

Director of Corporate Services

Scotland's largest producing theatre, The Royal Lyceum Theatre Company Limited ("the Company"), is looking for a highly motivated, experienced Director of Corporate Services to join the Senior Management Team and help support our ambitions and manage delivery of our artistic programme.

Under the leadership of Artistic Director David Greig and Executive Director Mike Griffiths, who are Joint Chief Executives, The Lyceum has been working on creative strategies in response to the Covid 19 pandemic. The future artistic programme will include the delivery of our own productions, incoming co-productions and tours, alongside a programme of visiting work and smaller-scale projects. There will also be projects that will be made for and delivered away from the Lyceum Theatre including outdoor, site specific and digital recording.

The Director of Corporate Services will work closely with the Chief Executives to deliver the corporate services required by the Company to effectively deliver our planned programme of work and will play a pivotal role in ensuring excellent communication between creative teams, internal departments and external partners.

This role in the Company is ideally suited to someone with a proven track record of delivering success at a senior level, of managing a medium size business or charity and has excellent leadership and communication skills. As the company navigates through to a post Covid 19 world you will be flexible and forward thinking in your approach to financial, people, systems and planning strategies. You will enjoy working as part of a team that ensures the strategic plan is delivered in line with ambitions and resources, facilitating any required change and generating imaginative solutions to creative challenges.

Please find attached:

- Job Description
- Person Specification
- Equal Opportunities Statement of Policy
- Equal Opportunities Monitoring Form

Please apply in writing, supplying the following:

- A covering letter, of no more than three pages, setting out why you think you are suitable for this role;
- An up-to-date CV;
- The names and addresses of two referees;
- A completed Equal Opportunities Monitoring Form (see separate PDF document)

Please send your application by email to:

jobs@lyceum.org.uk

Closing Date for applications: Thursday 22nd October 2020 at 5pm

Interviews Starting : Monday 2nd November 2020

Post: Director of Corporate Services

Line Manager: Executive Director

Line Manage: Assistant Accountant, Human Resources Officer

Main Purpose of Post: A senior management role, tasked with producing and enabling delivery of all aspects of The Lyceum's corporate activity including Finance, Management Reporting, Human Resources, IT services, risk management, governance and compliance. The post includes appointment as Company Secretary for The Royal Lyceum Theatre Company Limited and its subsidiaries.

The Director of Corporate Services will work with the Chief Executives to:

- secure improved financial efficiency, profitability, control and risk management in order to deliver the Company's artistic and business objectives.
- ensure the development and delivery of forward-looking Management Information System Strategy (MIS) to meet the company's business needs for the next 5 to 10 years.
- identify strategic priorities while building and managing an effective team, working with senior managers to create a culture of sound financial management and efficient delivery of all aspects of the Company's operations.
- lead on staff training and development to help staff reach their potential through a range of initiatives that could include employee engagement, improving the working environment, and helping managers improve their team's performance.
- report to the Board, the Audit Committee, stakeholders, senior managers and regulators on financial matters, providing accounting expertise on business issues.
- ensure that strong governance and risk management of the Company is in place and regularly reviewed.
- lead on and deliver any projects on behalf of the Executive Director to successfully deliver business objectives.
- deputise for the Executive Director, as required.

Outline of Responsibilities:

Finance

- To lead on all aspects of finance for the Company advising the Executive Director on current and forthcoming issues that could affect the Company's business and taking a proactive approach to problem solving.
- To ensure that best use is made of internal and external expertise to deliver the Company's business objectives and that internal skills meet best practice.

MIS and IT

- To develop, implement, regularly review and oversee all information management, IT systems, administrative and communication systems across the organisation.

Leadership

- To lead on the formulation and delivery of the Company's business plans and financial objectives, acting as the guardian and advocate within the Senior Management Team for the Company's long term financial strength and commercial effectiveness, creating an atmosphere where achieving good value for money is an integral part of the team's thinking.
- To lead, motivate and develop Corporate Services' staff to ensure best practice in all areas of finance, management reporting, HR, IT services, risk management, governance and compliance to deliver the Company's strategic objectives and an ethical framework that reflects the Company's ethos and values.
- To lead on managing, monitoring and reviewing your team's performance and appraisals so that staff are being positively developed to fulfil their potential and any underperformance is identified and appropriately managed.
- To take overall responsibility for the accurate maintenance of the accounting and human resources records of the Corporate Services Team.

Strategic Planning & Risk Management

- To assist the Chief Executives in leading the Company through strategic business planning, business development and performance review to ensure that all targets in artistic production and delivery, creative learning activity and development fundraising amongst others are set, tracked and met in line with the business plan.
- To identify, develop and implement quality assurance standards across the organisation to ensure the highest standards and achieve appropriate awards and accreditations.
- To lead on the formulation, implementation, monitoring and reporting of the Company and its subsidiaries' Risk Registers, working with the Senior Management Team to identify risks, their impact and likelihood and determine mitigating actions.

Governance & Compliance

- To ensure that a strong governance and management model for the Company is in place and regularly reviewed to ensure compliance with the Company's rules, regulations, policies and procedures.
- To ensure compliance with all of the Company's statutory, legal and stakeholder obligations and undertakings.

- To assist the Chief Executives with the servicing of the Boards of the Company and its subsidiaries including preparation of papers and reports for all Board, subsidiary companies and Committee meetings and dealing with all Company governance and legal matters as required.
- To ensure that all reporting necessary to operate as a limited company, charity and publicly funded organisation is completed on time and with the controls necessary in place to meet best practice.
- To ensure creative solutions to compliance are determined and communicated throughout the company to enable the successful delivery of the Company's strategic goals.

Human Resources

- To develop, implement and review Human Resources policy and practice.
- To review and improve existing HR systems and processes, in consultation with the appropriate stakeholders, ensuring that the HR function meets the changing needs of the business and delivers operational effectiveness and efficiency.
- To lead on and ensure compliance and best practice in all aspects of human resource management, including recruitment and selection, induction, employee review and development, payroll management, employment contracts, absence management, changes to terms and conditions and grievance and disputes procedures.
- To maintain excellent relationships with all internal and external customers and ensure the provision of a first class HR service.
- To formulate policy to ensure compliance with current legislation and work with colleagues to ensure compliance and formulate suitable training.
- To lead on discussions on the Collective Agreement and union negotiations or consultations.

Advocacy

- To be an advocate for the arts and the cultural role that the Company plays as a venue of international standing.

Key Relationships

Internal

Board of Trustees
 Executive Director
 Artistic Director
 All Department Heads
 All Staff
 Freelance / Contract workers

External

Creative Scotland
 City of Edinburgh Council
 OSCR
 Other Stakeholders/Funders/Regulators

Bankers/Auditors/Professional Advisers
Audiences/Customers/Promoters
Suppliers / Software Suppliers & Support
Pension Providers / Inland Revenue
Trade Unions

Person Specification

Essential

1. A recognised professional accountancy qualification with evidence of relevant CPD.
2. A proven record of professional experience of working at a senior management level with significant financial and business experience, ideally within the arts, cultural or charitable sector.
3. Experience of assessing and prioritising high-level strategic decisions, yet able to have a day-to-day operational hands-on approach and an ability to communicate financial information to non-accountants in an easily understood manner.
4. A continuous improvement approach to managing people and teams, with demonstrable knowledge of HR best practice, including monitoring and reviewing staff performance and appraisals, up to date staff policies and procedures, ensuring accurate HR records are maintained to ensure the smooth running of the organisation.
5. Applied experience of working within a public funding environment.
6. Excellent understanding of risk management, compliance and governance issues within the charity and cultural sectors.
7. Strong analytical skills, excellent understanding of business information management and reporting systems, IT systems, administrative and communication systems combined with excellent computerised accounting and spreadsheets, budget management and administration skills.
8. Experience of managing, researching, planning and delivering new computerised accounting software projects.
9. Ability to generate imaginative solutions to creative challenges.
10. A self-motivated team player, with an outgoing and enthusiastic personality, able to work under pressure and to tight deadlines with patience and good humour.

Desirable

- Retail, leisure or charity industry experience, ideally in the arts or cultural sector.
- Knowledge of UK Theatre/Equity/MU agreements
- Experience in negotiation and writing contracts.

Terms & Conditions

<u>Title of post:</u>	Director of Corporate Services
<u>Hours:</u>	35 hours per week (exclusive of meal breaks) from 10am to 6pm Monday to Friday. Flexible working may be possible upon request. NB. Additional hours, including working evening and weekends, may be necessary to fulfil the requirements of the role. Time off in lieu of extra hours worked will be given wherever reasonably possible.
<u>Contract type:</u>	Permanent, with a three-month probationary period.
<u>Holiday entitlement:</u>	20 days per year (increases after three and five years' experience), plus such additional or substitute Public or Bank holidays as are decided by the Company from time to time up to a minimum of eight and maximum of ten days (pro rata).
<u>Pension:</u>	The Lyceum operates an auto enrolment scheme.
<u>Notice period:</u>	3 Months
<u>Salary Range:</u>	£45,000 - £50,000

EQUAL OPPORTUNITIES

At The Lyceum, we want everyone to feel accepted and embraced for who they are, regardless of age, race, disability, gender identity, marital status, faith or belief, sexual orientation, neurodiversity, socioeconomic background, education or family life. We know our industry has a long way to go in accessibility and inclusion, and so **we particularly encourage applications from those who do not currently feel they are represented in our workforce** and recommit to providing peer support and safe spaces for all staff. This includes a free, third party and entirely anonymous counselling service.

If you would prefer to apply for this position in a different format or would like us to make adjustments to enable you to apply or attend any interview, please let us know by contacting Mike Griffiths on mgriffiths@lyceum.org.uk. All applications are appreciated and considered.

If you'd like to arrange a no-pressure, informal chat about the role and its requirements, please contact Mike Griffiths by email on mgriffiths@lyceum.org.uk

STATEMENT of POLICY

The Royal Lyceum Theatre Company is committed to a policy of equality of opportunity for its staff (existing and prospective) and customers. The aim of this policy is to eliminate unlawful or unfair discrimination on the grounds of gender, marital status, responsibility for dependents, disability (mental and/or physical), sexual orientation, race, colour, ethnicity, nationality, religious belief, politics, social background, part-time employment, age, trade union activity, employment status, HIV status or gender reassignment and to ensure that no person or group is disadvantaged by unjustifiable reasons or conditions.

Employment practices will be operated based on the merits and abilities of individuals and decisions regarding recruitment, selection training and promotion will be based solely on objective, job-related criteria. The Company undertakes to apply employment procedures and practices in such a way as to minimise the possibility of discrimination and to develop means of combating it whenever it arises. The Company will ensure that its Policy is made known to all employees.

This Policy applies to advertisement of jobs, recruitment and appointment, training, conditions of work, pay and every aspect of employment.

RELEVANT LEGISLATION

Equalities Act 2010

**ROYAL LYCEUM THEATRE COMPANY
EQUAL OPPORTUNITIES MONITORING**

The Lyceum is committed to equal opportunities for all, irrespective of race, colour, ethnic or national origins, gender, marital status, sexuality, disability or age. So that we can monitor the implementation of our policy we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would complete and return this monitoring form. All forms are submitted anonymously and the information garnered will be treated in the strictest confidence and will be used only for statistical monitoring purposes only. ***It is not part of the selection process and will be separated from the application prior to shortlisting.***

The Lyceum Theatre Company, as a publicly funded organisation, has a statutory duty to record and then amalgamate data as collected by this form. Please note that by submitting this form you are giving consent for the Lyceum to collate the data as contained herein, which is understood to be for statistical purposes only.

Do you consider yourself to be:

- Irish
- Gypsy / Traveller
- Polish
- White British / Scottish
- White other, please specify
-
- Asian / Asian Scottish / Asian British
- Chinese/ Chinese Scottish / Chinese British
- African / African Scottish/ African British
- Caribbean/ Caribbean Scottish / Caribbean British
- Black / Black Scottish / Black British
- Arab / Arab Scottish / Arab British
- Mixed or multiple ethnic groups, please specify
-
- Other, please specify
-
- Prefer not to say

Age band:

- 18-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60+
- Prefer not to say

How would you describe your gender :

.....
or prefer not to say

Are you/ Do you consider yourself to be:

- Heterosexual
- Gay/ Lesbian
- Bisexual
- Other
-
- Prefer not to say

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment which has a substantial and long term (i.e. lasting more than 12 months) adverse effect on your day to day living. You may still be considered to have a disability if you are not currently adversely affected but the impairment is likely to recur, or the condition is progressive.

Do you consider yourself to be / to have a:

- Non-disabled
- Visual impairment
- Hearing impairment/ Deaf
- Physical disability(ies)
- Cognitive or learning disability(ies)
- Mental health condition
- Other long term/chronic condition
- Other, please specify
-
- Prefer not to say

Where did you find out about this opportunity ? _____