Percentage of population under 16

17.3%

(2020)

Percentage of population aged 16 to 64

62.9%

(2020)

Unemployment rate

4.3%

(annual average for 2021)



Healthier, happier, more connected lives

We are looking for a new Head of Corporate Services.

The role will report directly to the Chief Executive and is part of the Leadership Team responsible for the strategic leadership of the organisation. This role is responsible for corporate support services, ensuring resources are aligned appropriately to aid the smooth operation of the organisation.

You are responsible for the long term and day to day financial planning of the organisation as it moves forward in the delivery of the new strategy. You will oversee all aspects of the finance function, the HR function including training and development, and the IT and administration functions.

You should be a qualified accountant and have a demonstrable track record of success in a corporate environment, ideally across a range of relevant activities, delivering within a customer-facing environment.

For an informal discussion or to find out more, please contact Kay Morrison on 01698 454374.

Salary: £57,028-£67,831

(initial placement will reflect experience and competence)

Please note, the closing date for applications is Sunday 19 March 2023.

Reports to: Chief Executive

Location: Hamilton

Purpose of the job:

- As a key member of the Leadership Team, you will provide strategic direction to the corporate services function to ensure that it meets the ambitions and standards set by SLLC and its stakeholders.
- The Head of Corporate Services will support the Chief Executive and the Leadership Team with business planning activities, providing practical and creative input in the development of new business initiatives, the design of current and future strategic and operational plans and will bring discipline to the strategic decision-making process to manage the effective use of business resources. The Head of Corporate Services will have the ability and experience to motivate and drive resources, teams and colleagues to achieve both the overall company targets and key performance objectives.

Key tasks and responsibilities:

- Provide strategic direction and leadership to drive the organisation forward maximising all available resources and ensuring long term financial planning. Be responsible for the strategic financial management of the organisation including adherence to statutory and regulatory requirements.
- Leading the development and implementation of strategies to drive robust strategic financial and resource planning and strong corporate and financial governance and reporting through the effective use of people, processes and systems.
- You will make recommendations to the Board regarding financial planning, HR and IT resourcing, carrying out risk assessments on potential new or enhanced opportunities to maximise resources and increase efficiency.
- Maintain a high degree of positive interaction with partners and teams of staff by having a strong understanding of all aspects of the charity's business. Positively influence staff to effect beneficial behavioural and cultural change.
- Maintaining and growing SLLC's organisational effectiveness, innovation, and digital transformation.
- Developing and maintaining key relationships with relevant partners.
- Working with HR to build SLLC culture and capability, aligned with SLLC strategy.
- Lead and facilitate transformational change to enhance organisational effectiveness.

All applications for this post are online via [myjobscotland](#)

Please note all correspondence will be sent to your email address.

Behaviours framework

Be a great team:

What you can do:

- Inspire a 'one team' culture.
- Role model inclusive leadership; respecting colleagues, partners and customers and treating people according to their needs.
- Visible and accessible to employees within your area of responsibility.
- Champion collaborative and partnership working across the organisation.
- Spend time building relationships with partners.
- Builds networks, locally regionally and nationally to help provide support and expertise and maximise resources.
- Understand the importance of communication, evaluate its effectiveness, and take steps to improve, leading and encouraging open communication at all levels in the organisation.
- Understands respectful challenge and makes own case whilst recognising the concerns of others.
- Builds commitment and engagement to improve team cohesion and outputs.

Do the right thing:

What you can do:

- Lead by example, maintaining a positive attitude and demonstrating energy and enthusiasm in your approach to work. You are a role model for the organisation.
- Understands the power and authority that comes with the Leadership Team role and adapts behaviour to ensure interactions with others are positive and empowering.
- Demonstrates sensitivity and good judgement in decision making and relationships.
- Is able to take difficult decisions in complex and challenging situations for the best interests of the service and the organisation.

- Evaluates resources, options and consequences in decision making.
- Consults with representative groups when formulating strategies.
- Engages with communities, internal and external partners ensuring the full range of views are considered.

Be positive:

What you can do:

- You work with enthusiasm to deliver a high-quality service to meet personal, organisational and customer expectations. Be hospitable and make people feel good.
- Understand how your team learn and develop and use this knowledge to lead performance improvements.
- Lead by example, influencing and inspiring confidence in others.
- Communicate positive messages about the organisation, acting in its best interests and being an ambassador for SLLC.
- Role model for inspirational leadership.
- Coaches and mentors others and have continuous learning and development as a key priority for the service.

Own it:

What you can do:

- Ownership is at the heart of our approach. Be accountable for outcomes good and bad in the application of your strategic and managerial responsibilities.
- You work to deliver a high-quality service to meet organisation and stakeholder expectations.
- Gives teams defined structures and clear direction enabling a strong sense of ownership and personal responsibility for the delivery of outcomes and objectives.
- Plan and anticipate changes in the sector and wider landscape and effectively manage the transition to introduce new ways of working.
- Logically identify trends and implement the best approach, outlining clear objectives.
- Focus on longer-term outcomes rather than short-sighted initiatives.

Position requirements

Qualifications

Qualified Accountant

Recruitment checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks for example, Identity, Asylum and Immigration and employment history etc.

Additional Information: This post has been politically restricted in terms of the Local Government Housing Act 1989.

Further information

You can find more detailed information about South Lanarkshire and SLLC by following these links:

[South Lanarkshire Leisure and Culture](#)

[South Lanarkshire Council website](#)

[South Lanarkshire View](#)

[South Lanarkshire Health and Social Care Partnership](#)

[South Lanarkshire Community Planning Partnership](#)



**SOUTH LANARKSHIRE
Leisure & Culture**

www.slleisureandculture.co.uk

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

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