



Role Profile

Head of Corporate Governance and IJB Secretary			
Reference No:	A4955		
Service:	Health and Social Care		
Job Family:	Business Management/Improvement	Grade:	FC10

Purpose
To lead and continuously strengthen the Integration Joint Board (IJB), corporate governance framework, ensuring legal compliance, ethical standards, and transparent decision-making, and effective organisational accountability. The postholder acts as the principal governance advisor to the IJB Chair, Chief Officer and Board Members, and provides strategic leadership in governance and communications. Th role is central to sustaining the performance and reputation of the IJB ensuring governance arrangements enable the delivery of strategic priorities across integrated health and social care.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Corporate Governance Leadership Lead the design, development, implementation, and continuous improvement of the IJB's corporate governance framework.	Educated to degree level or equivalent experience in a relevant discipline.	✓	

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Ensure all governance systems reflect legislative requirements, ethical standards, national policy and best practice. Provide strategic oversight of Standing Orders, Scheme of Delegation, governance controls, and decision making pathways			
Strategic Advisory Role Provide expert advice and support to the IJB Chair, Chief Officer, and Board Members on governance matters. Identify governance risks, escalate issues, and ensure systems are in place to provide assurance and informed decision-making.	Postgraduate qualification in a relevant subject (e.g. public administration, law, governance).		✓
Secretariat and Board/Committee Management Lead the high-quality secretariat function for the IJB and its committees. Oversee agendas, forward planning, action tracking, meeting management, and governance cycle optimisation. Ensure all business is conducted in line with Standing Orders and statutory requirements	Expert knowledge of public sector governance, NHS Scotland policy, local authority procedures, and relevant legislation.	✓	
Ethical Standards and Statutory Compliance Act as the IJB's Standards Officer under the Ethical Standards in Public Life (Scotland) Act 2000. Ensure full compliance with statutory duties, governance codes and regulatory requirements.	Proven experience advising senior leaders and Boards in a complex public sector environment.	✓	

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Public Affairs, Communications and Reputation Management Lead the IJB's public affairs and communications function managing responses to elected members, MSPs/MPs, parliamentary questions, and ministerial briefings. Ensure strategic alignment of HSCP communications and reputation management.	Leadership experience within NHS, local government or a large complex organisation. Experience managing complex, politically sensitive communications.	✓ ✓	
Policy Development and National Influence Lead or contribute to strategic projects, policy development, and national consultations. Provide expert written reports, briefings, and governance guidance on behalf of the IJB Chair and Chief Officer.	Evidence of the application of expertise in good corporate governance, internal control and risk management, through initiating, leading, facilitating and evaluating the development of systems and practices in an organisation.		✓
Information Governance and Records Management Oversee records management and ensure full compliance with the IJB's Records Management Plan. Lead governance information systems and ensure defensible, accurate documentation	Evidence of being able to produce written reports to a professional standard.	✓	
Leadership and Team Management Manage a small governance, secretariate and communications team. Lead staff development, continuous improvement, and performance alignment with organisational priorities	Evidence of excellent communication skills including oral and presentational communication, combined with good listening skills. Evidence of highly developed influencing, negotiating and facilitation skills.	✓ ✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

