Recruitment Pack for the role of

Chief Executive of Falkirk Council



Contents

Message from the Acting Leader

Thoughts from the current Chief Executive

About Falkirk and the Council
Falkirk: Key Facts

The Job
Key Responsibilities
Corporate Responsibilities

Person Specification

Organisational Competencies

Terms and Conditions

Additional Information

Message from the Acting Leader

Paul Garner

Thank you for your interest in becoming the next Chief Executive of Falkirk Council.

Falkirk sits at the heart of Scotland, midway between Edinburgh and Glasgow, with around 160,000 people living across our towns, villages and rural communities.

Our history is closely tied to business and industry. Grangemouth is home to Scotland's largest container port, and our central location and transport connections remain important strengths.

The Kelpies and the Falkirk Wheel are known well beyond the area. Alongside the Antonine Wall, our canals, parks and historic towns and villages, they give people plenty of reasons to visit and explore.

From Bo'ness and Grangemouth to Denny, Larbert, Stenhousemuir and Falkirk itself, people care about where they live. Our villages and rural communities also have distinct needs that must be reflected in Council decisions and services. Wherever people live, they rightly expect good Council services. Listening to them is part of that responsibility.

Like every council, we face difficult choices as the demands on our services change. Money is tight, but we still need to address inequalities across our communities. That means reviewing how we work and spend public money, so our services meet people's needs.

There are good reasons to be confident about Falkirk's future, too.

The Falkirk and Grangemouth Growth Deal represents £178 million of investment in skills, innovation, infrastructure and regeneration. It is expected to support around 1,660 jobs and generate an estimated £628 million in economic benefit over its lifetime.



Some of that investment is already taking shape. The Skills Transition Centre is providing training linked to net zero and new industries. Work is also progressing on the new Falkirk Town Hall, Falkirk Central Sustainable Transport Network and strategic sites in Grangemouth.

Our commitment to sport and leisure includes new community facilities in Bo'ness and Denny, alongside work to develop proposals for the Braes. These projects are intended to give more people access to modern facilities closer to home.

We want this investment to bring better opportunities for young people, good jobs, stronger communities and thriving town centres. We also need public services that people can rely on when they need support.

Local government in Scotland is also facing significant change. Through our Transformation through Collaboration programme, we are already working with Stirling and Clackmannanshire councils to explore how sharing expertise, resources and services could improve outcomes for our communities and make better use of public money.

Alongside this work, the Scottish Government's proposals for public sector reform, including regional and community authorities, could reshape how local decisions are made and services are delivered.

Our next Chief Executive will play a central role in shaping Falkirk's response and leading us through the changes ahead. This will mean building strong partnerships, giving elected members clear advice on the choices available, and keeping our communities' needs at the centre of decisions.

You will need to use sound judgement and give clear direction, including when the way we currently work needs to change.

You will need to understand the responsibility of leading a large public organisation without losing touch with the people who depend on its services.

As elected members, we will look to you for clear, honest professional advice and expect you to challenge us when necessary. You will also need to earn the trust of our employees, communities, businesses and partners.

You will be leading people who care about their work and the communities they serve.

You will have a substantial programme of investment and regeneration to lead. Falkirk's industrial strengths and internationally recognised landmarks provide a strong foundation for that work.

If you want to lead this Council and help shape what happens next in Falkirk, I hope you will apply.

Councillor Paul Garner,
Acting Leader of Falkirk Council

Thoughts from the current Chief Executive

Kenneth Lawrie

After almost nine years as Chief Executive, I know how much this role asks of you. I also know how rewarding it can be. The decisions councils make matter to people's daily lives, and you never lose sight of the responsibility that brings.

Over recent years we have worked hard to put the Council on a firmer footing and to be clearer about the organisation we need to become in terms of our culture and ambition. That has meant making difficult choices about resources, questioning established ways of doing things and being prepared to change. Transformation has been central to the Council's journey of improvement.

There is more to do. I think that is important to say.

Local government in Scotland continues to change and my successor will need to consider what that means for Falkirk. They will do so with the support of colleagues who care deeply about the services they provide and the communities they serve.

I have seen that commitment throughout my time here. I have valued colleagues' expertise and their willingness to challenge. Listening to people helps you understand what makes their jobs harder than they need to be and where, as an organisation, we can remove unnecessary barriers.

For me, collaboration has always been important. The most difficult issues rarely fall to one service or organisation to resolve. Our relationships with communities, businesses, public bodies and other partners are therefore a significant part of the role. Different perspectives matter, particularly when dealing with difficult problems.

Maintaining the stronger financial position we have worked to establish will also require continued focus. That means being clear about what we can afford and making careful choices about where we focus our resources. Public Service Reform will provide a context and a challenge requiring continued transformational leadership.



Beyond the Council itself, there are significant opportunities for the area. The Falkirk and Grangemouth Growth Deal and Forth Green Freeport will bring major investment, alongside regeneration of our town centres and support for our communities. For my successor, the opportunity is to lead services that people depend on every day while helping shape what this means for Falkirk's future.

I would not expect my successor to approach the role exactly as I have. They will bring their own experience and judgement. I would encourage them to take time to listen and ask questions before deciding what needs to change. There is a great deal of knowledge within the organisation to draw on, and an ambitious, dynamic and high-performing senior team.

Serving as Chief Executive has been a privilege. What I have valued most is working with colleagues who care about what they do and the difference they can make to the lives of the people we serve.

I hope my successor finds that as rewarding as I have.

Kenneth Lawrie,
Chief Executive

About Falkirk and the Council



Picture: Scotdrone



About Falkirk and the Council

Falkirk Council is one of Scotland's 32 local authorities, responsible for more than 700 public services. These range from schools, social care and housing to roads, waste collection, planning, libraries, sport and leisure.

We are the area's largest employer, with around 7,750 people working across frontline, professional and support roles.

For 2026/27, the Council has a General Fund budget of around £508 million to deliver day-to-day services. The projected General Fund Capital Programme is £68.3 million, with a further £55.2 million expected to be invested through the separate Housing Capital Programme.

For candidates considering relocating, the area offers access to further and higher education through Forth Valley College's Falkirk campus, including apprenticeships and school partnership programmes. Forth Valley Royal Hospital is based in Larbert and provides hospital services across Forth Valley.

Beyond work, Callendar Park, the canal network, woodland and countryside provide opportunities for walking, cycling and outdoor recreation.



Falkirk: Key Facts

Population

160,230 people live in the Falkirk Council area, Scotland's 11th largest council area by population in 2025.

Growth

10.3% population growth between 2001 and 2025, compared with 9.5% across Scotland.

Educational Outcomes

Strong outcomes for young people: 97.51% of Falkirk school leavers entered a positive destination in 2025, the 5th highest rate in Scotland. Improved attainment across S4, S5 and S6 subsequently took Falkirk to 2nd place nationally.

Connectivity

Rail links connect the area with Edinburgh, Glasgow and Stirling, with access to Scotland's central motorway network and two nearby international airports. Some 70% of Scotland's population is within a one-hour drive of Grangemouth.

Scotland's largest container port

Scotland's largest container port is at Grangemouth, giving the Falkirk area a national role in freight and logistics.

The Helix Park

Helix Park has welcomed more than one million visits a year since 2024, making it one of Scotland's most popular visitor attractions.

The Kelpies

The world's largest equine sculptures are in Falkirk. The Kelpies stand 30 metres high and weigh more than 300 tonnes each.

The Falkirk Wheel

The world's only rotating boat lift, the Falkirk Wheel, links the Forth & Clyde and Union canals.

World Heritage Site

A UNESCO World Heritage Site crosses Falkirk. The Antonine Wall forms part of the Frontiers of the Roman Empire World Heritage Site.

Greenspace

632 parks and open spaces cover more than 24 square kilometres across the Falkirk Council area with nearly 500km of a well established path network.

Falkirk Council Structure Chart 2026

Chief Executive

Place Services

Growth, Planning, Sport & Culture

- Culture & Greenspace
- Employment & Training
- Environmental Health & Trading Standards
- Economic Development
- Building Standards & Development Management & Business Management Unit
- Sport & Leisure

Environment & Operations

- Building Maintenance Division
- Engineering Design
- Estates
- Fleet Services
- Roads
- Transport Planning
- Waste Services

Investment, Assets & Climate

- Asset Management, Corporate Assets & Climate
- Building Design & Facilities
- Infrastructure Projects & Investment Programmes
- Property Compliance

Transformation, Communities & Corporate Services

Finance, Assurance & Pensions

- Corporate Finance
- Pensions
- Internal Audit, Risk & Corporate Fraud
- Corporate Performance & Planning

Governance & Human Resources

- Democratic Services
- Human Resources & Payroll
- Legal & Procurement
- Litigation, Licensing & Information Governance
- Marketing & Communications

Communities, Innovation & Housing

- Digital, Technology & Resilience
- Housing Operations
- Advice, Support & Transactional Services
- Housing Strategy, Communities & Libraries

Education

ELC, ASN & Primary

- ELC/ Pre-Five Provision
- Primary Education
- ASN Provision
- Educational Psychological Services
- Community, Partnerships and Resources

Secondary and Performance & Resources

- Secondary Education
- Curriculum Support
- Connected Falkirk
- Quality Improvement & Performance
- Education Business Support
- Resources

Health and Social Care Partnership

Community Services

- Care at Home
- Locality Services
- Community Bedded Care
- Home First
- Out of Hours

Finance

- Accountancy
- Business & Governance
- Commissioning
- Communications

Planning & Transformation

- Health Improvement
- Primary Care
- Strategic Planning
- Transformation

Specialist Services

- Allied Health Professionals
- Community Mental Health
- Learning Disabilities & Complex Care
- Living Well
- Prison Healthcare

Children's Social Work

- Criminal Justice
- Family Support
- Localities
- Workforce Development

The Job



Picture: Scotdrone



Chief Executive of Falkirk Council

Job Title	**Chief Executive**
Salary	**£190,136 - £200,143**
Reporting to	**Leader of the Council**
Responsible for Line Management of	**Director of Place Services, Director of Education, Director of Transformation, Communities & Corporate Services, Chief Officer (HSCP)**
Your Job is to	**Successfully deliver innovative leadership, an ambitious vision, strategic direction and inspirational management to Falkirk Council, ensuring responsive and trusted services are delivered by the Council.**
Grade	**CEX**



Are you an inspired, ambitious and dynamic leader who can lead the next phase of Falkirk Council? Can you deliver innovative leadership, an ambitious vision, strategic direction and inspirational management, while building on our strong reputation for providing responsive and trusted services?

The Falkirk Council area has been transformed over the past decade and we have been focussing our efforts on alleviating poverty and supporting our most vulnerable residents.

We are continuing on this journey of change through our Council of the Future programme. We are at a significant stage of our journey of Transformation through Collaboration with partnering councils in the Forth Valley area. Through this we are focussed on improving the lives of our citizens and communities by transforming, modernising and sustaining services the Council delivers.

Our ambition extends to large-scale projects such as the Falkirk and Grangemouth Growth Deal, our role in the Forth Green Freeport and support for Grangemouth's industrial transition. These offer opportunities to attract investment, support new industries and create jobs.

We're looking for a highly successful individual with a strong background in leading organisational change to guide the Council through unprecedented challenges and opportunities.

This role is highly demanding and rewarding in equal measure, offering a great sense of achievement and job satisfaction for someone ambitious and motivated enough to take the next step in their career whilst supporting and improving services to our local communities.

As Chief Executive and ambassador for Falkirk Council you will be responsible for the effective management and leadership of all Council services, as well as developing and implementing innovative and deliverable Council policies and strategies.

You will be an experienced professional who will lead our senior management team, supporting continuous improvement and new ways of working to ensure the Council's track record of high quality services continues, while maintaining value for money and efficiency in all we do.

Along with senior elected members you will set the vision and strategy of the Council in the context of the political environment. You will excel in leading on strategic issues including setting clear priorities and improving services across a large and complex organisation. You will also have an excellent track record of effective financial and risk management. In addition, you will have astute political awareness in both a local and national context.

Falkirk is ideally situated in the very heart of Scotland. As an employer of choice, we offer flexible benefits and working arrangements, along with a culture which is committed to learning, improving and growing.

We are committed to building on our existing strong working practices, using local community partnerships and making sure our citizens are at the heart of everything we do. If this challenge is something you can deliver on, we'd be interested to hear from you.

Further information is available at MyJobScotland, where you can apply online. Closing date for receipt of completed applications is 13 December 2026.


Picture: Scotdrone

Key Responsibilities

Corporate Responsibilities

Specific

- Responsible for the effective management and leadership of all Council services, ensuring effective implementation of Council policies and strategies
- Head of Paid Service and the principal adviser on all policy matters, ensuring the Council is kept properly informed
- Returning Officer

Strategic

- Ensure that all statutory and regulatory functions are delivered supporting overall performance improvement and management of corporate risk
- Ensure the Council's resources are managed appropriately, through robust financial planning, effective management structures and a 'one council' ethos
- Work with elected members to ensure effective governance of the Council with robust arrangements to support openness and accountability
- Take strategic responsibility for the Council's transformational change programme ensuring continuous improvement in service delivery
- Champion culture change and act as the overall executive sponsor of change management processes

People

- Provide innovative leadership to deliver an ambitious vision which promotes effective, responsive, innovative and trusted service delivery
- Provide constructive leadership to ensure effective relationships between elected members and employees, supporting the democratic process and providing advice on appropriate policy and professional matters
- Lead and manage the Council's senior management team to ensure a 'one council' ethos which is innovative, effective and efficient



- Ensure arrangements are in place across the Council for employees to be managed and developed in line with the Council's Human Resources policies and Workforce Strategy
- Promote equality of opportunity both in terms of service delivery and in employment covering all aspects of the Council's activities

Place

- Ensure the health and safety of employees, contractors and the public through the implementation of policies to meet statutory requirements
- Continue to grow our economy and promote the council area as the place to be
- Ensure all council buildings and property are accessible, fit for purpose and managed effectively and efficiently in line with the Council's Asset Management Plan

Partnership

- Work in partnership with elected members to agree and deliver the Council's priorities within the resources that it has
- Encourage and develop community planning and other partnership activities, as well as internal plans, to promote and achieve the Council's strategic priorities
- Work with partners to deliver the Health & Social Care Partnership agenda in line with statutory requirements
- Promote positive partnership working with Trade Unions in line with our partnership working and fair work agreements
- Enhance the reputation of Falkirk Council by building effective relationships with other local authorities, government departments, other public sector agencies, community bodies, the media, the private sector and the public in general, communicating a clear and consistent message, inspiring confidence in the Council

General Management Responsibilities

- To provide motivational leadership and support ensuring clarity of direction, effective communication and development of potential in management and employees.
- Ensure an excellent approach to customer service that underpins the services that employees deliver
- Promote an innovative, responsive, ambitious and trusting organisational culture across the Council
- Ensure effective performance management arrangements are in place across all Council services and that these are monitored with lessons learned and responsive actions being taken
- Ensure effective risk management arrangements are in place across the Council and part of day to day management activity
- Ensure the Council has appropriate civil contingency planning arrangements to ensure business continuity when required
- Undertake any other duties and responsibilities required to effectively deliver the role of Chief Executive on behalf of Falkirk Council
- Promote health and wellbeing, equality of opportunity and tackle disadvantage and discrimination across all areas of responsibility

Person Specification



Picture: Scotdrone

Education & Professional Qualifications

Essential Criteria

- Educated to degree level or equivalent and hold an appropriate professional or management qualification
- Evidence of a commitment to continuing professional development including appropriate leadership/ senior management training

Ideally you will have

- Maintain registration/ membership of relevant professional institute/body

How we assess this

Application Form

Leadership Experience

Essential Criteria

- Experience of working at a senior management level within a complex and diverse public sector organisation, preferably a local authority
- Experience of managing a range of diverse services within a large and complex organisation
- Demonstrable experience of formulating and driving strategy and policy on complex issues and communicating this in appropriate ways to a range of stakeholders to ensure sustainable and successful outcomes for our communities
- Experience of ensuring proper and transparent governance arrangements in all that the Council does
- Demonstrable experience of effective partnership working including building effective stakeholder relationships at local and national level
- Experience of successfully leading radical transformational change effectively across a diverse workforce and services
- Experience of working on corporate initiatives and leading the corporate management of the organisation
- Experience of managing contingency planning arrangements
- Proven track record in the effective management of employees within a large organisation with different bargaining groups
- Experience of working within a political environment at both a local and national level

Ideally you will have

- Experience of working with Trade Unions

How we assess this

Application Form

Interview

Leadership Skills

Essential Criteria		How we assess this
• Provides a clear vision • Strong innovative and perceptive leadership and direction skills with ability to demonstrate confident decision-making at highest level	• Provides supportive leadership and direction fostering positive organisational culture • A visible leader who leads by example and provides a clear sense of direction	Application Form Interview

General Skills/Knowledge

Essential Criteria		How we assess this
• Knowledge of the legislative framework within which local and national government operates • Demonstrates political sensitivity and operates effectively within the democratic process • An exceptional all round communicator with highly developed, persuasive and influential advocacy, oral, written and presentation skills	• Manages and monitors performance effectively and sets clear objectives for the review of corporate, service and individual performance • Ability to identify and manage risk management plans effectively ensuring the health, safety and care of all within the area of responsibility • Project management skills • A thorough understanding of equalities and full commitment to equality of opportunity	Application Form Interview

Managing Resources

Essential Criteria		How we assess this
• Experience of managing physical and technological assets ensuring they are fit for purpose	• Experience of managing significant and complex budgets and resources with commercial and business awareness	Application Form Interview

Personal Awareness/Traits

Essential Criteria	How we assess this
• Displays a positive energy to encourage a positive atmosphere • Demonstrates high standards of professional integrity • Demonstrates resilience and flexibility • Encourages new ideas, creativity and positive challenge and empowerment • Awareness of own capabilities and areas for improvement • Personal motivation and the ability to motivate others • Evidence of demonstrating appropriate behaviour in difficult situations and working effectively through conflict • Self-discipline and proven ability to work to strict deadlines • Takes effective decisions timeously and has the courage to make the right decisions and give the right advice to elected members	Application Form Interview

Falkirk Council Values & Behaviours

Essential Criteria	How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)	Application Form Interview

Organisational Competencies



Picture: Scotdrone



To deliver the key responsibilities of the role using behaviours consistent with the Council Values, which demonstrate acceptable standards of performance in the following competencies:

Leadership

Provides effective and visible leadership to multi-disciplinary teams of professional, operational and/or support staff.

Integrates diverse teams into a cohesive service and ensures achievement of corporate, community and service outcomes.

Participates effectively as part of a corporate management team providing organisational leadership to model values and contribute to cultural change.

Political Awareness

Operates and provides advice effectively in a political environment.

Builds and maintains positive and productive relationships with all elected members.

Demonstrates political sensitivity with Members, groups and political structures of the organisation.

Strategic and Project Management

Interprets national policy and legislation into a coherent strategic direction for the corporate and service areas within the remit of the role.

Leads strategic projects to successful conclusion taking the organisation with them in achieving the desired ambitious outcomes.

Provides strategic direction and vision for the future of services and staff.

Customer Service

Demonstrates personal commitment to equality and diversity and translates that commitment into service delivery and customer access.

Designs services which are innovative, responsive and customer focussed and targeted to the needs of our community.

Redesigns or amends services in an innovative and sustainable way following customer feedback and insight.

Partnership Working

Demonstrates community leadership and understanding through working in partnership with agencies and organisations to improve the quality of life of communities.

Is effective at joint working to improve services to residents, make efficiencies and deliver tangible individual outcomes.

Creates opportunities for shared or different ways of working which benefit the customer or end user in the service they receive.

Commercial Skills

Effectively uses commercial skills in the pursuit of greater efficiencies, income generation and community budgeting approaches.

Ensures business planning, marketing and business techniques in all service areas are ambitious and foster a better commercial understanding by staff, managers and elected members.

Utilises commercial acumen in procuring services, contractual negotiations, performance of delivery and future development of service improvements.

Managing Performance, Resources and Change

Makes effective use of financial resources, information and communication technologies, physical assets, people and natural resources to deliver strategic priorities and ensure organisational capacity for the future.

Manages effective change organisationally and at service level resulting in better outcomes for local people.

Undertakes a full performance management approach on what is expected, clear performance measures and outcomes for success.

Managing Governance

Ensures proper and transparent governance arrangements befitting a public body and applies the principles of good governance to partnership working.

Communication

Demonstrates excellent communication skills both internally and externally to influence behaviour, promote the organisation and respond to press and public relation reputation issues.

Terms and Conditions



Salary

The salary for the Chief Executive is currently £190,136 - £200,143 per annum.

Pension

The post holder may join or transfer into the LGPS administered by Falkirk Council.

Payment of Salary

Salary will be paid monthly in arrears on the 28th of each month.

Hours of work

The basic working week is 37 hours. However, the post holder will be expected to work those hours required to fulfil the duties and responsibilities of the post.

Holiday Entitlement

Annual leave entitlement is based on local authority continuous service as follows:

Number of Years Continuous Service	Annual Leave Entitlement (Days)	Annual Leave Entitlement (Hours)
0	27	199.8
1	28	207.2
2	29	214.6
3	30	222
4	31	229.4
5	32	236.8
10	34	251.6

In addition there are 8 fixed public holidays.

Sick Pay

Continuous Service at Commencement of Absence	Full Allowance For:	Half Allowance For:
Less than 26 weeks	Nil	Nil
Less than 1 year	5 Weeks	5 Weeks
1 year but less than 2 years	9 Weeks	9 Weeks
2 years but less than 3 years	18 Weeks	18 Weeks
3 years but less than 5 years	22 Weeks	22 Weeks
5 years and over	26 Weeks	26 Weeks

Relocation - Assistance with Expenses

Reimbursement for all costs associated with relocation is available up to a maximum of £6,000. Payment is normally dependent upon the new employee relocating to the geographical area of the Council.

Place of Work

The post is based at one of the Council Headquarters within the Falkirk area, although the postholder may be required to work at any workplace within the area of the Council.

Travel Allowances

Where the Council authorises an employee to use a form of transport in the course of their work they will be reimbursed at 55p per mile.

Period of Notice

A minimum of 12 weeks notice must be provided by the post holder on terminating the contract of employment.

Family Leave

Employees: Policies and procedures - Family leave - Family Leave Policy - Falkirk Council

Family leave is available to everyone within the Council, whether you have a permanent or temporary contract and irrespective of your work pattern, as long as you meet the requirements for the specific leave you are applying for.

Continuous Period of Employment

Entitlement to paid family leave (including maternity/paternity/adoption) and sickness allowance is based on all previous continuous service which is local government service or service with an employer covered by the Redundancy Payments (Local Government) Modification Order 1983 (as amended).

Political Restrictions

This post is politically restricted. The post holder will therefore be debarred from standing for election to a local authority and restricted in his/her activity with a political party.

Trade Union Membership

The Council encourages all employees to become members of an appropriate recognised Trade Union.

Additional Information





Picture: Scotdrone

The anticipated timetable of events is:

Closing Date

13 December 2026

Short Leeting Completed

w/c 11 January 2027

Assessment Centre

w/c 18 January 2027

Appointments Committee Interviews

w/c 1 February 2027

The above timetable may be subject to change.

Additional background information may be provided to candidates invited to interview, however the following documents provide additional information and can be accessed by clicking on the links below:

- **Council Plan**
  Policies and strategies: Council Plan 2022 - 2027 - Falkirk Council
- **Annual Accounts**
  Budgets, spending and performance: Annual accounts - Falkirk Council
- **Performance Management Framework**
  Falkirk performs: Performance Management Framework - Falkirk Council
- **Performance Reporting**
  Falkirk performs: Performance Reporting - Falkirk Council
- **Workforce Strategy**
  Workforce Strategy 2023 - 2027 - Falkirk Council
- **Community Engagement Strategy**
  Policies and strategies: Community Engagement Strategy 2025-2028 - Falkirk Council
- **Falkirk HSCP**
  Policies and strategies: Integration of Health and Social Care - Falkirk Council
- **Best Value report:**
  Best Value: Falkirk Council - Accounts Commission, May 2024

Further Falkirk Council information and documents are available by visiting our website - Falkirk Council

Please note, references will be requested prior to interview. For an informal chat, please email Kenneth.Lawrie@falkirk.gov.uk and we will arrange a suitable date and time for a call.

FALKIRK COUNCIL

November 2026