

ORKNEY
ISLANDS COUNCIL

Join Us

Chief Executive

**Candidate
Information Pack**

www.orkney.gov.uk

Welcome

Dear Candidate,

Thank you for your interest in the post of Chief Executive at Orkney Islands Council.

This role is a unique and an opportunity for an exceptional person who can evidence outstanding leadership qualities and a passion for driving forward a shared ambition to provide the very best possible services for our island community. Innovation, energy, drive and high performance 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 coupled with proven leadership skills.



Our Council, our communities and businesses consistently punch above their weight. There is no better time for our new Chief Executive to play a big role in supporting the Council to realise the unparalleled opportunities that lie ahead. Funding from traditional sources may be shrinking but 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 new Corporate Leadership Team, our loyal employees, our partners and our community.

This is an extremely exciting time to take on this leadership role at the highest level of the organisation. We have some of the finest facilities in Scotland and 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.

This Council works 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 will be perfect for you.

James Stockan

Leader - Orkney Islands Council

The Role



Chief Executive

Full Time - However, additional hours are required to fulfil the requirements of the role.

Substantive salary of £113,694
(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.

The Role

We are looking for a Chief Executive with energy and drive to lead our workforce and who can facilitate, support and contribute directly to the new Council's strategic vision following the Scottish Council Elections in May. The Council wants the very best for our community and needs a proven and inspiring Chief Executive who can help shape effective and engaging policy and translate ambitions into action and successful outcomes.

These are of course challenging times for local government, however here in Orkney we believe we are well placed to rise to these demands. Our unique Council and breadth of services, along with our Strategic Reserve Fund, presents opportunities for innovation and development, whilst we strive to maintain high quality public services for our community.

You must be enthusiastic about working in partnership with our community partners and stakeholders to deliver the best outcomes for Orkney. Whilst we value innovation, we also expect a strong commitment to good governance and accountability.

The Council's current Corporate Leadership Team (CLT) have developed the Our People, Our Plan Programme which is designed to focus our corporate leadership and organisational capacity to ensure outstanding performance on the seven most critical key priorities in the current Council Plan, by providing the platform for energising staff and improving confidence across our communities and our stakeholders.



Our leadership and organisational capacity will be focused to ensure outstanding performance on these key priorities, providing the platform for energising staff and improving confidence across our communities and our stakeholders

Delivery Model	
Our delivery model for the future is clearly defined, effective, appropriately resourced and understood by all	
Inspiring Culture	
We have an organisational culture that inspires and enables our people to excel and builds our capability	
Drive Innovation	
We drive innovation and outstanding performance through inspiring people, improving processes and changing our approach to performance management	
Stimulate Economic Recovery	
We will stimulate economic recovery by accelerating the council's social housing new build programme	
Improve Connectivity	
We improve digital and transport connectivity and enable economic growth by facilitating the delivery of 21st century infrastructure	
Strategic Development	
We will enable economic sustainability and prosperity by investing in strategic asset development such as renewable energy projects	
Enable Full Potential	
We will work alongside others to improve the care, support and protection of all our service users to enable everyone's full potential	

www.orkney.gov.uk/OPOP

The Role

Priorities 1-3 are internally focussed and are designed to develop people and performance including the implementation of a new operating model. Priorities 4-7 are outward facing with an emphasis on improving life for everyone in Orkney and supporting economic growth.

The overriding objective of the programme is to galvanise the collective talent of the CLT and the wider leadership team and make demonstrable progress in the next six months across seven priorities. Strengthening the leadership focus in seven key areas is designed to create the capabilities needed for a strong and successful future.

This initiative is designed to:

- Realign leadership capabilities to reinforce excellence in customer service delivery and performance as a priority.
- Support structured ongoing change and energise it through making use of the collective relevant leadership its capabilities of the Council and partners.
- Position the Council as a progressive partner helping to realise economic growth opportunities that are emerging in green technologies and associated infrastructure development.
- Realise the Council's vision for its communities and cement its role as a positive contributor to the prosperity of Scotland and the UK.

This post is politically restricted in terms of the Local Government and Housing Act 1989.

For further information about the role visit www.orkney.gov.uk/JoinUs

For an informal discussion about the role you can contact our independent recruitment partners at Aspen:

- Catriona Mackie, Director, cmackie@aspenpeople.co.uk
- or Donagh O'Brien, Director, dobrien@aspenpeople.co.uk
- Tel: 0141 212 7555

The closing date for applications: Sunday 2 October 2022

Shortlisting will take place on Friday 7 October 2022 and a selection process is scheduled to be held in Orkney over two days on 31 October and 1 November 2022. Selected candidates will be required on both days.

Please note that interview and relocation expenses will be paid for this post in accordance with Council policy.

If you want an exciting and varied challenge, and believe you are up to the high standards we demand, we look forward to hearing from you.



Key Duties and Responsibilities

The Chief Executive 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.

In addition, the Chief Executive will positively lead and ensure 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.

The key functions and responsibilities of the Chief Executive are:

- To act as principal policy advisor to the Council as the Head of Paid Service.
- As Head of Paid Service to provide leadership and strategic direction to all employees throughout the organisation, drive change and directly manage the Corporate Leadership Team.
- To take overall responsibility for ensuring the Council meets its duties of Best Value, underpinned by an effective and efficient performance management framework and ethos.
- To be the Council's Emergency Controller and take overall responsibility for civil contingencies.
- To provide clear leadership and be a role model in establishing and maintaining a positive working culture that supports the values of the Council.
- To champion Orkney, its services, businesses, communities, citizens and its education; in order to nurture and grow the Council's vision of creating a strong and vibrant economy.
- To work closely in supporting the Elected Members of the Council to realise their priorities and to ensure that the key outcomes as laid out in the Community Plan and the Council Plan are met.
- To translate and drive the delivery of the Council's Strategic Projects ambitions for example, optimising the opportunities relating to Scapa Flow.
- To provide a wholehearted commitment and clear leadership to the continued professional development and health and wellbeing of all employees of the Council.
- To ensure that services are delivered to a high standard through the effective management of the Council as a whole and/or through effective and efficient commissioning of Services.

Key Duties and Responsibilities



- To foster and sustain trusting and long-lasting partnerships that improve collaboration with partners at a local level, and to ensure the Council reaches out at national and international levels to build and establish long-lasting relationships which benefit Orkney especially in Arctic Circle countries.
- To lead the Council in its commitment to equality and diversity and spread good practice across partners and communities.
- To work with Elected Members to ensure effective governance of the Council, maintain high standards, and ensure the probity and integrity of decisions made.
- To represent the Council's interests at all levels, forums and groups as agreed with the Leader and the Council.
- To undertake the role of Returning Officer and other electoral responsibilities.
- Act as Clerk to the Lieutenancy providing services for the Queen's representative in Orkney as required.
- To lead the strategic management of resources, drive positive change, ensuring effective systems are in place which comply with local government financial and procurement procedures.
- To prepare in consultation with the Section 95 Officer, the Corporate Leadership Team, and Heads of Service, 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 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 exhibit and exemplify leadership behaviours with all staff and other stakeholders and ensure effective partnership working with staff and external organisations.
- To promote and foster a culture which will ensure the most effective relationship with Elected Members.
- To uphold and promote the highest personal and professional standards in the conduct of the Council's affairs.
- To take the overall lead in ensuring the Council fulfils its duties in regard to Corporate Parenting.
- To act as the Chair of the Orkney Partnership Board's Executive Group.
- To lead the Council's contribution for the successful delivery of the Islands Deal projects.
- Undertake any other duties and responsibilities which may be assigned by the Council.

Person Specification

Factor

Essential

Desirable

Personal Features and Qualities

- Strategic thinker
- Demonstrates effective leadership
- Ability to influence positively
- Demonstrates sound political awareness
- Self-motivated and self-disciplined
- Ability to work under pressure, assimilate large amounts of data/information, deliver priorities, with a high level of personal resilience
- Proven track record of achievement at a senior level
- Customer / service user focussed
- Solves problems to deliver outcomes
- A good ambassador for Orkney
- Demonstrates commitment to the development and engagement of employees
- Demonstrates enthusiasm and commitment
- Senior level experience of Inspection and Audit processes
- Genuine collegiate team player, able to build consensus
- Demonstrates commitment to high ethical standards and public sector values

- Demonstrates effective professional networking skills

Relevant Experience

- At least 7 years strategic management experience in a large complex organisation
- Experience of leading and delivering transformational change
- Proven track record of achievement
- Experience of working at a senior level in a complex political environment
- Experience of building effective partnership working with trades unions, internal and external parties

- Programme/Project Management
- Communicating constructively with the media
- Experience of working in a multi-disciplinary environment
- Experience of working in a senior public service management position



Person Specification

Factor

Essential

Desirable

Education/ Training

- Relevant degree and/or equivalent Professional Qualification
- Senior management development and training
- Demonstrable commitment to ongoing continuing professional development

- Recognised management qualification

Skills/ Abilities/ Knowledge

- 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
- Clear understanding of local government and the decision making process
- Clear understanding of the role and relationships with both the UK and Scottish Government.
- Confident, clear communicator with knowledge of addressing media duties
- Demonstrates knowledge and awareness of current national developments, legislation and industry best practice
- Demonstrates knowledge and awareness of Orkney's circumstances and future opportunities

- Ability to further develop international relationships especially with Arctic Circle nations.

Other Requirements

- Ability to travel efficiently and effectively between various work locations both within and outwith Orkney.

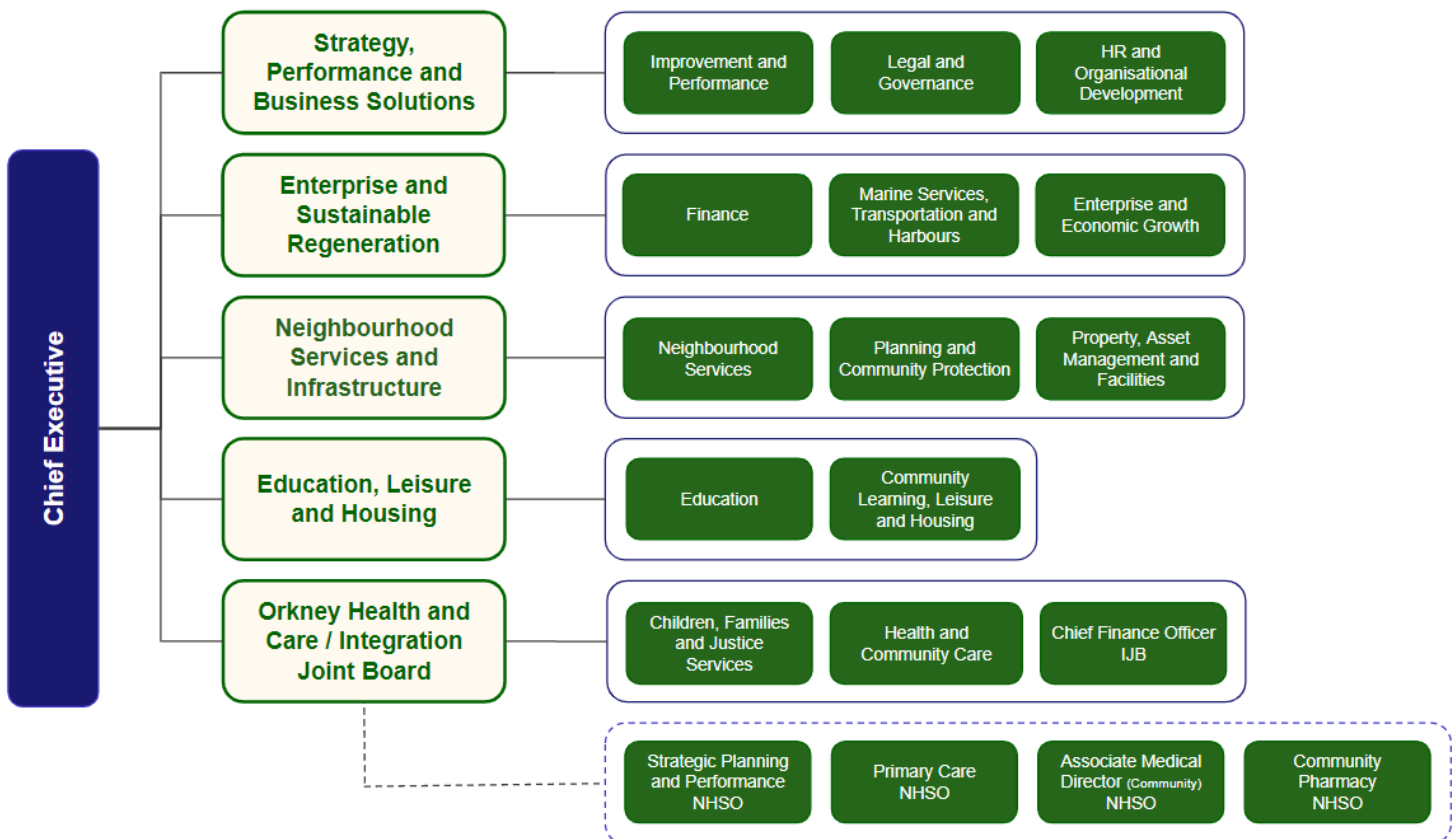
About Us

Orkney Islands Council is the smallest of Scotland's 32 Local Authorities, employing approximately 1789 (FTE) 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 six ward areas covering the Orkney area. 19 Independent Councillors and 2 representing the Scottish Green Party.

Further information about the Council is available on the website: www.orkney.gov.uk

Organisational Structure



About Us

The Council Plan and Our Strategic Vision

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.

A new Council Plan will be developed for formal approval by November 2022 and the new Chief Executive will be required to progress this through the Council and ensure delivery of the outcomes.

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

Our Values



The Council's current strategic priorities are:

- Connected Communities
- Caring Communities
- Thriving Communities
- Entrepreneurial Communities
- Quality of Life

About Us

The biggest challenge for the Council is finding the money to pay for everything it wants to do. Demand for public services is increasing 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 restricted, it is imperative that the Council's work to ensure future sustainability continues to be driven forward.

Council Plans

- www.orkney.gov.uk/OurPlans
- www.orkney.gov.uk/OurPeople-OurPlan

Social Media

- facebook.com/OICUpdates
- twitter.com/OrkneyCouncil
- linkedin.com/company/OrkneyCouncil
- youtube.com/OrkneyIslandsCouncil

Useful Links

- www.orkney.com
- www.orcadian.co.uk
- www.visitscotland.com/destinations-maps/orkney/
- www.ohb.scot.nhs.uk
- www.vaorkney.org.uk
- www.orkneycommunities.co.uk
- [www.orkneycommunities.co.uk/Community Planning](http://www.orkneycommunities.co.uk/CommunityPlanning)

Property and Housing

- www.ohal.org.uk
- www.orkneyleasing.co.uk
- www.orkneypropertycentre.co.uk
- www.lowsorkney.co.uk
- www.jeprobertson.co.uk
- www.kallanproperties.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 Shetland, Orkney is an archipelago of over 70 beautiful islands, 17 of which are inhabited.

The total population is approximately 22,400 with approximately 80 percent living on the Mainland of Orkney. Kirkwall, with its spectacular red sandstone 12th century cathedral and 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 one 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. Tourism generates some £70m million per year, followed by farming at approximately £50m, followed by energy 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 renewable energy innovation both in the UK and internationally. Wind turbines are dotted around the islands and wave and tidal energy research and development is ongoing.



Introduction to Orkney

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

Orkney is truly a place for children and 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. 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 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. The days are short and dark in winter, but in the summer, it is possible to sit outside 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.

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.

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.

What Next



Recruitment and Selection Process

There are three stages to the selection process following shortlisting:

- Stage 1:** Critical Incident assessment and professional interview with the Interim Chief Executive, the Head of HR & OD and an External Advisor to the panel.
- Stage 2:** Stakeholder Group: Discussion and questions from a group of key Stakeholders which will include community leaders from the public, private and third sectors.
- Stage 3:** A presentation and a formal interview conducted by the Full Council. The Elected Members will be supported and advised by the Interim Chief Executive, the Head of HR and OD and an External Advisor to the panel.

For an informal discussion about the role you can contact our independent recruitment partners at Aspen: Catriona Mackie, Director, cmackie@aspenpeople.co.uk or Donagh O'Brien, Director, dobrien@aspenpeople.co.uk - Tel: 0141 212 7555.

- For further information about the role visit www.orkney.gov.uk/JoinUs
- To apply for the post please go to www.myjobscotland.gov.uk/councils/orkney-islands-council/jobs.
- Should you require an alternative format please contact hrrsupport@orkney.gov.uk.
- Please note CVs will not be accepted and an application form is required to be completed.
- All 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 Sunday 2 October 2022

What Next



Applicants are advised that the two day selection process is intended to be conducted in Orkney, and where invited to interview, candidates will be required to be present on both days subject to prevailing Scottish Government Guidance relating to the Pandemic.

Special Requirements for Recruitment Process

Orkney Islands Council are fully supportive of 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 vulnerable adults and overseas criminal record check (if applicable);
- References will be sought for all shortlisted candidates in advance of the interviews commencing. If candidates have difficulty with this requirement, please advise the Head of HR and Organisational Development when invited to the selection process.

Proposed Timetable

- Closing Date: Sunday 2 October 2022
- Shortlisting: Friday 7 October 2022
- Candidates notified by: Monday 10 October 2022
- Professional Interview and Stakeholder Session: Monday 31 October 2022
- Formal Interview: Tuesday 1 November 2022