

Recruitment Pack for

# DIRECTOR OF SCREEN

Feb 2019



ALBA | CHRUTHACHAIL

**SCREEN SCOTLAND  
SGRÌN ALBA**

Awarding funds from  
 **THE NATIONAL LOTTERY®**

# Contents

Welcome from Executive Director	03
Advertisement	05
Background	08
Job Specification	12
Person Specification	13
Conditions and Remuneration, How to Apply & Timescales	14

# Welcome from Isabel Davis

Executive Director

## Thank you for your interest in the role of Director of Screen.

Screen Scotland, the newly established screen unit housed within Creative Scotland, represents a real step change in opportunity for Scotland's screen industries. With a significant increase in resources and a shared strategic vision, it's time for Scotland's talented film and TV sectors to fulfil their potential, and to create a highly attractive environment for incoming creative companies and productions.

I feel privileged to be given the responsibility of leading Screen Scotland, developing, promoting and supporting Scotland's phenomenal range of screen talent, facilities, crews, locations and the broader industry.

The newly enhanced investment for Scotland's screen industry doubles our overall spend on screen to £20million and our plans for increased world class film and TV studio facilities make this a very exciting time for Scotland. There is huge opportunity to drive growth and increase screen production including a focus on opportunities as yet untapped in Scotland within TV.

Since starting my role in September last year, I've had the opportunity to meet many of our incredible colleagues, collaborators and partners and I'm genuinely excited about Scotland's talent, passion and plans to enable our screen industries to achieve the level of success they so richly deserve.

I'm seeking to build our capabilities and the Director of Screen is a critical leadership role to support on matters relating to film and television work across development, production, distribution, exhibition, audience development, skills and talent development and screen commission activities.

You'll play an instrumental role in furthering the development and successful growth of the sector nationally and internationally by ensuring that Creative Scotland operates effectively as an intelligent funder and development body.

Most likely, you'll be highly experienced in policy and external affairs developed in a leadership capacity within a complex organisation. You'll be a natural relationship builder and be able to manage effective relationships with a wide range of stakeholders across government, private and voluntary sectors.

We hope the information provided will give you further detail around our ambitious plans to double production spend and increase Scottish company growth by 2022/23.

If you're as excited as we are to join our organisation during an unprecedented commitment to screen by the Scottish Government, and through the National Lottery, then I am keen to hear from you!

**Isabel Davis**  
Executive Director





Kelly Macdonald in *The Victim*, STV productions for BBC, supported by Screen Scotland.

# Advertisement

## **Director of Screen Edinburgh Salary: £58,962 - £75,042**

Screen Scotland was launched in August 2018 as the new dedicated partnership for Screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector.

Building on the sector's significant achievements to date and the recent appointment of Isabel Davis to the Executive Director, we're seeking to appoint an exceptional individual to the role of Director of Screen.

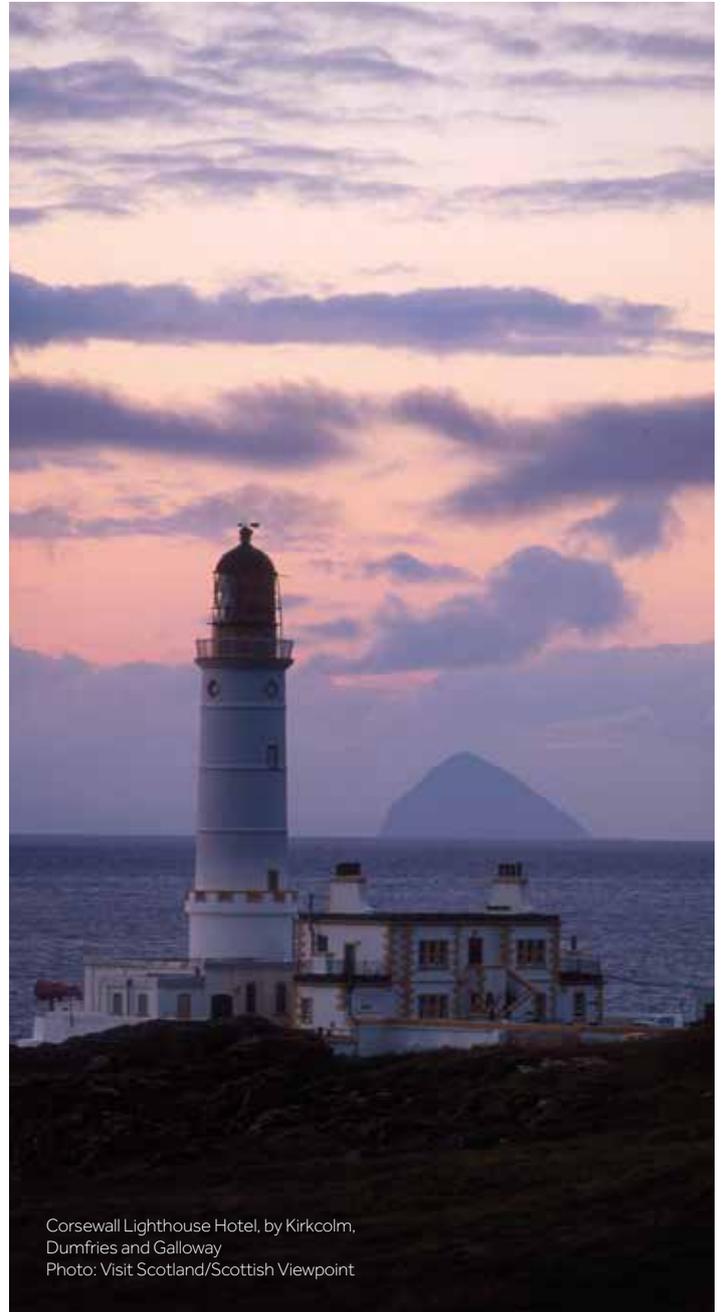
You will lead the delivery of Screen Scotland's strategy to drive forward the development and growth of the Screen sectors and their markets in the context of Creative Scotland's 10 year plan (Unlocking Potential, Embracing Ambition) in partnership with key stakeholders and other public agencies in and outside of Scotland.

You'll bring extensive experience working in film or television, knowledge of the sector in Scotland and a keen interest in working with Government and our partners to develop and communicate our strategy. You're an authentic leader, a collaborator and partnership builder who thrives in a complex landscape.

For further information or for a confidential conversation please contact Badenoch & Clark Executive on **+44 (0)141 220 6460** or e-mail [ScotlandExecutive@badenochandclark.com](mailto:ScotlandExecutive@badenochandclark.com)

Applications in the form of a tailored CV and covering letter, highlighting your skills and experience pertinent to the role, should arrive no later than **midnight Sunday 3 March**.

Please send e-mail applications to  
[ScotlandExecutive@badenochandclark.com](mailto:ScotlandExecutive@badenochandclark.com)



Corsewall Lighthouse Hotel, by Kirkcolm,  
Dumfries and Galloway  
Photo: Visit Scotland/Scottish Viewpoint

# Background

## Screen Scotland is the new dedicated partnership for screen in Scotland, delivering enhanced support for all aspects of Scotland's screen sector.

Screen Scotland is leading the growth of the sector through increased funding and support for film and television production, an increase in specialist staff and further investment in skills, festivals, audiences and education.

Screen Scotland sits within Creative Scotland and is a partnership with Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, with funding from the Scottish Government and the National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by increasing funding and support to grow the number and diversity of film and TV productions from Scotland
- Creating specialist business development provision for screen businesses ensuring that advice and support is appropriate and easy to access
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Developing audiences by improving access to Scottish film and TV productions at home and internationally
- Growing and improving Scotland's screen infrastructure including studio facilities
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations

**To learn more about the Screen Scotland please click the links below -**

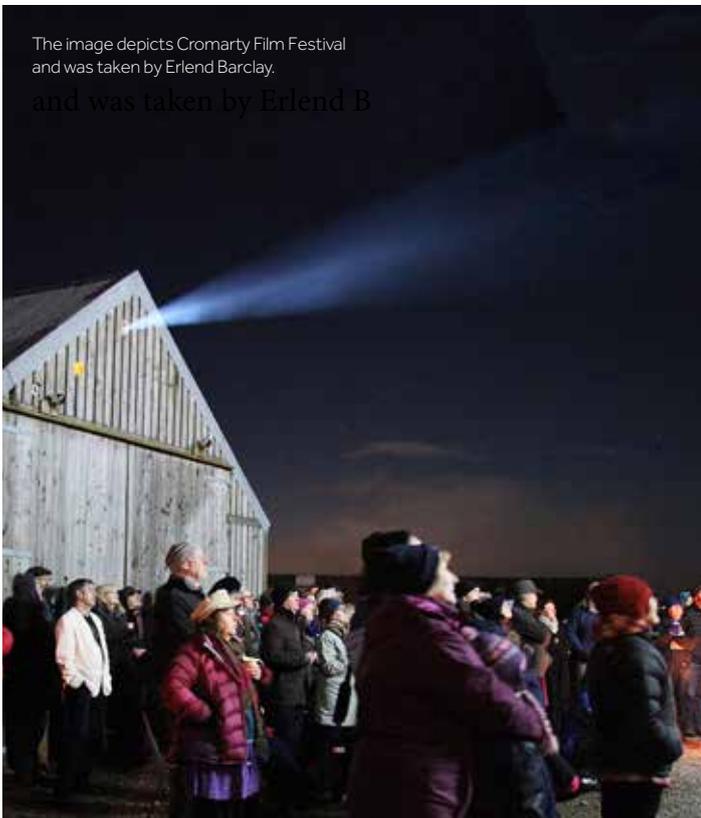
[www.screen.scot/about](http://www.screen.scot/about)

[www.screen.scot/funding-and-support](http://www.screen.scot/funding-and-support)

[www.screen.scot/news](http://www.screen.scot/news)

The image depicts Cromarty Film Festival and was taken by Erlend Barclay.

and was taken by Erlend B



Looking north down Glen Docherty to Loch Maree, Highlands of Scotland  
Photo: Dennis Barnes/Scottish Viewpoint



# Job Specification

## Job Purpose

Responsible for the delivery of Screen Scotland's strategy to drive forward the development and growth of the Screen sectors and their markets in the context of our 10 year plan (Unlocking Potential, Embracing Ambition) in partnership with key stakeholders and other public agencies in and outside of Scotland.

The role will ensure that the five core partners and other key stakeholders and funders work together collaboratively to ensure the successful planning, delivery, communication and evaluation of the strategy.

## Specialist Knowledge, Expertise, and/or Experience (if applicable)

Project management, policy and external affairs facing experience combined with a deep understanding of the screen sector in Scotland and the role it plays in society and business, alongside the ability to influence the wider political and policy environment to increase opportunity. Experience of working in the TV sector is highly desirable.

## Key Duties & Responsibilities

*The job description is intended as a flexible framework which outlines the key areas of activity within the role.*

*Other activities may be required which are not outlined in the list below but which are appropriate to the job grade.*

Strategic development duties and responsibilities:

### Leadership

- To sustain effective partnership working with the Screen Scotland partners and wider stakeholder and funding landscape
- To do so whilst embracing Creative Scotland's connecting themes of Creative Learning, Equalities and Diversity, Digital, and Environment
- To deputise for the Executive Director on the Senior Leadership Team, providing internal and external leadership of the development and achievement of Creative Scotland's mission and strategy
- To line manage the Senior Screen Executive, Head of Screen Commission and Head of Film Education, creating a management environment that ensures they are supported and empowered to develop and use their talents and skills to ensure consistent high quality performance
- To ensure a transparent, open, inclusive and positive approach to the organisation and its work through all partner, stakeholder and public engagement
- Lead the delivery and evaluation of Creative Scotland and Screen Scotland policy across screen
- Lead and direct cross-organisational working groups as required
- To work with the Executive Director on screen's contribution to the organisation's overall strategic planning process as part of the Senior Leadership Team
- Provide support, inspiration and guidance to staff, artists and creative practitioners
- Be a role model for Creative Scotland's values
- To deputise for the Executive Director on matters relating to the film and television work across development, production, distribution, exhibition, audience development, skills and talent development and screen commission activities

## Sector Development

- Play an instrumental role in furthering the development and successful growth of the sector nationally by ensuring that Creative Scotland operates effectively as an intelligent funder and development body, monitoring all relevant risks, utilising its resources to achieve the best possible value and outcomes
- Identify and recommend opportunities to extend the influence and raise the local, national and international profile of the screen sector in Scotland
- Promote and advocate for screen nationally, internationally and at the highest level, acting as a spokesperson for Screen Scotland when required

## Manage and Develop Relationships

- Work with the Chief Executive and Senior Leadership Team to provide Creative Scotland with dynamic and professional leadership consistent with its objectives and values
- Develop and maintain positive working relationships across the Senior Leadership Team and Board and with Scottish Government
- Support the Chief Executive and Executive Director as necessary and represent Creative Scotland as required
- Build and manage effective relationships with other key stakeholders, within the public, private and voluntary sectors

## Business and Operational Performance

- Ensure that the Screen Scotland Implementation Plan is being delivered by all partners and to ensure it is being meaningfully evaluated
- To ensure smooth running of the Screen Scotland Committee and other working groups relating to the Screen Scotland partnership
- Ensure agreed corporate governance processes are adhered to and delivered at all times
- Work with the Deputy Chief Executive to review business and operational performance and initiate actions to improve future performance ensuring continuous improvement of activities and processes
- Work with other relevant Directors to ensure the design and delivery of the Creative Scotland funding model is fit for purpose

## Equalities, Diversity and Inclusion

- Actively contribute to and champion the organisation's commitment to equalities, diversity and inclusion; and its implications for the arts, screen and creative industries, promoting an equalities perspective across all areas of work
- Participate in cross-organisational groups when required

## Competencies & Behaviours

At Creative Scotland there is suite of competencies and behaviours which you are required to demonstrate in the performance of your job. Our competencies and behaviours focus on 3 key areas:

- **People & Relationships:** about how we build and manage relationships with people, internal and external, to Creative Scotland.
  - Collaborative working
  - Leadership
  - Communication
- **Delivery & Performance:** about performance and how, in order to deliver, everyone should understand the organisation's Vision and Priorities; where and how their role fits and what contribution is required from them.
  - Understanding the Vision
  - Accountability
  - Decision Making
  - Performance

- **Development & Improvement:** building an environment of continuous improvement and learning so that the services we deliver are continually improving through our people and our processes.
  - Building Knowledge & Expertise
  - Continuous Improvement
  - Adaptability & Flexibility
- **Strategic Thinking:** look wider than the organisation and constantly review the political and sector landscapes. It's about using this long-term and high-level information to plan for the organisation so that opportunities are taken, changes made and influence maximised.



## Connecting Themes

Our four connecting themes run through all aspects of our work to varying levels:

### Creative Learning

Increasing the role and influence of the arts, screen and creative industries in wider society through lifelong learning

### Equality & Diversity

Putting equalities, diversity and inclusion at the heart of everything the organisation does to support the continued growth of a diverse culture across Scotland

### Digital

Encouraging and supporting the creative sectors to utilise the benefits of digital tools fully to create, connect, innovate and distribute across a range of platforms

### Environment

Encouraging everyone we work with, internally and externally, to operate in the most environmentally sustainable manner possible

You can read more about our work and our plans on our web site: [www.creativescotland.com](http://www.creativescotland.com)



The Clyde Arc, also known as the Squinty Bridge, is lit up as night falls with STV and BBC offices in the background and the lights reflecting on the River Clyde, Glasgow, Scotland. Photo: Tony Clarkson/ Scottish Viewpoint



Bracklinn Falls and the Keltie Water, Callander,  
Loch Lomond and the Trossachs National Park, Scotland.

# Person Specification

## Qualifications

- Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.

## Experience / Knowledge

- Experience working in television or film, combined with a deep understanding of the screen and media sector in Scotland, together with the wider political and policy environment
- Experience / interest in working closely with government to communicate and develop strategy
- Experience of working in a senior capacity with tactical and strategic ability to develop, translate and apply strategy internally and externally
- Can demonstrate effective judgement, strategic thinking and ability to evaluate complex information across a broad canvas
- Proven ability to develop strategy that responds to specialist sector development needs as well as promote new opportunities through cross working
- Demonstrable ability to turn high level thinking into efficient and effective operational processes through teams, combined with a track record in delivering results through partnership with other agencies
- Significant experience of leading and delivering complex projects and programmes of work to a successful conclusion at senior level, whilst focusing on the ability to continuously improve performance
- A good understanding of Creative Scotland's duty as a public body, including under current equality legislation and its implications for the screen sector
- Sound financial management skills and business awareness. Ability to interpret complex information and make judgements about levels of risk

- A track record in people management and delivering results through team-based working
- Evidence of initiating and implementing strategic and operational change, with the buy-in and support of other
- Demonstrated ability and credibility to participate in executive meetings and to influence senior colleagues
- Demonstrable experience of direction setting, building commitment, supporting high performers to excel and tackling under-performance

## Skills / Attributes

- Project management, business planning and administrative skills
- Line management
- Effective interpersonal skills including, communication, influencing, negotiating.
- Plain English (business) report writing skills
- Highly organised, with ability to self-plan and prioritise workloads
- Excellent IT skills, particularly Microsoft Office
- Excellent decision-making skills
- Adaptive resilience

# Conditions and Remuneration

<b>Salary</b>	£58,962 - £75,042
<b>Pension</b>	A defined benefit pension scheme (final salary) is offered
<b>Holiday</b>	37.5 days (inclusive of 11.5 public holidays)
<b>Location</b>	Edinburgh

## How to Apply

To apply for the post, please send a tailored CV and covering letter to [ScotlandExecutive@badenochandclark.com](mailto:ScotlandExecutive@badenochandclark.com)

Please note that the covering letter should be no more than 2 pages of A4 and should summarise your relevant skills and experience and motivations for applying and working for Creative Scotland. It is therefore an important part of the application and will be used as part of our selection process. Please also complete the Equality Information Form provided.

For a confidential, informal discussion about the role, please contact Badenoch & Clark Executive directly on +44 (0)141 220 6460 or e-mail the above mentioned e-mail address.

## Timescales

Closing date for applications

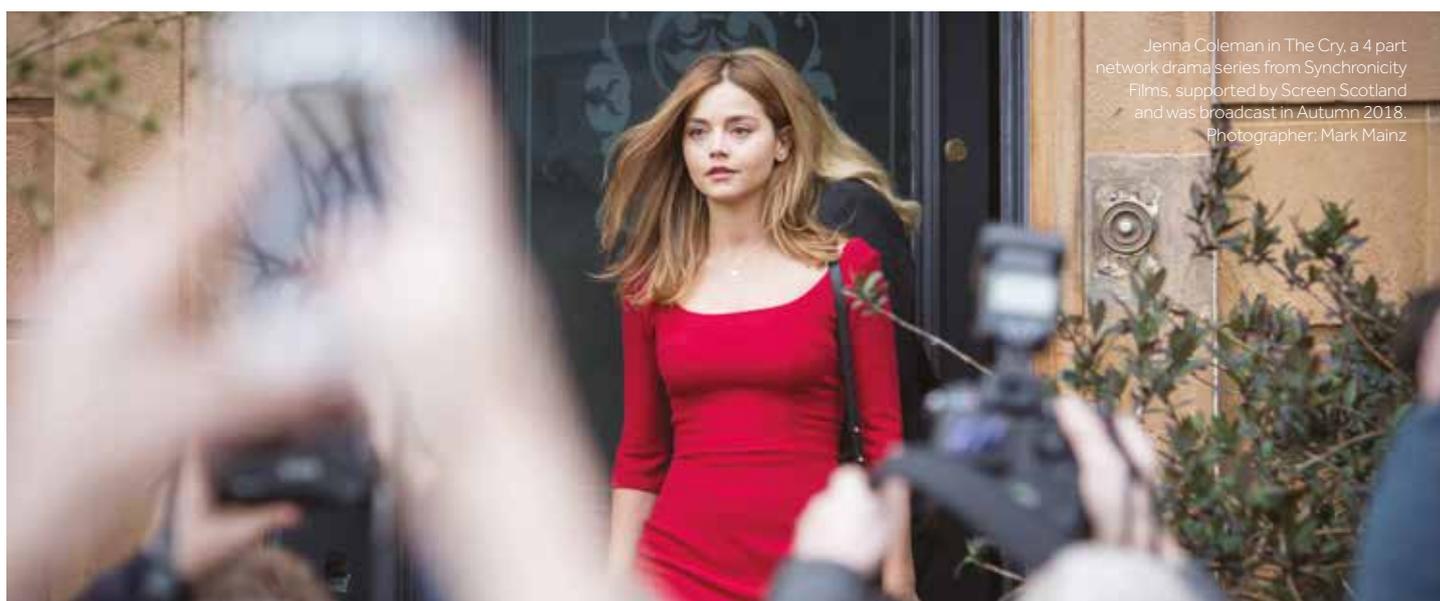
**midnight Sunday 3 March**

Interviews with Creative Scotland

**Tuesday 9 April**

Second Interview with Creative Scotland

**Wednesday 17 April**



Jenna Coleman in *The Cry*, a 4 part network drama series from Synchronicity Films, supported by Screen Scotland and was broadcast in Autumn 2018.  
Photographer: Mark Mainz

Badenoch + Clark has been helping clients and candidates make the right connections since 1978. Our executive search, permanent, temporary, interim, contract and RPO recruitment solutions unite professional talent with top employers across a vast range of sectors and functions, from procurement & supply chain, project management, accountancy, legal and business change, to banking, marketing and communications fundraising and HR.

Our Scottish team delivers these services from our Edinburgh and Glasgow offices and we pride ourselves on the ability to give our clients and candidates a competitive edge. Whether you're taking the next step up the career ladder or building a bespoke recruitment strategy to meet your wider business goals, we help professionals make the valuable connections that are crucial for success. We focus on delivering a first-class recruitment service time after time. Our long-term relationships, our industry-specific expertise and our unrivalled reach set us apart.

Badenoch + Clark is the Professional Services and Executive Search arm of Adecco, a Fortune 500 business. Badenoch & Clark operates from 16 locations in the UK and 9 countries across Europe. Our parent is Adecco S.A, a Fortune 500 business headquartered in Zurich and the world's largest human resource consulting and recruitment company. Using our national and international networks help clients and candidates make the right connections.

**For further information, please contact our Executive Search team in our Glasgow office:**

Glasgow office  
Tel: +44(0)141 220 6460  
20 Blythswood Square  
Glasgow  
G2 4BG

[www.badenochandclark.com](http://www.badenochandclark.com)

BADENOCH  
+ CLARK

ALWAYS GO FURTHER

