

# Are you ready to improve the lives and prospects of everyone in South Lanarkshire?

**Executive Director – Education Resources**

Job ref: F&C 1047

£158,126 - £162,560 (initial placement will reflect experience and competence)

**Recruitment pack**





# About us

**South Lanarkshire is the fifth largest council in Scotland, as well as being one of its most diverse. Home to a population of around 319,000 and covering 180,000 hectares stretching from Glasgow to the Borders, South Lanarkshire thrives upon a mix of urban and rural communities.**

Our Council Plan, Connect seeks to support all who live and work here – from the youngest to the oldest – through six key outcomes. It also outlines our vision and priorities to improve, sustain and enhance what matters most to them. Education, housing, sustainability, economic development, tackling deprivation and poverty, and looking after our most vulnerable, are top of the list.

This vision also strives to make South Lanarkshire one of the strongest and most dynamic economies in Scotland, where businesses, communities and residents can prosper and achieve their full potential.

Despite the pressures facing local government today, we continue to commit to significant capital investment in our school estate, social housing, roads and care for the elderly.

As a key partner in the Glasgow City Region City Deal, a £1.13 billion initiative focused on investing in infrastructure and economic development assets, we are committed to supporting and developing our business base and key sectors.

With the advent of the South Lanarkshire Health and Social Care Partnership, the council has taken the opportunity to develop new strategic approaches to our care for the elderly, working with our health partners to provide the support this and future generations will need.

South Lanarkshire is also a listening council. Our membership of the Community Planning Partnership allows us to engage across the spectrum of services and those who use them.

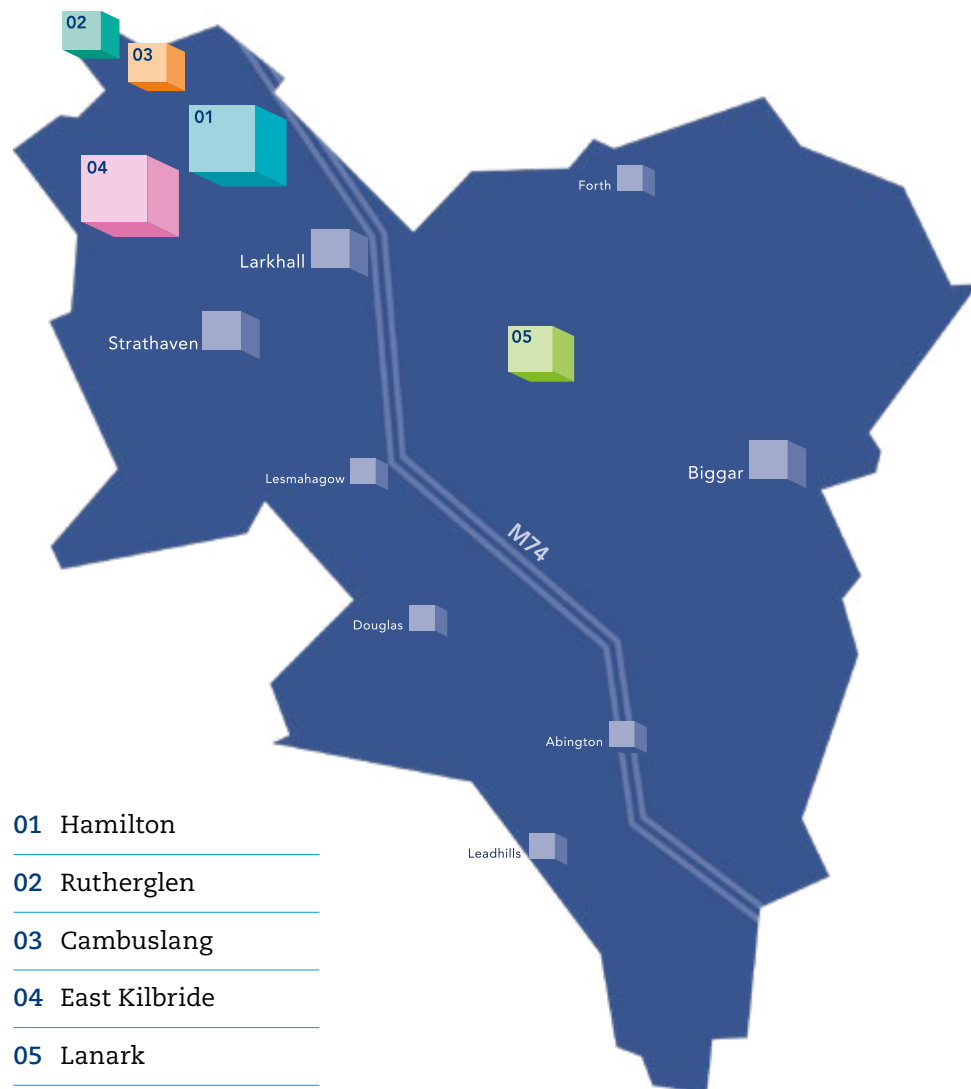
Here in South Lanarkshire citizens enjoy an excellent quality of life. Green spaces, cultural opportunities, enviable transport links and affordable housing make this an attractive place to live, work and bring up family.

The foundations have been solidly laid to enable us to continue to promote South Lanarkshire on a local, national and international stage, whilst ensuring our people can, and will, prosper.



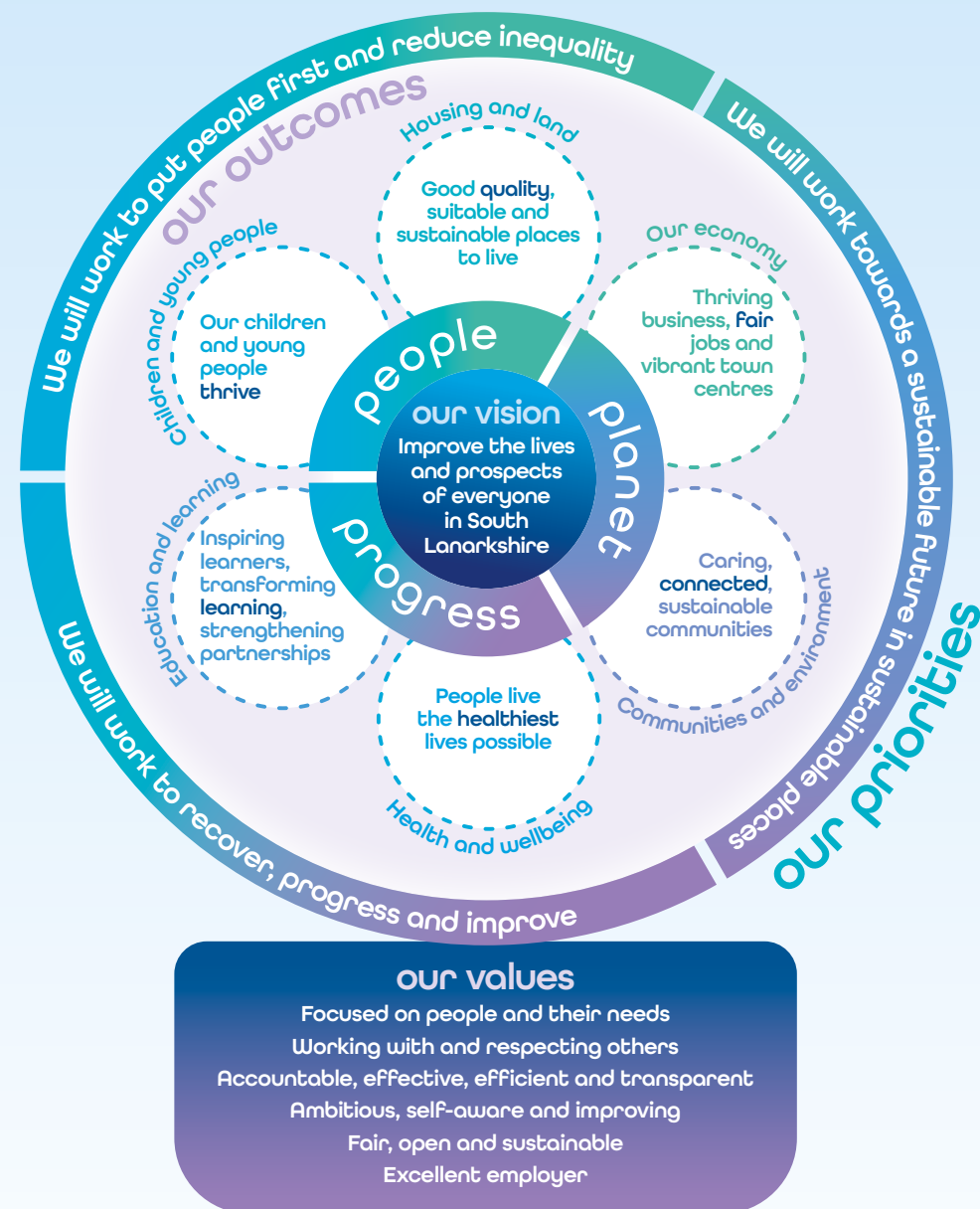
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# About the area



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# Our vision



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# About the service

**South Lanarkshire is one of the Scotland's biggest and most progressive local authorities. It is an ambitious, high-performing organisation with a clear vision to improve the lives and prospects of everyone in South Lanarkshire.**

There are over 55,000 young people attending nursery, primary, secondary and additional support needs schools in South Lanarkshire. This includes 124 primary schools one of which provides Gaelic medium education, 17 secondary schools one of which provides Gaelic medium education, seven additional support needs schools and 23 supported provision bases in the South Lanarkshire area. Pre-school education is provided in 85 Early Years establishments, along with our partnership agreements with external providers: facilities include 65 nursery classes in schools, 20 community nurseries and partnerships with 106 external providers.

The council has invested in a completely new school estate which is widely recognised as one of the best in the United Kingdom and beyond.

Our schools and establishments nurture ambition and aspirations, improve attainment and achievement and create and widen opportunities for all children and young people. Creative and inspirational learning and teaching takes place across our establishments and services every day.

South Lanarkshire Council's priorities for education have been influenced and shaped following extensive consultation and engagement with stakeholders, including the views of children and young people.

Our values, purpose and priorities are the building blocks for the Education Resources Plan, as well as our service plans and school improvement plans. This enables everyone within the Education Service to have a shared and clear purpose in efforts to achieve better outcomes for children, young people and families.



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# Strategy on a page

Set out below are the priorities for all schools, educational settings and services in 'Our strategy on a page'.

Our aim is to inspire all learners, transform their learning experiences and strengthen the partnerships we have with parents/carers and families and agencies and services who support the learning and wellbeing of children and young people.

As well as day to day line management of the schools and establishments in South Lanarkshire's four localities, Heads of Education are also responsible for the following strategic areas:

Head of Education: Inclusion

- Inclusive Education and ASN
- Education Psychological Service
- Safeguarding and Child Protection
- Youth, Family and Community Learning Service
- and for children's services planning in a partnership context.

Head of Education: Primary and Early Years

- CQIS (Primary Team)
- School Improvement and Inspection
- Learning, Teaching and Assessment
- Raising Attainment
- Curriculum Development
- Planning for Equity
- School and Learning Community Improvement Planning
- Standards and Quality reporting
- Early Learning and Childcare Provision

Head of Education: Senior Phase

- CQIS (curriculum and attainment functions)
- National Improvement Framework
- Learning, Teaching and Assessment
- Scottish Attainment Challenge/Pupil Equity Funding
- Developing Young Workforce, 16+ Destination
- Assessment and Moderation
- Employee Relations
- ICT within Education establishments

Head of Education: Support Services and School Estate

- Education Resources Estate
- School Support Staff and Services
- Capacity Planning
- Risk Management
- Health and Safety

## Our Strategy on a page



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# Executive Director – Education Resources

**Are you ready to help improve the lives and prospects of everyone in South Lanarkshire?**

**This is an exciting opportunity for an inspirational leader to join the Corporate Management Team to continue our work to improve the lives and prospects of everyone in South Lanarkshire, especially our young people.**

South Lanarkshire Council is one of Scotland's biggest and most progressive local authorities. The Executive Director of Education Resources leads the delivery of priorities designed to inspire learners, support children and young people, transform learning and strengthen partnerships.

The successful candidate for this post will lead the delivery and further development of Education in South Lanarkshire and work to deliver the following priorities:

- Improve health and wellbeing to enable children and families to flourish.
- Ensure inclusion, equity and equality are at the heart of what we do.
- Provide a rich and stimulating curriculum that helps raise standards in literacy and numeracy.
- Support children and young people to develop their skills for learning, life and work.
- Empower learners to shape and influence actions on climate change and sustainability.

As Executive Director you will lead the Resource Management Team, working with Heads of Service to give clear direction and management to all the Resource Services.

You will also play a key role in the Corporate Management Team, reporting to the Chief Executive.

You will be a proven leader within the Education sector with a substantial track record of success in delivering strategic programmes leading to improved outcomes for our young people and communities.

Crucial to your success will be your ability to build trust and confidence. You will display a high level of personal credibility, aligned with excellent communication skills which allow you to work productively with Elected Members, employees and our partners.

You must demonstrate significant Head of Service or Director level experience in strategic and operational management across large complex organisations and have experience of successfully addressing the key challenges facing public services in Scotland.

You must be able to offer clear strategic direction, be able to analyse and understand complex performance information, and be able to work with others to translate this into effective deployment of resources to achieve the highest levels of service delivery and customer satisfaction.

Suitable candidates for this challenging role will possess a strong focus on delivering customer service needs within relevant legislative parameters.

You should be educated to degree level and hold a relevant professional qualification or equivalent.

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

**For an informal discussion or to find out more, please contact Chief Executive Paul Manning on 01698 454208.**

**Assessment centre: 24 March 2025**

**Interview date: 23 April 2025**

Before applying for this role, please ensure that you read the full advert text, job profile and recruitment pack and do not submit a CV as your application. When completing the application process please ensure you provide a separate supporting document covering the areas requested in the advert text.

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# Job profile

**Reports to:** Chief Executive  
**Location:** South Lanarkshire Council Headquarters, Almada Street, Hamilton, ML3 0AA  
**Salary scale:** £158,126 - £162,560

## Vision and values:

South Lanarkshire Council is an ambitious and progressive local authority, and serving the community is at the heart of all we do. The ultimate aim is to ensure the council is delivering on its promises in an effective, efficient and ethical way and is committed to its vision 'to improve the lives and prospects of everyone in South Lanarkshire'.

The council's commitment to its values is demonstrated through the behaviours and actions of all elected members and employees.

## Overall purpose:

Management of portfolio of Services within Education Resources. Lead and direct multi-functional teams and drive forward service improvements. Responsibility for the application of a corporate approach to the development and implementation of the council's policies and strategic initiatives to ensure an integrated approach to the management of the council's affairs.

## Key responsibilities:

As a member of the council's Corporate Management Team (CMT), to act as the primary interface with the elected members of the council in ensuring the effective delivery of services, consistent with the political priorities, values and objectives of the council.

To be responsible for the strategic management of resources and policy planning for Education Resources.

To lead in the operational delivery and target setting alongside the continuous improvement of Resource targets and standards aligned to the delivery of corporate strategic initiatives, aims and objectives for the council.

To develop, implement and maintain effective management information, performance monitoring and review mechanisms to ensure that the council's resources are most effectively utilised.

To provide advice and guidance to elected members on policy and strategic issues.

To discharge legal duties and responsibilities on behalf of the Local Authority in relation to Education Resources and as part of the Corporate Management Team.

To liaise and where appropriate develop partnerships with other bodies, organisations and individuals as necessary.

## Essential requirements:

Ability to demonstrate significant Director or Head of Service level experience and strategic management experience across a large complex public sector organisation.

Must be able to demonstrate ability to lead and direct multi-functional teams within Educational establishments.

Demonstrate substantial leadership and change management experience, with excellent strategic, operational and financial management skills across complex public sector organisations.

Possess a strong customer focus on delivering customer service needs aligned to the business within relevant legislative parameters.

Ability to build effective relationships with employees, customers and stakeholders.

Ability to work collaboratively within a multi-disciplined environment to drive forward a culture of teamwork, accountability and success.

Strong personal commitment to improving local public services.

A strong commitment to honesty and openness, treating people consistently, fairly and with respect.

To be persistent, tenacious, highly motivated and not easily discouraged.

To be an inclusive and supportive team player.

To work in a flexible, adaptable manner and to always act with discretion and tact.

# Behaviours framework

The council's behaviour framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

## Efficient

- Drives service improvement and innovation by communicating vision and a sense of purpose across area of responsibility.
- Achieves efficiency savings taking account of council objectives and workforce planning requirements whilst improving outcomes for the communities of South Lanarkshire Council.
- Develop services which have a positive impact on the physical environment of South Lanarkshire Council ensuring sustainability of resources.
- Adopt a non bureaucratic approach to service delivery and encourage others to seek simple solutions to achieve objectives.
- Adopt a project management approach when reviewing services and delivering change.

## Flexible

- Plans for the variability of service demand and resource availability ensuring the system has the resilience and capacity to cope with uncertainty.
- Leads creative approaches in designing services and developing new ways of working which achieve efficiency and improvement.
- Views and presents change as an opportunity to modernise and 'future proof' services.
- Drives change by persuading and influencing others.
- Understands the impact on change on others and becomes a focal point of support and guidance in times of uncertainty.

- Takes responsibility for change and coaches other to do the same.
- Communicates facts to dispel rumours.

## Performing

- Focus on strategic long term outcomes, anticipate changes in working practices and effectively manage transitions.
- Works to achieve and vision of customer focus, improvement and excellence within the council, as well as with partners and other stakeholders.
- Gives teams defined structures and clear direction, enabling a strong sense of ownership and personal responsibility for the delivery of outcomes and objectives.
- Health, safety and wellbeing are at the heart of approach and ensure that these principles are understood in the application of your strategic responsibilities.

## Working with others

- Spends time building relationships with partners.
- Facilitates elected member involvement and consults with representative groups when formulating strategies.
- Inspires a 'one team' culture.
- Builds networks, locally regionally and nationally to help provide support and expertise by shaping and driving forward agendas and addressing concerns.
- Role models inclusive leadership; respecting colleagues, partners and customers and treating people according to their needs.
- Engages with communities, internal and external partners ensuring the full range of views are taken into account.

- Understands the importance of communication, evaluates its effectiveness and takes steps to improve; leading and encouraging open communication at all levels in the organisation.
- Understand respectful challenge and makes own case whilst recognising the concerns of others.

## Leading

- Visible and accessible to employees within your service/area of responsibility.
- Role model for inspirational leadership.
- Builds commitment and engagement to improve team cohesion and outputs.
- 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 council.
- Evaluates resources, options and consequences in decision making.
- Communicates positive messages about the organisation, acting in its best interests and being an ambassador for South Lanarkshire Council.
- Understands the power and authority that comes with the senior manager role and adapts behaviour to ensure interactions with others are positive and empowering.
- Coaches and mentors others and has continuous learning and development as a key priority for the service.

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# Position requirements

## Education, Qualification and Training

Educated to degree standard and hold a professional qualification or equivalent.  
Member of a recognised, relevant professional body.

## Skills, knowledge, experience

- Ability to demonstrate significant Director or Head of Service level experience and strategic management experience across a large complex public sector organisation.
- Must be able to demonstrate ability to lead and direct multi-functional teams within Educational establishments.
- Demonstrate substantial leadership and change management experience, with excellent strategic, operational and financial management skills across complex public sector organisations.
- Possess a strong customer focus on delivering customer service needs aligned to the business within relevant legislative parameters.
- Ability to build effective relationships with employees, customers and stakeholders.
- Ability to work collaboratively within a multi-disciplined environment to drive forward a culture of teamwork, accountability and success.
- Experience of working strategically in relation to multi agency public protection work is desirable.

## Personal Qualities

- Strong personal commitment to improving local public services.
- A strong commitment to honesty and openness, treating people consistently, fairly and with respect.

- To be persistent, tenacious, highly motivated and not easily discouraged.
- Inclusive and supportive team player.
- To work in a flexible, adaptable manner and to always act with discretion and tact.

## Other

- This post has been politically restricted in terms of the Local Government and Housing Act 1989. In Scotland, Education Authorities are responsible for ensuring that statutory requirements are met and that they are diligent in taking forward nationally agreed policies and guidelines. They are also responsible for the spending and accountability for educational funding. They also have a responsibility for the continuous improvement of services to meet the needs of their local communities.

To meet the statutory requirement to engage in a formal consultation process, in line with the requirements of the Schools (Consultation) (Scotland) Act 2010, when proposing a change in provision.

Education is provided at pre-school, primary and secondary levels in both mainstream and special schools. In accordance with the Education (Scotland) Act 1980 and Standards in Scotland's Schools etc. Act 1980, United Nations Convention on the Rights of the Child, Children and Young People (Scotland) Act 2014, The Equality Act 2010, Education (Scotland) Act 2016, Legislation for Gaelic Education.

- This post is excepted in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2003.

## Recruitment checks

As part of our approach to good practice and safer recruitment we carry out a number of essential pre-employment checks, for example Identity and Right to Work, PVG and Disclosure, qualifications, registration, employment history and gaps in employment and references.

South Lanarkshire Council is committed to providing support to members of the armed forces, veterans and their families which is set out in the Armed Forces Community Covenant. Veterans are guaranteed an interview who meet the minimum requirements for the position.

**South Lanarkshire Council is an Equal Opportunities employer and encourages applications from all members of the Community. As a user of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum requirements for the position.**



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

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# Further information

You can find more detailed information about the council, its priorities and its policies by following these links:

[South Lanarkshire Council website](#)

[Council departments](#)

[Council performance](#)

[Connect – council plan](#)

[Plans and policies](#)

[South Lanarkshire councillors and committees](#)

[South Lanarkshire View](#)

[South Lanarkshire Leisure and Culture](#)

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

[South Lanarkshire Community Planning Partnership](#)



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

Phone: 0303 123 1015

Email: [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)



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