

FWB Park Brown

Executive Search



**DUN
DEE
REP**

SCOTTISH
DANCE
THEATRE

For the Appointment of
Strategic Lead for Corporate Services Change

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Executive Summary

(12 month Fixed Term Contract)

Dundee/Hybrid/Part-time/Flexible working

Dundee Rep and Scottish Dance Theatre sits at the cultural heart of Dundee as a centre of creative excellence. The organisation looks outwards, creating and delivering work for local, national and international audiences, with learning at the heart.

“The Rep” recently celebrated its 80th anniversary and is home to the Dundee Rep Ensemble, the only permanent full-time company of its kind in Scotland. Scottish Dance Theatre is one of the few full-time companies in the UK and is made up of nine inquisitive and versatile dancers who have come from all over the world to work and create in our home at Dundee Rep.

At the heart of the Dundee Rep and Scottish Dance Theatre vision is the belief that artistic and creative experience of the highest quality should be open and available to all. The organisation has an extensive engagement programme working with people of all ages both within the building and in formal and informal learning contexts across Scotland and internationally.

The Strategic Lead for Corporate Services Change is a project role in the organisation, working closely with the Senior Leadership Team across Finance, Human Resources, Corporate and Professional Services, to design and implement a programme of robust change in how the corporate services of the organisation are planned and delivered. There will be a period of significant strategic and operational change over the next 12 to 18 months and this role is critical in helping to shape and drive this transformation.

Key responsibilities include:

- Further build resilience, accuracy and efficiencies into financial processes, procedures, use of financial data and insight.
- Create dynamic and robust financial systems and reporting mechanisms to optimise management information and Board packs.
- Work closely with all stakeholders to understand business needs, deliver excellence in business planning and improve performance through financial analysis, strong cost control and outsourcing.
- Support the Executive Director and Head of Finance & HR to review and approve core policies and improve mechanisms to support staff wellbeing.
- Ensure good practice and the highest standards of operational improvement in delivering significant change programmes across the organisation.
- Improve the procurement, liaison and project management of outsourced professional services across HR, Legal and Strategic Consultancy.

We are looking to appoint a highly strategic, operational and pragmatic Finance leader, with a proven track record of corporate services change. We are very open on sector background. This role requires outstanding organisational and communication skills and a broad blend of financial and operational experience in a complex purpose-led organisation.

About Us

The story of Dundee Rep and Scottish Dance Theatre is one of its people: its artists, creatives, staff, participants and audiences.

Dundee Rep and Scottish Dance Theatre sits at the cultural heart of Dundee as a centre of creative excellence. The Organisation looks outwards, creating and delivering work for local, national and international audiences, with learning at the heart. “The Rep” recently celebrated its 80th anniversary and is home to the Dundee Rep Ensemble, the only permanent full-time company of its kind in Scotland. Scottish Dance Theatre is one of the few full-time companies in the UK and is made up of nine inquisitive and versatile dancers who have come from all over the world to work and create in our home at Dundee Rep. Together these twin ensembles have created a number of award-winning productions, made in Dundee that tour nationally and internationally; establishing a reputation as one of the UK’s leaders in theatre and dance production, carrying the Dundee brand far and wide.

Dundee Rep has been instrumental in creating a number of award-winning and award-nominated productions, including the world premiere of ‘Let the Right One In’, the first professional revival of ‘The Cheviot, The Stag and The Black, Black Oil’, the Scottish premiere of Pulitzer Prize-winning ‘August: Osage County’, and the 80th Anniversary season world premiere of Peter Arnett’s ‘Tay Bridge’.





Working at the forefront of the art form, Scottish Dance Theatre collaborates with internationally acclaimed choreographers and artists, supports the development of emerging and home-grown talent and promotes a plurality of voices. With more than 30 years of history, the company has developed a distinctive identity that brings together artistic integrity and social commitment, reaching a wide range of audiences and communities locally, nationally and across the world. Scottish Dance Theatre has received multiple awards, including the Critics' Circle National Dance Award for Outstanding Company Repertoire, and has built a strong international profile, becoming Scotland's flagship contemporary dance company.

At the heart of the Dundee Rep and Scottish Dance Theatre vision is the belief that artistic and creative experience of the highest quality should be open and available to all. The Organisation has an extensive engagement programme working with people of all ages both within the building and in formal and informal learning contexts across Scotland and internationally.

Over the course of eight decades, Dundee Rep and Scottish Dance Theatre has been at the heart of performance in Scotland, and grown into a world-class organisation, with two artistic forces based in Dundee, travelling to and reaching the rest of the world.

Engagement

Engage at Dundee Rep and Scottish Dance Theatre is a vibrant programme of work that brings together a range of classes and projects across our dance and theatre companies as well a series of creative interventions and dynamic new performances.

The mission is to deliver high quality artistic experiences that bring people together and have something to say about the world that we live in. Engage at Dundee Rep and Scottish Dance Theatre believe in the power of the Arts as a vital act of community and as a tool for dialogue and change across our society. We aim to create opportunities for people across Dundee and further afield to access creative activity and to encourage participation across our programme.



Purpose of Role

To work closely with the Executive Director and Head of Finance & HR to design and implement a programme of robust change in how the corporate services of Dundee Rep and Scottish Dance Limited (DRSCTL) are planned and delivered. The Organisation anticipates a period of rapid strategic and operational change in the coming 12-18 months and this role will be critical in supporting that, ensuring business objectives are met.

Primary Tasks

Finance

1. To continue the work already underway to review and implement an extensive programme of change in financial processes and reporting, in order to do the following:
 - a. Build resilience and robustness into the processing and accuracy of financial data.
 - b. Build efficiencies into internal processes, creating additional capacity within existing (human) resource that can be deployed on other priority tasks.
 - c. Create effective, timely and dynamic reporting mechanisms for Management and Board to allow for good governance and agile working at all times.
2. Support a review of financial systems, particularly the accounting package (and associated apps) operated in order to:
 - a. ensure DRSCTL operates on the most effective, efficient and affordable package available.
 - b. Undertake a review of packages and their benefits to support the change required at DRSCTL.
 - c. Support the implementation/migration plan for any change of accounting (and other management) software when agreed.
3. Support a review of requirements relating to financial governance, including but not limited to:
 - a. Procurement of required professional services.
 - b. Review of mechanisms required for HMRC including PAYE and Theatre Tax Relief.

Human Resources

4. Work with the Executive Director and Head of Finance & HR to continue to enhance the policy and procedural environment that DRSCTL operates within, including but not limited to:
 - a. Ongoing review and (re)approval of core policies.
 - b. The implementation of a new Staff Handbook.
 - c. The enhancement of mechanisms to support staff wellbeing.

5. Supporting the strategic leadership requirements in any significant organisational change projects undertaken within the period ensuring:
 - a. Legal and good practice requirements are always met.
 - b. Stakeholder liaison is robust, including liaison with DRSDTL's two recognised Unions (BECTU and Equity).
 - c. Maintaining an overview of the operational process managed by the Finance & HR Department and informing improvements with robust professional judgment.

Corporate Services and Professional Services Support

6. Support the procurement, liaison and project management of professional services which support the above, including but not limited to:
 - a. Legal advice
 - i. Company Secretary
 - ii. Employment Law
 - iii. Commercial Law
 - b. HR advice - For example Caroline Rochford of Caroline Rochford HR Consultancy who we have a long-standing relationship with .
 - c. Strategic Consultancy - For example David Brownlee of Data Culture Change who we have engaged with partners to support significant strategic change .



Experience

Essential Experience

1. Chartered account qualified or equivalent level through professional experience.
2. Senior leadership or consultancy experience in a corporate services field.
3. Robust knowledge of the legal and compliance frameworks an organisation such as DRSDTL must operate within.
4. Proven track record of leading or advising on corporate services change.

Desirable Experience

1. CIPD qualification or equivalent
2. Experience of working in the UK cultural sector.

Terms

1. Initial one year contract available.
2. Total budget of £50,000 gross salary/fee available.
3. Flexible approach to contract of employment or contract for services.
4. Flexible approach to (fractional) hours worked to balance salary expectation with available budget.

Holidays

Pro rata of FTE 24 days per year plus five public holidays. The holiday year runs from 1 April to 31 March each year.

Notice Period

The notice period will be three-months.

Location of work

Your main place of work will be Dundee Rep and Scottish Dance Theatre Limited. You may be asked to work temporarily in other locations in the UK. Hybrid working is available.

Other benefits

- Contributory staff pension

Non-contractual benefits

- Staff tickets to ensemble shows.
- Staff discount in Rep Restaurant.

Further Information

For further information or a confidential discussion, please contact Graham Burns on:

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Or alternatively, you can contact our Edinburgh office by phone on +44 131 539 7087.

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