

Audit and Risk Committee Chair (Designate) and Non-Executive Board Member

Registers of Scotland

Day Rate: £278

Days Required: 25-30 days per annum

Closing Date: 05 May 2024

Foreword by

Jennifer Henderson,

Chief Executive and Keeper of the Registers of Scotland

Thank you for your interest in the role of Chair of the Audit and Risk Committee and Non-Executive Board Member at Registers of Scotland (RoS).

We are at a critical and exciting point in our transformation of RoS into a digital and information business. Setting the right strategy to achieve this, and managing the risks associated with such a significant transformation, require excellent and expert support from our Board and our Audit and Risk Committee. Our Board provides us with vital strategic advice and our Audit and Risk Committee (ARC) provides independent and important governance advice for a principal public sector organisation.

We aim to provide the best public service for Scotland and are on a mission to make some of the oldest public national land registers in the world into some of the most modern.

RoS manages over 20 land, property and other legal registers which are a critical asset for the Scottish economy. The oldest register dates back to 1617, and our latest went live in 2022.

We provide an essential service to the citizens of Scotland. The integrity of our registers supports the economy by providing a publicly guaranteed system of rights, giving certainty to citizens and institutions. The data within our registers supports the public, and policy makers, to make important decisions about land and property e.g. supporting the transition to net zero by identifying optimal wind farm locations or finding out who holds the controlling interest in land.

Our agile, in-house product development teams have created award-winning digital submission services and ScotLIS (Scotland's Land Information Service), alongside modernised internal registration systems, using the latest in cloud technology and artificial intelligence to enhance our security, accessibility, and sustainability.

At the core of our business are our colleagues and our customers (both professional and citizen).

We believe that by creating a more inclusive and equitable workplace, we can better understand and meet the needs of the people we serve, build trust and confidence with the public, and deliver more effective and responsive services.

This is a great time to work with RoS and help shape our next steps as we realise our vision of being a digital registration and information business trusted for our integrity.



About the role

We have an exciting opportunity to appoint a new Chair of our Audit and Risk Committee (ARC) who will also serve as a Non-Executive Member of our advisory Board.

The current Audit and Risk Committee Chair reaches their maximum term in office in autumn 2025. To allow for continuity and a successful handover, we are looking to appoint a candidate as 'ARC Chair Designate' in the summer of 2024. The successful candidate will join the ARC as an ARC member, in the summer of 2024, and will step into the role of ARC Chair and join the Board as a Non-Executive Board Member when the current ARC Chair leaves office in autumn 2025.

The ARC Chair is the only Non-Executive Director who serves on both the Board, and Audit and Risk Committee.

The RoS Audit and Risk Committee provides advice and assurance to RoS' Chief Executive, Accountable Officer, and Board, in respect of risk management. The ARC works closely with the External Auditor (Deloitte) and Internal Auditor (Scottish Government's Internal Audit and Assurance Directorate).

The ARC's role is to:

- Provide independent, informed support and assurance to the Chief Executive, Accountable Officer, and RoS Board on matters such as the corporate governance arrangements in place, and risk management including fraud, value for money and control systems.
- Commission an annual programme of work from RoS internal auditors, in consultation with the Accountable Officer and other Executive Directors. The programme is risk-based, focussing on RoS systems of internal control and challenges to the successful achievement of our corporate objectives. The ARC reviews the reports from that programme, monitoring outcomes and actions to completion.
- Provide an Annual Report to the RoS Board and the Accountable Officer summarising the work of the committee in the year, along with outcomes from effectiveness reviews.

Our Board Non-Executive Members bring us an important external perspective from the private, public, or third sector and contribute at a strategic level on corporate management issues, providing challenging, innovative, and informed input. For this role we need strategic thinkers with strong communication skills, who can pose constructive challenge during discussions and contribute to improving the performance of RoS.

The RoS Board's role is to provide strategic advice to the Keeper on:

- Setting and communicating RoS' vision and values.
- Setting strategy and objectives for RoS and ensuring that the necessary financial, IT, physical and human resources are in place to deliver them.
- Setting a framework of prudent and effective controls that enable risk to be assessed and managed.
- Monitoring and improving RoS' performance.

The terms of reference for the RoS Board can be found [here](#) and the terms of reference for the RoS Audit and Risk Committee can be found [here](#).

Details of the current Board and ARC members can be found [here](#). You can also read a blog from outgoing ARC Chair Andrew Harvey about his time in the role [here](#).

RoS emphasises diversity in our Board, and Audit and Risk Committee, and we welcome applications from appropriately qualified candidates in all sections of the community, and from people with diverse experience and backgrounds.

Information regarding our current ARC and Board diversity is published [here](#).



LEADERSHIP COMPETENCIES

We are looking for an ARC Chair Designate / Board Member who can demonstrate strength in the following areas of leadership:

Inspiring

As a Non-Executive Member of the RoS Board and the Chair of the RoS Audit and Risk Committee, you will be an inspiring, visible, and inclusive Board /ARC member, gaining the trust and confidence of the Keeper, Accountable Officer, ARC and Board colleagues, and the Executive Management Team; supporting and encouraging them to enable RoS to achieve its objectives.

Passionate

You will be passionate about what we do and the difference we make to people's lives. You will bring energy, commitment, and a broad external perspective. You will chair the Audit and Risk Committee in fulfilling its vital role in safeguarding public funds - assuring the Keeper, Board, and Accountable Officer that the risk controls and corporate governance regime are fully effective in RoS and that RoS is delivering value for money for its customers and stakeholders.

Strategic

You will add value to Board and ARC discussions by seeing the bigger picture and offering an objective and independent perspective to help RoS provide the best public service for the people of Scotland. You will appreciate the legal and regulatory framework that RoS operates within and use this knowledge to tailor your advice to RoS' unique circumstances. You will be able to assimilate information at pace, getting to the heart of an issue to generate insightful advice. Your advice will fundamentally shape the longer-term success of RoS and underpin our role at the heart of the Scottish economy.

Collaborative

You will work collectively and collaboratively with the Keeper, RoS' Executive Management Team, the External Auditor (Deloitte), and Board and ARC colleagues to successfully support the delivery of RoS' vision to be a digital registration and information business trusted for our integrity.



TECHNICAL COMPETENCIES

As Audit and Risk Committee Chair, we are seeking to appoint a candidate who has:

- Experience of working with or chairing an Audit and Risk Committee or similar governance body and who can articulate an ARC's value to an organisation.
- An excellent understanding of audit and risk issues in complex delivery organisations.
- The ability to chair meetings involving multiple stakeholders, facilitating an equitable contribution of all members.
- Excellent communication skills.
- A proven ability to provide sound, independent advice and assurance.

As a Non-Executive Director, candidates will be expected to demonstrate:

- A record of achievement at Executive (or equivalent) level and an ability to work effectively as a member of a mixed Executive and Non-Executive board.
- Experience of operating at Board level and understanding the principles of effective governance.
- Experience of leading transformational or system change in an executive or non-executive capacity.
- Relevant experience to be able to contribute to the overall vision and strategic direction of RoS.
- Experience of using your judgement to consider and challenge complex issues from an impartial and balanced viewpoint.
- A proven ability to question and challenge constructively and influence decision making within a Board setting.
- Strong personal commitment to the vision and mission set out in the RoS corporate plan and to RoS' values.

You must also have commitment to the principles of public service, with the highest standards of personal propriety in relation to governance, accountability, risk and financial management.

PUBLIC SERVICE STANDARDS

All Board and ARC members must observe the highest standards of impartiality, integrity, and objectivity in relation to the advice they provide.

They are required to:

- Follow the Nine Principles of Public Life set out by the [Standards Commission for Scotland](#).
- Comply with these Principles, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of RoS and any relevant statements of Government policy. Any new member's induction plan will ensure to cover this.
- Not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses, or other organisations.
- Not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of this body. When engaging in other political activities, members should be conscious of their public role and exercise proper discretion. These restrictions do not apply to MSPs, MPs (in those cases where MSPs and MPs are eligible to be appointed), to local councillors or to peers in relation to their conduct in the House of Lords.

CONFLICT OF INTEREST

In your covering letter you should disclose any personal or business interests, which may (or may be perceived to be) relevant to or in conflict with working for RoS. These will be explored as part of the interview and selection process.

LOCATION

Most Board and ARC activities take place in person in our offices in Meadowbank House, Edinburgh, EH8 7AU or Saint Vincent Plaza, Glasgow, G2 5LD. You must be able to attend both of our offices for in-person Board and ARC meetings. Some business is also conducted virtually via MS Teams. Travel costs to committee meetings and related expenses will be reimbursed.

TENURE

1 year as ARC member, and then 3 years as ARC Chair / Board Member with an option to extend for a further 3 years.

MEETINGS

The following meetings are scheduled in 2024-25.

ARC

Date	Location
9 th July 2024	Virtual
13 th August 2024	Meadowbank House, Edinburgh
24 th September 2024	Virtual
12 th November 2024	St Vincent Plaza, Glasgow
11 th February 2025	Meadowbank House, Edinburgh
25 th March 2025	Virtual

BOARD

Date	Location
9 th / 10 th September 2024	Meadowbank House, Edinburgh
10 th December 2024	St Vincent Plaza, Glasgow
18 th / 19 th March 2025	TBC

In addition, all Board and ARC members are invited to participate in a Board / ARC workshop on 21st January 2025.

HOW TO APPLY

A public appointment is, typically, a Ministerial appointment to the Board of a public body, supported by the Public Appointments Team. As RoS is a Non-Ministerial Office, an ARC and/or Board role at RoS does not constitute a public appointment and therefore the full recruitment and selection process is administered by RoS.

The selection process will consist of two stages, which are detailed below.

STAGE 1: CV and Covering Letter

Candidates should first submit their CV and supporting covering letter of no more than 1000 words through our online recruitment system by the deadline of 5th May 2024. You can submit these documents by clicking the “APPLY NOW” button at the end of this pack.

Your covering letter should include the following:

- Why do you want to chair the RoS Audit and Risk Committee and join the RoS Board?
- How does your experience match the requirements of the role, including leadership and technical competencies?
- How do you believe your skills and experience can add value to addressing the current risks and challenges that RoS is facing?
- Please provide an example of a situation where you have fulfilled an advisory role, similar to that which you would exercise for RoS, and describe the impact you were able to achieve via your advice.

Please note that our online recruitment system will anonymise your CV.

STAGE 2: Selection Day - Interviews will take place on 17th or 24th June 2024

Candidates whose CV and covering letter most clearly meet the selection criteria will be invited to an interview involving a short analytical/presentation exercise (provided on the day) and a question-and-answer session based on their motivation and experience. Candidates should anticipate needing to be available for two hours.

It is expected that panel members will be:

- Keeper and Chief Executive, Jennifer Henderson
- Current Audit and Risk Committee Chair and Non-Executive Board Member, Andrew Harvey
- Accountable Officer, Chris Kerr

The interviews will be conducted in person at RoS’ office at Meadowbank House in Edinburgh. Whilst any travel and subsistence expenses incurred during the selection process are normally the responsibility of the applicant, if this is something that is preventing you from applying, please do not hesitate to contact us and we will do our best to make alternative arrangements.

Successful appointments

Successful candidates will be required to provide a valid Basic Disclosure Scotland certificate dated within one year of the offer of appointment. This cost cannot be reimbursed by RoS. Further information about disclosure certificates can be found on the Disclosure Scotland website [here](#).

If you are successful at interview and accept the appointment, you will be invited to take part in an induction programme. The programme will include meeting existing committee members and relevant members of the RoS staff team to allow them to share their knowledge and experience with you.

There is an on-going annual appraisal process. This will give an opportunity to discuss your performance with the Keeper and review the contribution you are making. Additionally, the Board and ARC undertake an annual review of their own effectiveness.

Once a successful applicant has been offered, and accepted, the post of Audit and Risk Committee Member (Chair-Designate) / Board member, RoS will publicise this information to notify our customers and stakeholders.

Equal Opportunities

Along with your completed application (CV & covering letter) you will be asked to complete a Diversity Monitoring Form when you apply for the role.

Please direct your application or any queries to our Resourcing Team:

E: resourcing@ros.gov.uk

Timeline

Advert Closing Date	5th May 2024
Application Sift	21st May 2024
Assessments (in person at our Edinburgh Office)	17th or 24th June

We look forward to receiving your application.

[**APPLY NOW**](#)