
Position:	Planning and Statutory Functions Manager
Salary:	B3: FTE £45,894 - £54,952
Location:	TBA
Hours:	Full-time
Managed by:	Director of Development
Contract:	Permanent

Bòrd na Gàidhlig

Bòrd na Gàidhlig is an Executive Non-Departmental Public Body established under the Gaelic Language (Scotland) Act 2005. It is the principal organisation in Scotland responsible for Gaelic development, providing advice to Scottish Ministers on Gaelic matters.

Bòrd na Gàidhlig works to promote Gaelic in partnership with the Scottish Government, Local Authorities, Public Bodies, partner organisations, and communities.

Bòrd na Gàidhlig seeks to fulfil its remit through delivering its Corporate Plan, as well as contributing to the delivery of the National Gaelic Language Plan.

Purpose of the post

To manage and support the compliance of Bòrd na Gàidhlig and relevant public authorities with all applicable regulations and standards as required by legislation.

Key aspects of the post

1. Provide advice and guidance to Bòrd na Gàidhlig in relation to all matters pertaining to compliance of statutory functions.
2. To design, implement and ensure delivery of key strategies to ensure compliance.
3. Support the creation and monitoring of reporting processes internally within Bòrd na Gàidhlig.
4. Communication and collaboration with stakeholders in relation to the discharge of statutory functions and compliance.
5. Support the delivery of Bòrd na Gàidhlig's objectives as set out in our operational and corporate plans.

Specific Duties

1. Collection of information to deliver reporting on the compliance of public authorities with their statutory duties. This will include the implementation of targets in Gaelic Language Plans and the requirements for Bòrd na Gàidhlig to report to the Scottish Government in relation to compliance with all relevant legislation.
 2. Analysis and evaluation of information to ensure reporting processes meet national
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requirements.

3. Preparation of relevant reports, including evaluation against agreed targets.
4. Assist in providing guidance to relevant public authorities in relation to their duties.
5. To oversee team members involved in statutory planning and compliance.
6. Any other duties reasonably regarded as being part of the purpose and responsibility of the post.

Competencies, Knowledge and Qualifications

The following are **essential** for candidates applying for this position:

<ul style="list-style-type: none">• Experience and clear understanding of the legislative framework applicable to Bòrd na Gàidhlig.
<ul style="list-style-type: none">• Demonstrable skills in developing and implementing strategies to strengthen the Gaelic language.
<ul style="list-style-type: none">• Able to build relationships with a range of stakeholders to ensure that priorities, outcomes, and actions are delivered effectively and collaboratively.
<ul style="list-style-type: none">• Project management skills including managing a range of projects at the same time to tight deadlines.
<ul style="list-style-type: none">• Critical thinking, data analysis and the ability to provide key information succinctly and accessibly.
<ul style="list-style-type: none">• Experience in the recruitment and management of contractors to achieve desired outcomes within budget and on time.
<ul style="list-style-type: none">• Ability to empower and enable a team.
<ul style="list-style-type: none">• Ability to influence the views of managers and leaders.
<ul style="list-style-type: none">• Good organisational skills.
<ul style="list-style-type: none">• Able to self-manage so as to deliver required outputs and outcomes.
<ul style="list-style-type: none">• Education to at least SCQF Level 10 (Honours Degree).
<ul style="list-style-type: none">• A suitable qualification in a relevant subject and / or at least three years of relevant experience of working in a related field.
<ul style="list-style-type: none">• Fluent speaker of both Scottish Gaelic and English
<ul style="list-style-type: none">• Ability to travel throughout Scotland

The following are **desirable** for candidates applying for this position:

<ul style="list-style-type: none">• Knowledge of language planning for Scottish Gaelic.
<ul style="list-style-type: none">• Knowledge and ability of key communication methods including social media.
<ul style="list-style-type: none">• Line management experience.
<ul style="list-style-type: none">• Full United Kingdom driving licence.

Other information

Line management responsibilities:	Yes
Salary:	B3: FTE £45,449 - £54,419
Benefits:	Employees with a permanent, or temporary contract lasting 3 months or more, become members of the Highland Council Pension Scheme, unless they apply to opt out. http://www.highlandpensionfund.org 30 days annual leave per annum and 7 days public holiday.
Applicants for this post should note: <ul style="list-style-type: none">• This post requires a Disclosure Scotland check.• The post requires travel, including occasional overnight stays	
This is a description of the job as it is presently constituted. It is normal practice to review job descriptions from time to time to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed.	
