AUDITOR GENERAL FOR SCOTLAND
INFORMATION FOR CANDIDATES

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To apply for this appointment you should read the information below and complete and return the application form by **1pm, Monday 13 February**.

**Context**

The inaugural Auditor General for Scotland, Robert W Black, who was appointed in 2000, has announced his intention to retire in 2012.

The Scottish Parliament is now looking to nominate an individual to be appointed by Her Majesty the Queen, to be the new Auditor General for Scotland, from Spring 2012.

In relation to the functions of the Auditor General, he/she is an Independent Officeholder who is not under the direction or control of any member of the Scottish Executive or the Parliament.

**Statutory Framework**

The Scotland Act 1998, provides for the appointment of an independent Auditor General for Scotland, who is appointed by Her Majesty, on the nomination of the Parliament.

Audit Scotland, a corporate body established under the Public Finance and Accountability (Scotland) Act 2000, provides the Auditor General and the Accounts Commission with such support and assistance they require, including providing them with the property, staff and services, to enable them to exercise their respective functions.

The Auditor General is the Accountable Officer for Audit Scotland.
The Auditor General submits his/her reports on the findings of audit work on a wide range of issues to the Public Audit Committee which can take a range of actions, including noting the report, referring the report to another Committee for consideration, seeking further clarification from the Accountable Officer of the body concerned or agreeing to conduct an inquiry.

The Scottish Commission for Public Audit examines Audit Scotland’s annual budget proposals and reports on them to the Parliament.

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### Finance and staffing of Audit Scotland

Under the Public Finance and Accountability (Scotland) Act 2000, the Scottish Parliamentary Corporate Body (SPCB) sets the Auditor General’s terms and conditions of appointment. The salary and allowances and any expenses incurred by the Auditor General in the exercise of his/her functions are paid by Audit Scotland. Audit Scotland’s total expenditure for 2010/11 was £26.856m.

The Auditor General is the Accountable Officer for the expenditure incurred by Audit Scotland.

Audit Scotland employs 282 members of staff (2010/11).

The Board of Audit Scotland consists of the Auditor General, the Chairman of the Accounts Commission and 3 non-executive members appointed by the Scottish Commission for Public Audit.

Audit Scotland’s headquarters are in George Street, Edinburgh.

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### Key Responsibilities and Duties of the Auditor General

The Auditor General for Scotland audits and reports to the Scottish Parliament through the Public Audit Committee, on the financial management and performance of public bodies in Scotland.

The Auditor General is responsible for auditing the consolidated accounts of the Scottish Government, the Scottish Parliament and over 200 organisations including government agencies (e.g Scottish Prison Services and Historic Scotland), NHS bodies, further education colleges and all Non Departmental public bodies (e.g Scottish Enterprise and Visit Scotland).

The Auditor General also works closely with the Accounts Commission which secures the audit of local government bodies.

The Auditor General regularly appears before the Public Audit Committee and other Committees to discuss the key finding of his/her reports.
The Auditor General’s reports regularly attract high media interest.

In this context, the main responsibilities and duties of the Auditor General are:

- Delivering an open and effective public audit culture which is fair and balanced;
- Promoting excellence in public services through the publication of reports;
- Appointing auditors to public bodies;
- Initiating economy, efficiency and effectiveness examinations;
- Laying reports on the findings of audit work before the Scottish Parliament’s Public Audit Committee and appearing before Committees of the Parliament;
- Working closely with the Board to set the strategic direction of Audit Scotland; and
- As the Accountable Officer, being accountable for the organisation’s expenditure and submitting, with the Chair of the Board, Audit Scotland’s annual strategy and resource bid to the Scottish Commission for Public Audit.

Person Specification

This is a demanding post which has a high media and public profile. The successful candidate will be able to demonstrate the following skills and knowledge:

Skills

- Strong leadership, governance and management skills;
- Excellent analytical skills;
- Sound judgement and impartiality in relation to decision making;
- Experience of financial management at a senior level;
- Highly developed influencing and diplomatic skills when dealing with a wide range of stakeholders, e.g. Ministers, MSPs, senior managers of public authorities and staff;
- Experience of working in an environment which attracts high media attention;
- Flexibility, adaptability and resilience under pressure; and
- Excellent public speaking and media relations skills.

Knowledge

- A sound and demonstrable understanding of audit and its contribution to the improvement of public services; and
- A general understanding of the Scottish Parliament, the Scottish Government and Scottish Public Bodies.

Desirable qualities

- Experience of serving on a board or membership of a committee.
Terms and Conditions of Appointment

Length of Appointment

The appointment is offered on the basis of a single term of 8 years. A person having held office as the Auditor General is not eligible for reappointment.

The post is not suitable for job sharing.

The successful candidate will be expected to take up appointment in Spring/Summer 2012.

Salary

The post attracts a salary of £140,000 which may be reviewed.

Location

You will be based in Edinburgh although you may have to travel to other locations in the conduct of your duties.

Hours of Work

This is a full-time appointment based on 37 hours week excluding lunch breaks. It may require occasional work outside normal office hours in evenings and weekends and also entail regular travel within Scotland and occasionally within the UK and abroad.

Leave

You will be entitled to 30 days leave with pay per year. You will also receive an additional 10.5 days public and privileged holidays.

Political and Outside activities

The post you have applied for is a politically sensitive one which means that you are completely barred from taking part in either national or local political activities. You should also not provide professional advice in a private capacity.

Pension

This appointment is pensionable through the Civil Service Pension Scheme.
Application and Selection Process

All applications should be submitted on the enclosed application form. Applicants may continue their answers on separate sheets if necessary but should bear in mind the restriction on word count.

Each application is assessed in the same way, against the same, agreed criteria for the appointment in question. “Criteria” means the key skills, knowledge and qualities that we think you need to be able to do the job. The application form is split into two sections to ensure anonymity during short-listing. Part A contains personal information, such as your name and address. This is not seen by the selection panel. Part B is for information relevant to your application. This is the only part of your application the selection panel will receive.

The information that you provide in Part B of your application is the only information we will use in deciding whether or not you will be short-listed for interview. Before filling in your form you should read the specification above carefully. This is to make sure that you know what the appointment involves and the skills and qualities needed. Part B of the form is your chance to demonstrate that you have the skills required. You should use section 5 of the application form (Skills and Knowledge) to address each of the skills listed. You should use specific evidence to support your statements. You must show us what you did, the reasons for your action, what happened, what you took into account and the outcome. The selection panel will not make any assumptions about your skills and abilities, for instance through job titles.

You should fill in the forms as completely and as clearly as possible. Please do not send us your Curriculum Vitae instead of a completed form as it will not be considered. This is so we can assess all application forms equally.

The enclosed equal opportunities monitoring and political activity forms should also be completed and returned.

The information provided in the political activity questionnaire shall remain confidential until the Selection Panel has agreed the candidate to be recommended to the Parliament for nomination to Her Majesty for appointment. At this time, the information will be released to the Selection Panel to make panel members aware of any such activity, prior to Parliament considering the nomination.

It should be stressed that the information provided by candidates regarding their political activity will not be a determining factor in the selection process.

The Selection Panel

The role of the Selection Panel is to recommend a candidate to Parliament for nomination to Her Majesty, for appointment.

Rule 3.11 of The Scottish Parliament’s Standing Orders provide for selections panels made up of Members of the Parliament to be established to consider various appointments which are made by Her Majesty the Queen on the recommendation of the Parliament.
Standing Orders also provide that the members of the Selection Panel will be the Presiding Officer, a relevant Committee Convener (in this case the Convener of the Public Audit Committee) and at least 4 but no more than 7 other Members appointed by the Presiding Officer having regard to the political balance in the Parliament. In this case, in addition to the Presiding Officer and the Committee Convener the panel will comprise 6 other Members of the Parliament.

An Independent Assessor will oversee the process and be present at the interviews to ensure the appointment process conforms to good practice and to confirm or otherwise, that the nomination of the candidate is being made on merit after a fair, open and transparent process.

Selection Process

Short listing will take place in February 2012. Those applicants who appear from the information provided to have the best skills and knowledge for the post will be invited to interview.

Interviews will be held on Monday 19 March 2012.

Applicants selected for interview may be required to make an oral presentation to the Selection Panel. If so, candidates will be advised of the topic when invited to interview.

The Selection Panel will identify its preferred candidate and the candidate will be invited to confirm that he/she wishes to be nominated to the Parliament. A Motion nominating the individual to Parliament will be laid following the satisfactory completion of pre-appointment checks.

Submitting your Application

Please send your completed Application Form (Parts A and B) and Equal Opportunities Monitoring Form and Political Activity Form to the Scottish Parliament, Officeholder Services, Room Q4.01, Edinburgh, EH99 1SP, by no later than 1pm on Monday 13 February.

If you wish to have your application acknowledged please write your name and full postal address on the acknowledgement card provided, affix a stamp, and return the card with your completed application form. The card will then be posted back to you. If you do not receive the card within 7 days please e-mail: Officeholder.Applications@scottish.parliament.uk or telephone 0131 348 6851 (RNID typetalk 18001 0131 348 6851).

Applications can be e-mailed to: Officeholder.Applications@scottish.parliament.uk

An on-screen version of the application can be found on our website at www.scottish.parliament.uk/abouttheparliament/12442.aspx
Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment/appointment practices.

If you require any of the documentation in an alternative format, or you have any queries about the post or the selection process, please contact Janice Crerar, The Scottish Parliament, Edinburgh EH99 1SP (telephone 0131 348 6851) or at janice.crerar@scottish.parliament.uk
Additional Information

Please indicate if you have ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; ever been disqualified from acting as a company director or in the conduct of a Company; ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration; any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold appointment for which you are being considered, for example, because they could be presented as a conflict of interest.