

LEISURE & CULTURE DUNDEE

& CULTURE



Recruitment Pack

Director of Leisure and Culture/
Managing Director of Leisure and Culture Dundee

DUNDEE

Dundee
City Council
www.dundee.gov.uk
CHANGING
FOR THE FUTURE



Dundee is a dynamic, ambitious
city with a remarkable history
and an exciting future.

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Welcome from the Chief Executive

Thank you for your interest in this role.

We are a council with big ambitions because we want the best for all our citizens. We want Dundee to be the best place to grow up, study, work and live long and happy lives.

Dundee has transformed itself into a growing city on a journey of major economic, social and cultural development, including its world renowned £1bn Waterfront development with V&A Dundee at its heart. Further opportunities lie ahead such as the £300 million Tay Cities Deal, a Life Sciences Innovation District and the Eden Project - all examples of Dundee's bold and creative ambition. As a result, Dundee has been named as one of the world's top "places of the future" (21 Places of the Future Report).

The Council has a vital role in enabling transformational change to meet the needs of the city and at the same time maintain the financial sustainability of local services. We continue to work with partners, businesses, citizens and communities to tackle challenges and grasp opportunities.

We pay particular attention to the impact on the local economy; on the funding of employability, social inclusion, regeneration and support for key business sectors; and on the work of our universities and colleges, which play such a key role in the city.

As a Council, we provide best value and are committed to continuing to change for the future. Given the ongoing financial uncertainties, we need to look again at how we design and deliver our services. That will also affect how we design our budgets and income, our service structures and workforce planning to ensure that we are working in the most efficient, effective and innovative ways.

Our success is reliant on our employees who are motivated, innovative and productive. Our workforce deliver services confidently and competently, with the right skills, knowledge and values.

In return for your dynamic leadership, we offer a supportive, friendly and welcoming place to work with a talented team of people and a competitive salary and benefits package.

If you have the drive, passion, leadership and experience to contribute and influence, I would be delighted to receive your application.



Greg Colgan
Chief Executive, Dundee City Council

Welcome from Leisure and Culture Dundee Chair-designate

Thank you for your interest in leading Leisure and Culture Dundee.

LACD matters because it's part of people's everyday lives, at our pools, gyms and pitches, in our libraries and in spaces and venues including The McManus and the Caird Hall to Broughty Castle and the Mills Observatory. Nearly three million annual attendances sit behind a much bigger story about health, learning, participation and community across the city. Our job is to make sure that contribution remains strong, relevant and sustainable.

I believe this is an exciting moment to lead the organisation.

We've got good services, talented people and assets with significant potential, and we also have choices to make. Wider financial realities will remain challenging and expectations will keep changing, so the organisation will have to keep moving with them. We need to be clear about what creates value, willing to reconsider how things are done and confident about investing where we can make the greatest difference in people's lives.

There's real opportunity in that because growing income, using our assets more effectively and developing new partnerships all strengthen our charitable purpose. Every pound we generate is reinvested in what we do, and greater financial resilience gives us more capacity to widen access, improve quality and respond to the needs of communities across Dundee.

The Board will play an active part in that next phase. We'll set direction, ask difficult questions when they need to be asked and provide constructive challenge and support. In return the Director of Leisure and Culture / Managing Director of Leisure and Culture

Dundee will have the space to lead. Open relationships, clear accountability and early conversations about difficult issues are critical. That means candour, clear decisions and a shared focus on moving the organisation forward.

The role brings an unusual opportunity because as Director of Leisure and Culture / Managing Director of Leisure and Culture Dundee you'll operate across two organisations with a shared interest in better outcomes for Dundee. When they work well together, each role gives the other greater reach and influence, and making that happen will take judgement, trust and an ability to turn partnership into practical results.

We're looking for someone who sees possibility and can turn ambition into delivery. There's a strong platform here and the next phase is about what we build from it.

I look forward to meeting you.



Kris Bryce
Chair-designate, Leisure and Culture Dundee



Dundee City

Dundee is a modern, vibrant city which is continuing to transform culturally.

It is a leader in many fields including life sciences, technology, gaming, digital media, art and design and is developing capacity in the green jobs sector.

Particularly after the opening of the V&A Dundee, it is increasingly becoming a tourist destination for Scottish, UK and international visitors. Dundee was Scotland's first Fair Trade City, the UK's first Living Wage City and the UK's first UNESCO City of Design. Dundee has been named as one of the world's top "places of the future", in a report examining how new technologies will create jobs. The 21 Places of the Future report looks for where new jobs will appear, hotbeds of innovation and ideas, and affordable and enjoyable places to work – places "where the future is being built right now."

Dundee is well positioned for the future with two globally renowned universities in the city and St Andrews close by.

Dundee has an international reputation for using culture and creativity as a catalyst for building resilient and robust communities. Our strong history of cultural investment means Dundee is a vibrant place which harnesses its creativity and cultural richness to support



the engagement, ambition, achievements and wellbeing of its citizens.

Diversity is welcomed, with opportunities for worship in a wide range of faiths including Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism, as well as multi-denominational institutions, which welcome people of all faiths or none.

As well as being Scotland's sunniest city, Dundee is a place that is friendly, fascinating and easy to reach - all persuasive factors when deciding where to live and work.



Dundee is a great place to live and work



Beautiful scenery with seaside, mountains and forests so close you can visit them all in one day.



Compact, so you can easily walk or cycle around the city.



26 mile cycle route around the city.



Scotland's sunniest city.



Variety of outdoor activities easily available including watersports, skiing, skateboarding, golf and mountain climbing.



Steeped in history, there is a lot to explore.



Home to some of the best museums in Scotland.



UK's first UNESCO City of Design.



Cost of living is cheaper than other Scottish cities.



House prices are more affordable than in any other Scottish city.



You can fly to London from Dundee Airport in an hour or travel to Edinburgh International Airport in an hour.



Excellent schools, colleges and universities with highly ranked graduate prospects.





Dundee City Council and Leisure and Culture Dundee

We deliver services aimed at providing a better quality of life for the people of Dundee.

Dundee City Council is one of the largest employers in the city with 6,132 employees with Leisure and Culture Dundee employing 384 colleagues.

We have a strong local and national reputation for providing good quality and effective services to our citizens through our strategic services areas and partners. We have performed well, despite the significant financial challenges, the pandemic and increased demand for our services.

It is both our vision to continuously improve service delivery and to support and enable initiatives which make our services more accessible, more convenient, more operationally effective and cost effective.

Our employees are our biggest asset.



Our Council's Vision, Values and Key Priorities

The [City Plan](#) and [Council Plan](#) are two key documents which spell out the Dundee Partnership's vision for the future of the city and the Council's key priorities.

The City Plan sets out ambitious but realistic targets for improving a range of outcomes across the partnership agenda, while the Council Plan details the local authority's targets and actions for making improvements on its priorities.

Dundee City Council fully endorses the shared vision for our city set out in the Dundee Partnership's City Plan 2022-2032. This reflects a consensus in the city which we can all work towards and is set out as follows:



Our Council's Vision, Values and Key Priorities (continued...)

To achieve the vision, we selected five priorities to focus on across five years and to underpin our bold and ambitious culture to encourage everyone at Dundee City Council to live by these values and deliver on these priorities.



Our values

Living our Values

Be open and honest	Be fair and inclusive	Be innovative and transforming	Be constantly learning
• Develop our talent • Have full engagement with our workforce • Encourage feedback • Develop our workforce information and analytics to aid decision making • Manage workforce change	• Promote diversity, inclusion and difference • Provide an Employee Wellbeing Service • Ensure healthy and safe working practices • Encourage 2-way conversations • Demonstrate respect and dignity	• Encourage curiosity • Open to suggestions and change • Share new ideas, thinking and practice • Be evidenced based in our decisions	• Identify and deliver future skills • Use Learning to improve our work • Have Coaching Conversations • Encourage reflective learning



The Opportunity

We are seeking an exceptional leader to undertake two closely connected leadership roles:

- Director of Leisure and Culture, Dundee City Council, providing strategic leadership and advice to the Council on leisure, culture, libraries, sport and related services; and
- Managing Director of Leisure and Culture Dundee, leading the city's charitable leisure and culture trust on behalf of its Board and ensuring the successful delivery of services, organisational performance and long-term sustainability.

These complementary roles provide a unique opportunity to influence both the strategic direction of leisure and culture services across Dundee and the operational success of the organisation responsible for delivering many of those services.

As Director of Leisure and Culture, you will be a member of the city's wider senior leadership arrangements, working with elected members, Council officers and partners to help deliver the Council's priorities, the Dundee City Plan and broader ambitions for economic growth, health and wellbeing, community empowerment and cultural development.

As Managing Director of Leisure and Culture Dundee, you will work closely with the Board of Trustees, employees, Dundee City Council, communities and partners to shape and deliver high-quality, sustainable and inclusive services across leisure, sport, libraries, culture and community facilities.



Leisure and Culture Dundee is an independent charity with responsibility for delivering leisure, sports, library, information and cultural services throughout Dundee. Through Active Dundee, the city's libraries, The McManus, Caird Hall, Mills Observatory, Broughty Castle Museum and Dundee City Box Office, the organisation plays a vital role in supporting physical activity, lifelong learning, access to culture, community participation and civic pride.

This is an opportunity to lead an organisation at the heart of Dundee's cultural and community life whilst also providing strategic leadership across one of the city's most important policy portfolios. The successful candidate will operate confidently across both governance environments, working effectively with the Council and the Board to strengthen partnership working, organisational resilience and long-term sustainability.

The postholder must be able to balance the responsibilities of both appointments, providing clear strategic direction as Director of Leisure and Culture while delivering effective corporate leadership, governance and performance management as Managing Director of Leisure and Culture Dundee.

The successful candidate will bring vision, resilience and sound judgement, together with a strong track record of strategic leadership, financial stewardship, governance, partnership working and service improvement. They will understand the opportunities and challenges facing the leisure, culture, sport and library sectors and be committed to improving outcomes for individuals, communities and visitors across Dundee.



Leisure and Culture Dundee: Shaping the Future

Leisure and Culture Dundee (LACD) is a Scottish Charitable Incorporated Organisation (SCIO) dedicated to enriching lives through high-quality leisure, sport, cultural and library services. Working at the heart of Dundee's community life, LACD manages a diverse portfolio of sports facilities, libraries, museums, galleries and performance venues that promote wellbeing, lifelong learning, social inclusion and economic development. Every pound generated by the organisation is reinvested to support services and create opportunities for the people of Dundee and its visitors.

Our Vision

To ensure that everyone in Dundee, and visitors to the city, has access to excellent sporting and cultural experiences.

Our Mission

To secure a sustainable future for Leisure and Culture Dundee and its services while maintaining a high-quality experience for all users.

Strategic Priorities 2025-2029

The organisation's Corporate Strategy is built around three core priorities:

Sustainability

Ensuring services, facilities and operations remain environmentally, financially and operationally sustainable through efficient use of resources, investment in infrastructure and development of a resilient business model.



Collaboration

Working with Dundee City Council, communities, businesses, partners and stakeholders to create inclusive opportunities, maximise impact and improve outcomes for residents and visitors.

Innovation

Embracing new ideas, technologies and approaches to ensure services remain accessible, responsive and relevant while meeting the changing needs of the city and its communities.

Key Areas of Focus

During this period 2025-2029, LACD is focussing on:

- Developing and evolving its leisure and cultural offer in response to changing community needs.
- Working with Dundee City Council to reshape and optimise the use of buildings, facilities and digital infrastructure.
- Investing in staff wellbeing, skills development and career progression.
- Strengthening and unifying the organisation's brand and identity.
- Maintaining affordability and accessibility while growing income, securing external funding and investing in future services.

Charitable Purpose

As a registered charity, LACD exists to advance culture, sport, education, health and community wellbeing, while promoting inclusion and supporting those facing disadvantage. The organisation's work contributes directly to improving quality of life, community participation and opportunities for learning, recreation and cultural engagement across Dundee.



The Role

Director of Leisure and Culture/ Managing Director of Leisure and Culture Dundee

Salary £127,139 - £134,779

As Director of Leisure and Culture / Managing Director of Leisure and Culture Dundee, the postholder will provide strategic leadership on behalf of Dundee City Council for the delivery of leisure, culture, libraries, sport and related services.

Working closely with elected members, Council officers, Leisure and Culture Dundee and partner organisations, the postholder will contribute to the development and delivery of the Council's priorities, the Dundee City Plan and other relevant strategic frameworks. The postholder will act as the principal adviser to the Council on matters relating to leisure and culture, ensuring that services contribute effectively to improved outcomes for citizens, communities and visitors.

As Director of Leisure and Culture / Managing Director of Leisure and Culture Dundee and Charity Trustee, the postholder will lead the organisation on behalf of the Board, with executive responsibility for organisational performance, financial sustainability, workforce leadership and service delivery, supporting the Board in discharging its governance responsibilities. The postholder will help establish and implement a clear strategic vision for the organisation, ensuring the achievement of agreed objectives, continuous improvement, best value and the effective stewardship of resources across leisure, sport, libraries and culture services.

Working closely with the Board, Dundee City Council and a wide range of stakeholders, the postholder will strengthen partnership working, secure organisational resilience and maximise the contribution of Leisure and Culture Dundee to the city's cultural, sporting, social and economic wellbeing.

As a senior leader within the city's wider leadership arrangements, the postholder will promote collaborative working across organisations and sectors, ensuring that Leisure and Culture Dundee remains a high-performing, innovative and community-focused charitable body.



The Role (continued...)

Responsible to

- Dundee City Council Chief Executive and the Board of Leisure and Culture Dundee, within the agreed governance and accountability arrangements for the role.

Principal Working Contacts

- Chief Executive.
- Chair and Board Members of Leisure and Culture Dundee.
- Executive Directors and Heads of Service within Dundee City.
- Council and Leisure and Culture Dundee.
- Elected Members.
- External contacts with other local government colleagues, the Scottish Government, Government-funded and sectoral agencies, MSPs, MPs, partners from third sector organisations.
- Regulators and Inspectors; Professional associations; Business and media organisations.

Main Duties

- Lead the development and implementation of agreed strategic plans for services and functions, liaising with Executive Directors and City partners as required to ensure consistency and effective delivery of outcomes.
- Provide advice and support to the Chief Executive and Board Members on policy, strategy and key decisions within the remit of the post, taking account of the changing economic, legislative and operating environment to ensure that agreed aims and objectives are delivered.
- Lead the development, management and monitoring of Leisure and Culture Dundee's revenue and capital budgets, working with the Board, Dundee City Council and senior managers to ensure robust medium and long-term financial planning, effective use of resources, value for money, financial sustainability and compliance with organisational, charitable and corporate governance requirements.
- Communicate, influence, negotiate and persuade a wide range of audiences and stakeholders to deliver approved strategies and plans.

The Role (continued...)

- Be responsible for the effective and efficient deployment of employees at a multi-functional corporate level in accordance with best practice and in line with LACD's workforce strategy.
- Lead and promote the equalities, fairness and diversity agendas to ensure compliance with the equalities and human rights duties.
- Ensure that effective plans and strategies are in place for communication, promotion and media relations.
- Ensure effective governance and risk management arrangements are in place with robust policies, processes and procedures demonstrating transparency and accountability.
- Ensure Leisure and Culture Dundee has effective planning and business continuity arrangements in place to meet its responsibilities under the Service Level Agreement/contract with Dundee City Council, including arrangements that support the Council's statutory duties under Civil Contingencies and other relevant public and community protection legislation.
- Initiate and direct the development of strategic responses to challenges and opportunities and ensure the effective implementation of change.
- Ensure effective risk management and assurance, balancing opportunity and innovation with sound governance.
- Develop and maintain good working relationships with trade unions and ensure there are effective channels of communication and consultation with employees and their representatives.
- Provide active leadership across the SCIO and Council interface to encourage collaboration and partnership working that maximises the benefits and contributions Leisure and Culture Dundee and Dundee City Council can make for citizens and the wider city.
- Lead the Dundee Partnership Cultural Development Group and its sub groups, ensuring that the city has a robust Cultural Strategy and actively managed implementation plan.

Other Duties

- The duties and responsibilities contained within this description should be regarded as neither exclusive nor exhaustive. Consequently, this is not a contractual document and the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character or nature of the post.
- The Job Description may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

Person Specification

Professional Educational Qualifications

Essential

- Relevant Professional qualification.
- Evidence of continuing professional development.

Desirable

- Relevant Degree or equivalent.
- Management qualification.
- Member of an appropriate professional body.

Relevant Work/Other Experience

Essential

- Proven record of operating successfully in a senior leadership role within a complex, multi-service organisation, including strategic planning, organisational transformation and service improvement.
- An understanding of trends in leisure and culture nationally and internationally and the implications of these.
- Knowledge of the legislative framework, the Scottish Government and other relevant policies and strategies.
- Strong commercial awareness and business acumen, including experience of financial planning, income generation, sustainability, value for money and balancing public value with organisational resilience.
- Experience of managing significant financial resources, with an appreciation of matters relating to value for money, probity and accountability.
- Evidence of successful leadership of teams at the highest level.
- Evidence of leading transformation and culture change that improves services, modernises ways of working and supports organisational resilience.
- Experience of providing advice and support to elected members and/or at board level.



Person Specification (continued...)

- Evidence of entrepreneurial and innovative thinking, with the ability to identify opportunities, develop new approaches and improve services within financial and governance constraints.

Desirable

- Experience of strategic integration of ICT with operational activities and service provision.
- Awareness and experience of civil contingency planning and delivery of services, Risk Assessment, health and safety and business continuity responsibilities and issues.
- Awareness of working within a socio-economic area of deprivation.
- Involvement in Community Planning.
- Understanding of the operating environment for third sector organisations and charitable bodies.
- Understanding of a commercial operating environment.

Particular Skills/Abilities

Essential

- Excellent written communication skills and the ability to produce reports on complex issues.
- Excellent leadership and interpersonal skills with the ability to form positive relationships at all levels.
- Strong persuasive and influencing skills, with the ability to present ideas and proposals effectively at senior levels.
- Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions.
- Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options.
- Ability to make recommendations based on sound risk management principles and contingency planning, within financial, legal and ethical frameworks.
- Successful record of engaging effectively with others, building productive working relationships, including high profile stakeholders, statutory authorities and private sector.

Person Specification (continued...)

- Ability to motivate specialist teams to achieve high standards of performance.
- Capacity to work under pressure to meet deadlines, satisfy political objectives and organisational priorities.
- Demonstrate commitment to, and achievement of, equality and diversity issues.

Personal Qualities

Essential

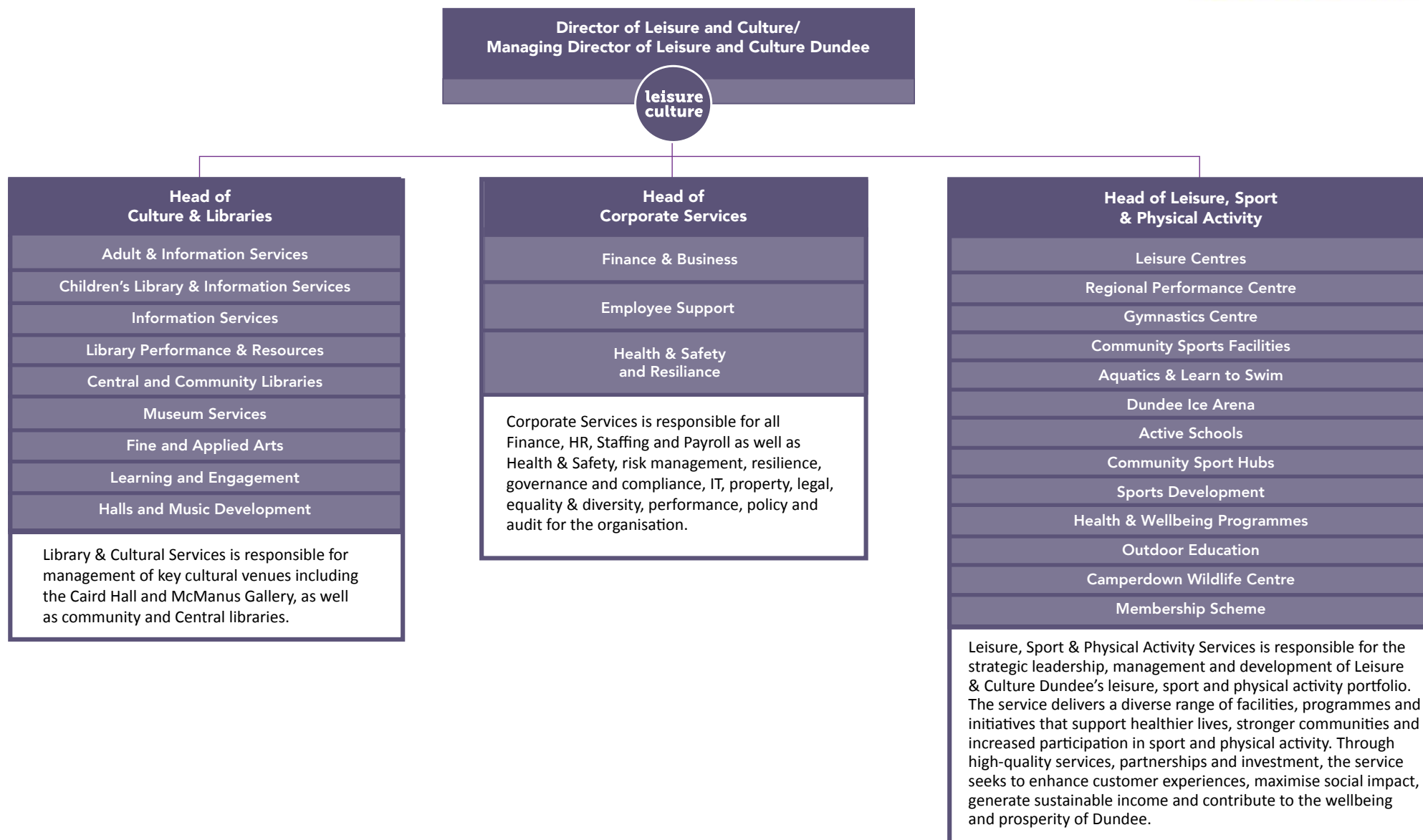
- Highly motivated, credible and able to build confidence, trust and constructive working relationships with employees, Board members, Council colleagues, partners and stakeholders.

Any Additional Job Related Requirements

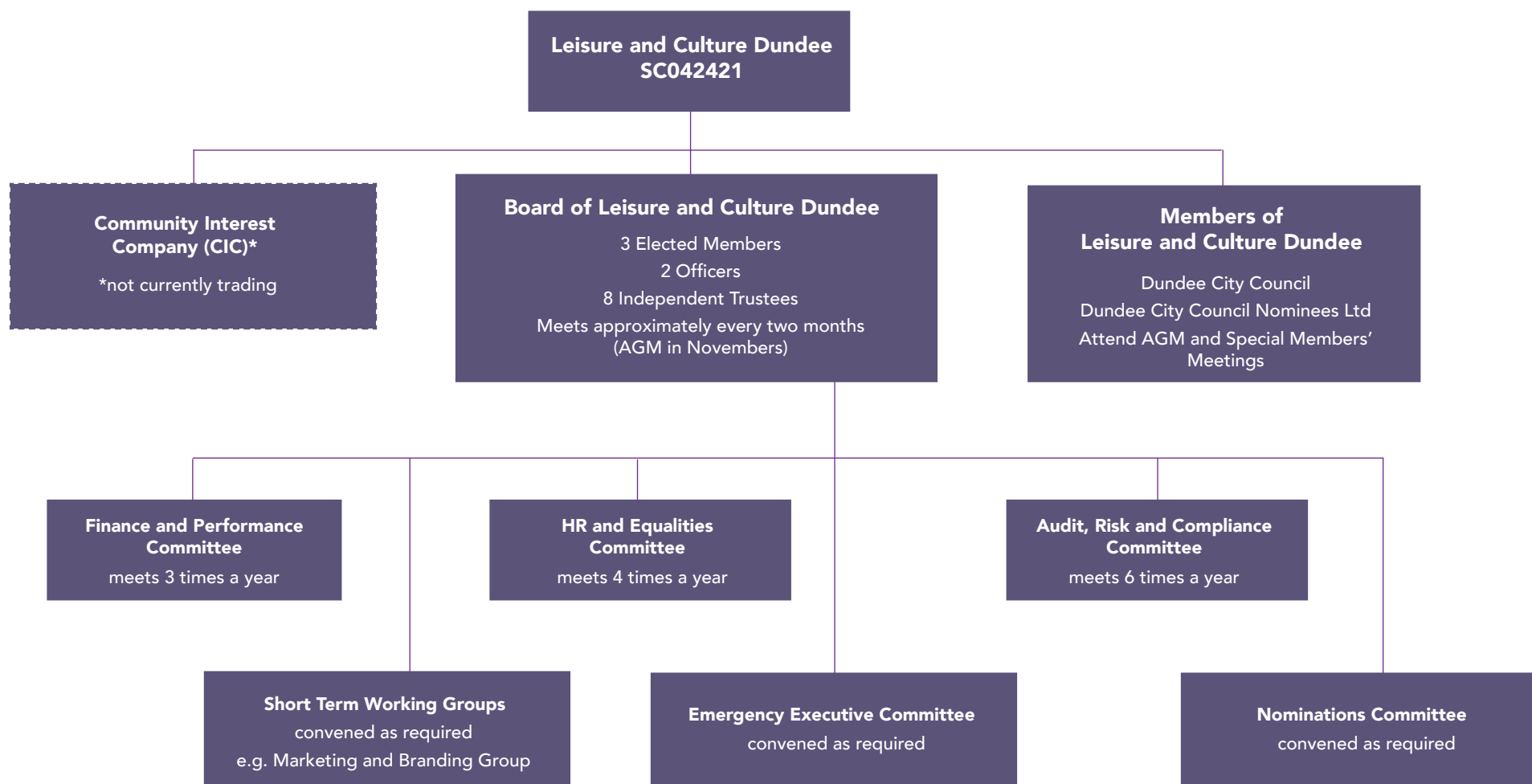
- If applicable, must undergo an enhanced disclosure check and become a PVG member.



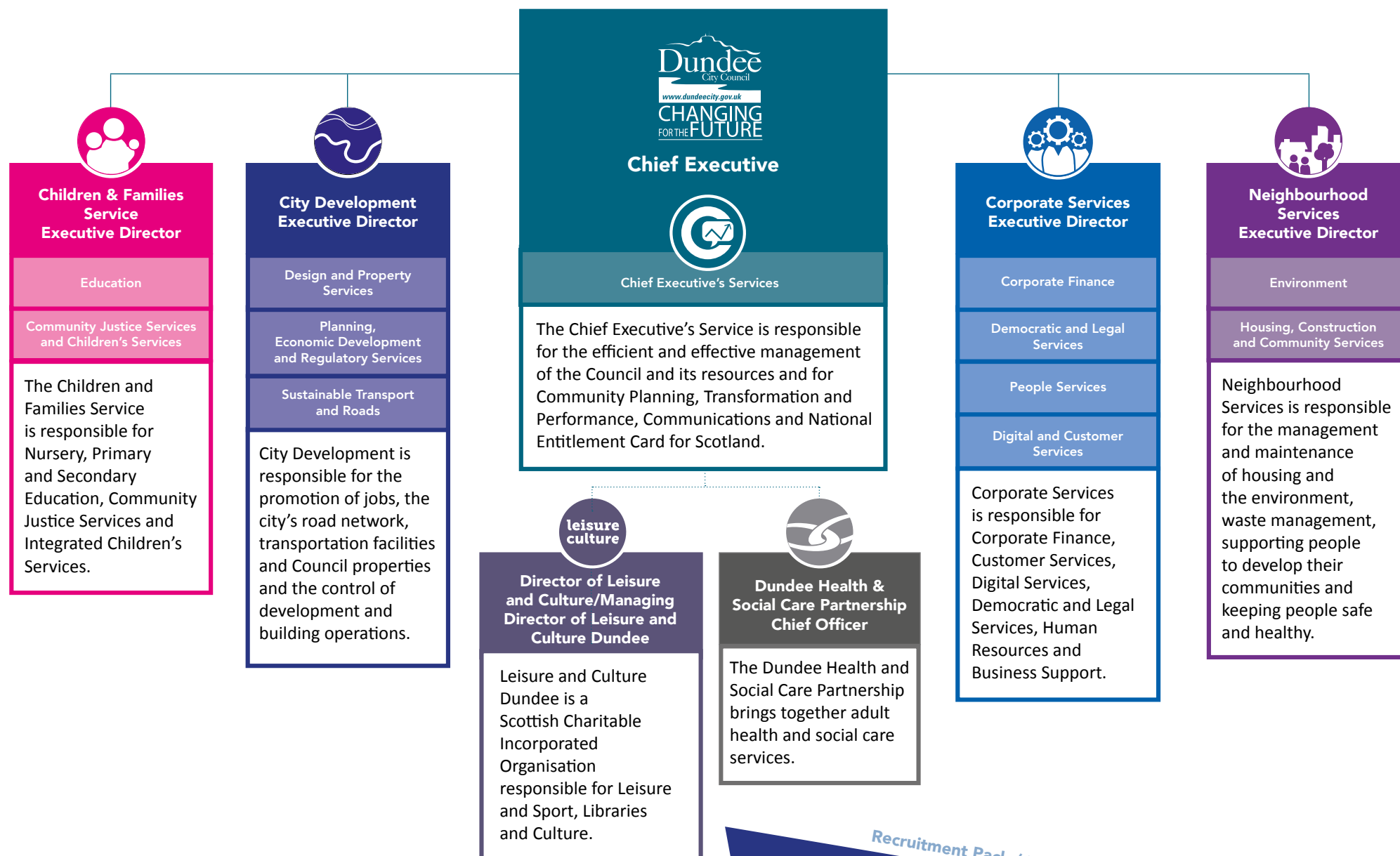
Leisure and Culture Dundee Structure



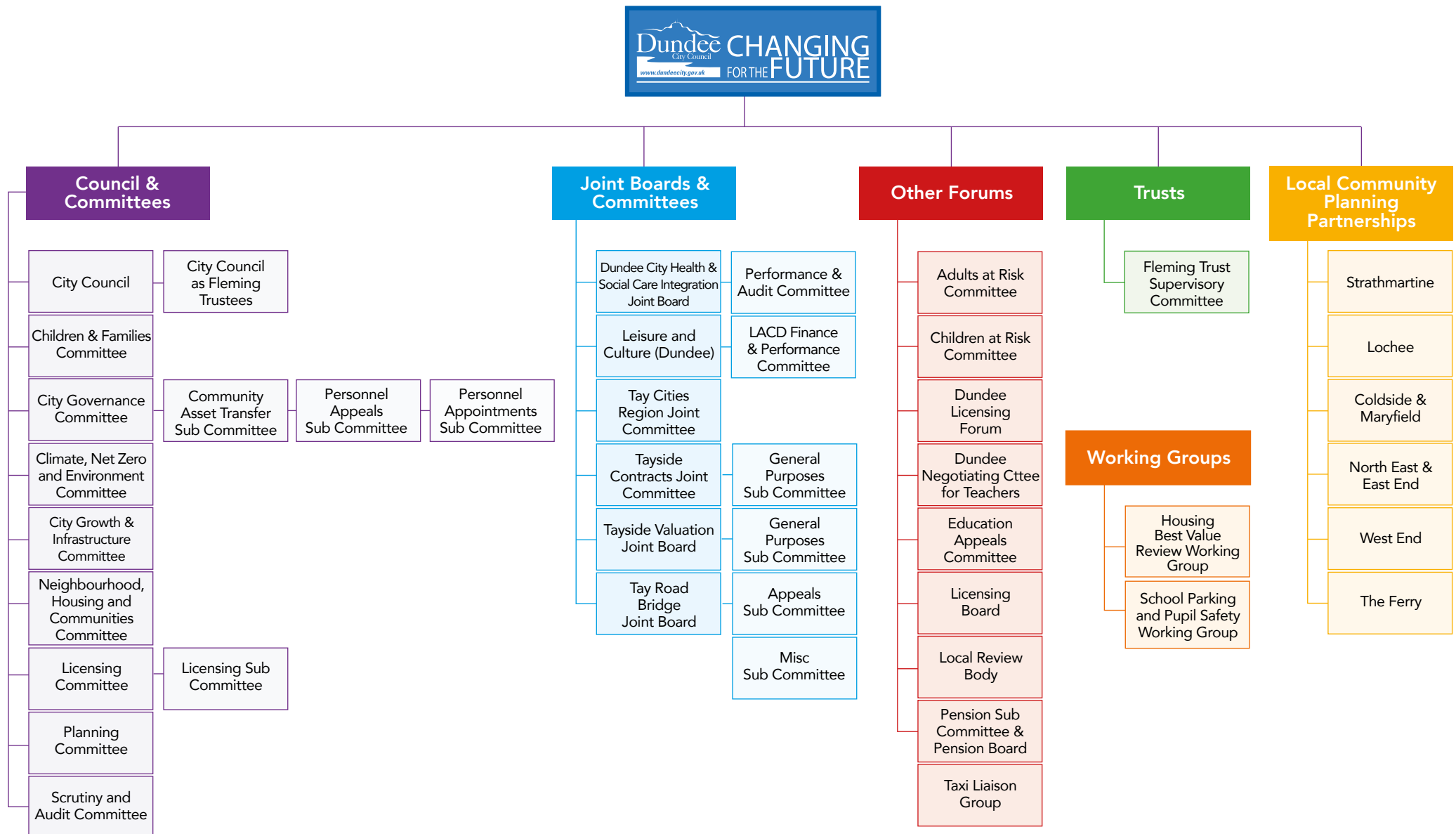
Leisure and Culture Dundee Governance Structure



Dundee City Council Executive Structure



Dundee City Council Governance Structure





Benefits of working with us

Home/Work benefits

- Annual leave up to 32 days plus 5 public holidays
- Enhanced Occupational Maternity/Adoption Pay
- Flexible Working
- Family Friendly Workplace
- Hybrid working (home and office)
- Secure employment
- Work/life balance

Financial benefits

- Credit Union
- Incremental pay scales
- Local Government Pension Scheme (including AVCs and Ill Health Retirement enhancements)
- Employee Benefits Scheme (including bikes, cars, dental and lifestyle savings)

Career development benefits

- Career change opportunities
- Career progression opportunities
- Learning & Development opportunities
- Quality Conversations appraisal programme



Wellbeing support benefits

- Attendance support
- Counselling Service
- Occupational Health Service
- Occupational sick pay
- Physiotherapy Service
- Employee Assistance Programme

National accreditation benefits

- Armed Forces Gold Award Employer
- Disability Confident Employer
- Healthy Working Lives Commitment
- Scottish Living Wage Employer

Key documents

Here are links to key Dundee City Council corporate documents.

[City Plan](#)

[Council Plan](#)

[Dundee City Council Financial Plan](#)

[Our People Strategy](#)

[Employee Health and Wellbeing Framework](#)

Here are links to key Leisure and Culture Dundee corporate documents.

[Corporate Strategy](#)

[Constitution](#)

[Annual Report](#)



Dundee City Council Social media and web links

Dundee City Council website

OneDundee on the Move

LinkedIn

X

Facebook

Instagram

Dundee - One City Many Discoveries website

Leisure and Culture Dundee Social media and web links

Leisure and Culture Dundee website

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