

Director of Design

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1. Welcome from our Chief Executive



Architecture and Design Scotland is a dynamic, creative place to work and somewhere you can make a real difference. If you are inspired by that, then I'd love to hear from you.

Our aim is to put people at the heart of designing their places and we are passionate about this because we know how much better things are when this happens.

We work with our many partners to increase the use of collaborative approaches to planning places and to show how design can support communities to meet challenges as diverse as the climate emergency and child poverty. This is what underpins our strategy and drives everything we do as we work to create great places right across Scotland.

As our Director of Design, you would be responsible for leading key parts of this work, offering you a unique opportunity to play your part in our future. If you would like to find out more about our work and this exciting role, please visit our website or get in touch.

Jim MacDonald
Chief Executive

2. Diversity and inclusion

As a Scottish Non-Departmental Public Body (NDPB) whose terms and conditions align with those of the Scottish Government, we aim to be a welcoming and inclusive employer. We are seeking colleagues who will be committed to joining us on that journey, and we are determined to improve diversity and to create a culture where everyone's experience and perspectives are valued.

Our ambition is to be a diverse and inclusive employer where people can be themselves at work. We are committed to building a workforce of people with a wide range of backgrounds, perspectives, and experiences, who are valued for their unique contributions in an environment that is respectful, supportive, and free of discrimination, harassment, or bullying. That means a workforce that includes people of different age groups, socioeconomic backgrounds, faith, and beliefs. People who are trans, disabled, or from minority ethnic backgrounds. People who identify as lesbian, gay, or bisexual or another sexual orientation. A workforce that is representative of the people of Scotland.

We know that to do this, we need an inclusive culture. We are committed to continually improving our organisational culture and following the lead set by Scottish Government, in their new vision, ['In the service of Scotland'](#). Five core values underpin this vision: integrity, inclusivity, collaboration, innovation and kindness.

3. Our current priorities

We are here to help make places better. We are passionate about promoting design that meets everyone's needs.

We are working to deliver our Corporate Strategy for 2021- 31 which sets out our priorities and vision.

We want the Place Principle to be the normal way of doing things in Scotland. We help make that happen is by promoting good design and collaboration, connecting people and organisations, providing advice and skills, and sharing insights from our work.

4. The role

LOCATION: This post is based in Edinburgh

GRADE AND SALARY Director level (SCS pay band 1)

Pay Range: £49,861 - £62,167

CONTRACT TYPE: FULL TIME, PERMANENT

Reporting to the Chief Executive, the Director of Design is responsible for leading our advice work and is a member of our Leadership Team.

You will be a strategic thinker with significant professional knowledge, skills and experience and will be comfortable leading teams, supporting individuals and working in a complex stakeholder environment. Most of all you will be a passionate and persuasive advocate for the difference design can make to people's lives.

5. Key duties and responsibilities

As the senior design professional within the organisation, you will be required to:

- lead the work of our Place Scale Strategy, Place-Based Investment and Climate Action Towns teams
- manage and support senior staff within these teams
- prepare and present reports to Architecture and Design Scotland Board and its Sub-Committees.
- be a member of the Leadership Team, dealing with corporate initiatives, strategic planning, and finance/resource management
- deputise for the Chief Executive as required
- undertake other appropriate responsibilities as instructed by the Chief Executive

6. Essential criteria

The role requires:

- graduate and/or post-graduate level qualifications or equivalent
- membership of a relevant professional body
- substantial post-qualification experience in an appropriate professional discipline
- knowledge of design in the built environment including an understanding of the national and local policy contexts
- a successful track record of managing teams, projects, and budgets
- an ability to support, analyse and critically appraise built environment projects

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- effective written, digital, and oral communication skills
- problem solving and analysis
- the ability to lead and facilitate in a workshop environment

7. Person specification

To succeed in this role, you will be:

- an inspiring and supportive leader
- passionate about design and the built environment
- an excellent communicator
- a strategic thinker
- comfortable taking responsibility
- aligned with our values

8. How to apply

Please email to recruitment@ads.org.uk your:

- 1) CV
- 2) 1,500 word supporting statement outlining how your skills make you suitable for the role
- 3) Diversity Monitoring Form

The selection panel will use the first two documents to assess your suitability for the role against the essential criteria during sifting.

- **Supporting statement (maximum 1,500 words)** explaining how your skills, qualities and experience make you suitable for the role. You should make particular reference to, and structure your supporting statement around, the essential criteria.
- **CV** setting out your career history, with key responsibilities and achievements. This should provide details of your qualifications and career history with dates and reasons for leaving.
- Completed **Diversity Monitoring** Form
- **Disability Confident Scheme** (previously known as Guaranteed Interview Scheme) for disabled persons. For further information, see the Disability Confident scheme website <https://disabilityconfident.campaign.gov.uk>

If you require reasonable adjustments to support you to apply for this role, please email Sue Reynolds, Corporate Infrastructure Manager (sue.reynolds@ads.org.uk) in confidence. For example, a reasonable adjustment at the application stage could be providing information in an accessible format.

Process

If you are shortlisted, you will be provided with full details of the next stages of the selection process. This will include a short presentation (10 mins) on which you will be given a topic in advance of the interview and asked to prepare in advance to enable you to present to the panel on the day of the interview.

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You will also have the opportunity to discuss with the CEO any queries you have prior to the final selection panel interview to learn more about the role and the organisation.

The location and format of the final selection panel interview will be confirmed in advance.

Interview Expenses

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

9. Indicative timeline for the recruitment process

Closing date for applications	Noon 10 August 2022
Shortlisting	Week commencing 15 August 2022
Interviews	Week commencing 22 August 2022

*Timings are subject to change and may alter. You will be informed appropriately.