



Director of Resources and Planning

Band H

Starting salary £76k

Purpose:

To deliver high quality corporate, financial and resource management to underpin the delivery of the Royal Botanic Garden Edinburgh's mission to Explore, Conserve and Explain the World of Plants for a Better Future.

Line Manager: Regius Keeper

Primary Duties:

- Lead and line manage the Resources and Planning teams to ensure maximum utilisation, efficiency, effectiveness and management of RBGE's financial and human resources
- As the Director with responsibility for finance, work with the Regius Keeper and other Directors in leading the development and implementation of strategic financial planning across the organisation
- Overall responsibility for the delivery of an efficient and effective HR provision across RBGE
- Develop and embed a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery
- Act as Company Secretary, including the servicing of the Investment and Audit Committees, and planning and preparing for RBGE Board Meetings with the Regius Keeper
- Advise and guide the Regius Keeper and Board of Trustees on the formation of resource and governance policies and strategies, ensuring these are compliant with current legislation, in place and understood across RBGE
- Development, coordination and performance reporting for corporate plans and budgets, including Five Year Strategic Plan, Annual Business Plan and Annual Budget
- Develop and continuously improve RBGE's Risk Management
- Act as Secretary to the Botanic Foundation
- Ensure procurement strategies and processes provide value for money, are fit for purpose and legally compliant
- Lead the interface between Edinburgh Biomes Programme and RBGE core resource and planning functions
- Director for Health Safety; accountable to the Regius Keeper for all matters relating to health, safety and welfare of employees and those affected by RBGE operations.
- Ensure that RBGE's approach to Record Management and Data Protection comply with current legislation and best practice
- Equalities, Diversity and Inclusion (EDI) champion, acting as Chair of RBGE's EDI group and leading the equalities agenda across the organisation
- Provide the operational point of contact for RBGE's Scottish Government Sponsor, the Rural and Environment Science and Analytical Services Division
- As a member of the Leaders' Group and Senior Management Team contribute to overarching strategic leadership and management of RBGE
- Any other duties as required



Person and Skills Specification

Essential

- Qualified accountant or MBA or equivalent business/finance/management experience
- Leadership and management at the senior management level in a multi-disciplinary environment
- Experienced in the development and monitoring of budgets and business plans
- A strong background in strategic and operational planning and performance, and knowledge of management information systems
- Proficient in external statutory reporting and audit
- Familiarity with current Human Resource practices
- Familiarity with current procurement practices
- Excellent people management skills with proven ability to manage, support and motivate staff
- Experience of working with/at the Board level and able to influence at a senior level
- Excellent verbal and written communication skills
- Knowledge and experience of leading/advising effective and transparent governance

Desirable

- Experience of successful change management
- Experience of health and safety management
- Good working knowledge of equalities and diversity in the workplace
- Good working knowledge of charity legislation

Ways of Working

- People – wholly inclusive, treating everyone with respect
- Communication – communicates in an open, honest and timely fashion
- Collaboration – actively seeks out opportunities to collaborate with others
- Customer – works to understand and anticipate customer requirements and translates them into actions that meet and exceed
- Curiosity – inquisitive, knowledge based and constantly exploring and expanding expertise.
Shares Knowledge