Recruitment Pack for the role of

Chief Governance Officer of Falkirk Council



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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 Governance Officer of Falkirk Council

(Head of Governance and Human Resources)

Job Title	**Chief Governance Officer**
Salary	**£135,817**
Reporting to	**Director of Transformation, Communities & Corporate Services**
Responsible for Line Management of	**To provide strategic direction and leadership to ensure the efficient management and delivery of:** • **Democratic Services** • **Human Resources and Payroll** • **Legal, Licensing and Information Governance** • **Legal & Procurement** • **Marketing & Communications**
Your Job is to	**To actively lead and participate in the transformational development of services across your remit. To ensure the Council's Vision, Goals and Values are delivered through the strategic management and development of services across the Governance Division in support of the Council's Corporate and Business Plans and in a manner that contributes to the implementation of the Council's statutory duty to secure best value in the performance of its functions.**
Grade	**CO2**



Are you an experienced strategic leader with a passion for good governance, improvement and a commitment to public service?

Falkirk Council is seeking an exceptional individual to join its senior leadership team as Chief Governance Officer. This is an exciting opportunity to provide strategic leadership across wide ranging corporate functions including: Legal Services, Democratic Services, HR & Payroll, Information Governance, Procurement, Marketing & Communications and Equalities.

As lead governance adviser to the Council, you will play a key role in supporting Elected Members and ensuring the highest standards of governance and accountability. The role also carries statutory responsibilities as Monitoring Officer and Depute Returning Officer along with Clerk to the Central Scotland Valuation Joint Board.

We are looking for a collaborative and politically astute leader with significant senior management experience, the ability to build strong relationships across a complex organisation but also to challenge and ensure fairness and consistency in decision making.

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.

If you share our values of being Responsive, Innovative, Trusted and Ambitious and want to help shape the future of Falkirk and the communities we serve we would like to hear from you.

Further information is available at MyJobScotland, where you can apply online. Closing date for receipt of completed applications is 14 December 2026.


Picture: Scotdrone

What you will do:

Statutory Roles

- Monitoring Officer in terms of the Local Government & Housing Act 1989
- Depute Returning Officer in terms of the Representation of the People Act 1983
- Clerk to the Central Scotland Valuation Joint Board in terms of the Valuation Joint Boards (Scotland) Order 1995
- Proper Officer in terms of legislation, as determined by Council

Corporate Responsibilities

- Governance advisor to the Council and its committees
- Lead officer with strategic responsibility for all legal matters
- Lead officer with strategic responsibility for all democratic services functions including committee administration
- Lead officer with strategic responsibility for Corporate Communications and Equality
- Lead officer with strategic responsibility for corporate procurement
- Lead Officer with strategic responsibility for Human Resources and Payroll
- To provide motivational and collaborative leadership ensuring clarity of direction, effective communication and development of potential in management and employees
- Ensure the highest standards of customer service and best value is obtained in all work undertaken by management, employees, contractors and partners
- Take a lead role in managing transformational change including challenging people and developing decision-making
- Promote, encourage and looks for opportunities to work with partners
- Promote health and wellbeing, equality of opportunity and tackle disadvantage and discrimination across all areas of responsibility



General Management Responsibilities

- To contribute to the development of corporate and service policies, procedures and strategy relating to the area of responsibility and ensure effective implementation
- To manage the resources and budgets of the functional areas effectively, in accordance with the Councils Scheme of Delegation and Financial Regulations to ensure the most cost effective delivery of services
- To manage relevant employees within the functional areas in accordance with the Council's Human Resource policies
- To promote the health and safety of employees at work and of service users through the implementation of the Councils' Health & Safety Policy and relevant statutory requirements
- To develop comprehensive and effective performance management systems for all areas of functional responsibility taking appropriate action(s) to ensure attainment of agreed success criteria
- To maintain up to date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation, providing professional advice to Council and Committees as required
- To establish and maintain appropriate business continuity arrangements for the areas of functional responsibility and contribute to the Emergency planning and business continuity plans across the Council as required

Person Specification



Picture: Scotdrone

Education & Professional Qualifications

Essential

- Educated to degree level or equivalent.

Ideally you will have

- Eligibility for membership to an appropriate professional institute/body
- Evidence of a commitment to continuing professional development including appropriate leadership/ senior management training

How we assess this

Application Form

Leadership Experience

Essential

- Strong leadership skills with ability to demonstrate confident decision-making, ensuring statutory obligations are met;
- Ability to contribute to the development of cross-service policies and initiatives;
- Experience of managing multi-disciplinary teams;
- Experience of successfully leading transformational and culture change in a complex organisation;
- Experience in effectively managing complex and strategic issues;
- Evidence of positive relationships with Elected Members;
- Experience of working on Corporate initiatives and contributing to the corporate management of the Council;
- Experience of developing and implementing managerial initiatives based upon the principles of Best Value;
- Evidence of having good quality and effective inter personal skills including influencing, negotiating, consultation and presentation;
- Experience of successful project management and partnership working.

Ideally you will have

- Experience of working with Trade Unions

How we assess this

Application Form

Interview

Skills/Knowledge

Essential

- Ability to think both strategically and operationally and to translate strategies into effective practices;
- Experience of working in a multi-functional organisation at a senior management level with responsibility for revenue budgets;
- Ability to ensure key objectives in the Council's Business and Corporate Plans have been achieved;
- Considerable professional experience from one of the service/functional areas;
- Ability to implement risk management plans effectively ensuring the health, safety and care of all within the area of responsibility.

Ideally you will have

- Experience of managing physical and technological assets ensuring they are fit for purpose

How we assess this

Application Form

Interview

Personal Awareness/Traits

Essential

- Personal resilience and ability to manage competing priorities in a high pressure environment;
- Ability to develop and maintain positive relationships with key partner organisations, and provide a positive role model for partnership, relationship and conflict management;
- Demonstrate honesty, integrity and high professional standards;
- Ability to work collaboratively, as an effective team player;
- Possess a high degree of political sensitivity;
- Ability to work on own initiative.

How we assess this

Application Form

Interview

Falkirk Council Values & Behaviours

Essential

- Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)

How we assess this

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 the 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 focused 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 & 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

Managing Self & Others

Demonstrates high standards of professional integrity and trust

Listens effectively

Questions effectively

Works effectively through conflict

Displays a positive energy to encourage a positive and trusting environment

Prepares, participates and is engaged at meetings

Demonstrates resilience and flexibility

Encourages ambition, new ideas, creativity and positive challenge

Effectively manages and develops people within a trusting environment

Takes effective decisions timeously and has the courage to make the right decisions and give the right advice to Elected Members

Note: Under the Local Government and Housing Act 1989, this post is politically restricted.

Terms and Conditions



Salary

The salary for the Chief Governance Officer is £135,817 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

14 December 2026

Short Leeting Completed

w/c 11 January 2027

Assessment Centre

w/c 18 January 2027

Appointments Committee Interviews

w/c 8 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 Karen.Algie@falkirk.gov.uk the Director of Transformation, Communities and Corporate Services and we will arrange a suitable date and time for a chat.

FALKIRK COUNCIL

November 2026