

Appointment of

Executive Director of Operations

October 2025

Project code: QBWVB

Introduction

This is an exciting time to be joining the Law Society of Scotland. We seek to recruit two roles onto our Senior Leadership team, an Executive Director of Operations and an Executive Director of Member Experience. The Society is the member led organisation which represents and regulates over 13,000 Scottish Solicitors working in Scotland, across the UK and abroad, and assures the high standards for which the Scottish legal profession is known.

Today's legal sector is constantly changing. The Scottish legal services market is diverse, from small firms in communities across the country through to major international law firms with offices around the world. Almost a third of Scottish solicitors now work in-house, whether in the public or private sector. The range of legal services in demand by civic Scotland and offered by legal professionals has never been wider, with technology transforming the way in which many of those services are provided.

The Scottish legal profession provides tens of thousands of well-paid, highly skilled jobs, and contributes well over £1 billion to the Scottish economy each year. The skills of Scottish-trained solicitors are highly valued around the world.

The Society provides professional and wellbeing support and specialist training for its members, to ensure they maintain the knowledge and skills they need, throughout their careers. We also work with schools and universities around legal education, not only to ensure that the next generation of solicitors has the skillset they need for the developing legal sector, but also to ensure that the profession reflects the society that it serves in terms of equality, diversity and inclusion.

Our policy work in providing scrutiny of new legislation, and so shaping good law that works in practice, forms a core part of our public interest contribution to civic Scotland. It is also a key aspect of our representation of the Scottish legal profession.

In May this year we saw landmark reforms to the way the profession is regulated passed by the Scottish Parliament. The new legislation will allow us to modernise and streamline our regulatory processes around the provision of legal services, ensuring better protection for consumers and allowing new opportunities for the Scottish legal services market to thrive.

Other legislative reforms directly affect our members' practice, including far-reaching changes planned for Scotland's criminal justice system.

In October 2022 we published our five-year strategy, which will direct our work up to 2027. The strategy sets out our ambitions across five key areas:

- Supporting our members to thrive
- Modern and effective regulation acting in the public interest
- Innovation and efficiency
- Influential voice that enhances our legal sector and justice
- Leading the profession

As Executive Director of Operations will have an important role within our senior leadership team in achieving those ambitions and in shaping the organisation, its efficiency and effectiveness, and its future as we look to the years ahead.

These roles will include providing strategic direction and support for our Chief Executive, the Council, Office Bearers, Board and your colleagues on the senior leadership team to ensure we can maximise opportunities and manage challenges within the legal and justice sector.

The people we employ are both talented and dedicated to achieving the best outcomes for our members and the wider society they serve.

These roles provide the opportunity to work with us in a time of change and opportunity to further improve what we do and how we do it.

I am delighted that you are interested in finding out more and I wish you well on your recruitment journey.

Best wishes



Ben Kemp
CEO, The Law Society of Scotland



About us

The Law Society of Scotland is the professional body for Scottish solicitors and was established in 1949. We have an overarching objective of leading legal excellence and strive to excel and to be a world-class professional body, understanding and serving the needs of our members and the public. As part of our regulatory duties, we set and uphold standards to ensure the provision of excellent legal services and ensure the public can have confidence in Scotland's legal profession.

The Law Society also has a statutory duty to work in the public interest in relation to the profession, a duty which we are strongly committed to achieving through our work to promote a strong, varied and effective legal profession working in the interests of the public and protecting and promoting the rule of law. We seek to influence the creation of a fairer and more just society through active engagement with the Scottish and United Kingdom governments, parliaments, wider stakeholders and our membership.

Dimensions

The Law Society of Scotland (LSS) is the professional body for over 13,000 Scottish Solicitors. It is a body set and up and governed by statute. It is governed by a Council of up to 48 individuals (both solicitor and non-solicitor). It has a staff of around 170 and around 650 volunteers (solicitors and non-solicitors) assist in carrying out its work.

INVESTORS IN PEOPLE®
We invest in people Gold



Investors
in Diversity
Gold UK
Leaders in Diversity

Until
January
2026



More information can be found at:

- [Who We Are](#)
- [Strategy 2022-2027](#)
- [Annual Plan 2024-25](#)
- [Annual Report 2023/24](#)
- [Regulation of Legal Services Bill](#)



The role

Job Purpose

To be a key member of the Society's Senior Leadership Team and to provide strategic leadership to the team(s) that deliver the Society's core operational functions of Finance, HR, IT and Facilities. That includes:

- Leading our digital transformation to service and support the work of our diverse community of volunteers and our high-performing staff team.
- Leading these core operational functions so as to enable the organisation to achieve its strategic objectives and fulfil its vision to be a world-leading professional body.
- Responsibility for the development of disciplined financial plans that drive our priorities, delivering efficiency and value for money for our members.

Key Responsibilities

- Operate as a key member of the Society's senior leadership team, contributing to the evolution and delivery of our strategy.
- Provide leadership and, where needed, strategic change management to colleagues in the Operations directorate. This directorate includes Facilities, HR, Finance and IT.
- To ensure the execution of our IT strategy, which has required significant investment to enable organisational-wide transformation.
- To ensure delivery of digital transformation to drive efficiency and effectiveness in our processes and deliver market and regulatory insight to support the delivery of services to our members.
- Lead on organisation-wide long-term business and financial planning in support of our strategic ambitions, ensuring we have appropriate frameworks to measure our progress.
- Ensure the execution of our People Strategy, which delivers the talent that our Strategy demands and that fits with our values.
- Ensure the execution of short and long-term financial strategies for the Society, ensuring robust financial control, treasury management and compliance with regulatory and auditing standards.
- Oversee overall directorate budgets (including income and costs).
- Lead on organisation-wide business continuity planning and delivery.
- Lead and manage direct reports - this includes goal setting, reviewing performance, supporting personal development activities and aligning performance with delivery of strategy.
- Develop positive working relationships with Office Bearers; Chief Executive; Audit Committee Chair, Council, Board, Executive Directors and wider colleagues at the Society.
- Engage with the Society's various contractors and suppliers and other relevant networks as necessary and represent the Society at appropriate forums and discussions.
- Carry out any other reasonable activities and responsibilities as may be required from time to time.



Person Specification

Knowledge, skills & experience

Essential:

- Experience in leading multi-disciplinary corporate functions, including Finance, HR, IT, and Facilities, to deliver organisational effectiveness.
- Strong track record in strategic change management and business improvement initiatives, driving measurable outcomes.
- Extensive experience at a strategic level in leading digital transformation programmes.
- Skilled in developing and delivering operating plans that align with and support organisational strategic objectives.
- Expertise in high-level project management, successfully delivering complex, multi-year initiatives with internal and external stakeholders (e.g., major IT implementations).
- Demonstrated ability to prepare and present business cases and reports to Boards, Audit, Finance, and other governance committees, including those with non-financial expertise.
- Evidence of building strong networks and collaborative relationships across diverse stakeholder groups.
- Highly developed leadership skills with a proven ability to inspire, motivate, and manage people effectively.
- Strong financial acumen, including budgetary planning, monitoring, and performance management.
- Excellent interpersonal and communication skills, with the ability to influence and negotiate at all levels.
- Skilled in delivering the optimal staff structure and capabilities to deliver the strategic goals of the organisation.

**Desirable:**

- Leadership experience within a regulated sector.
- Executive-level experience as a Finance Director, Corporate Services Director, Chief Operating Officer and/or Chief Technology Officer, or equivalent.
- Understanding of the legal sector, with particular knowledge of the Scottish context.
- Knowledge of HR policies and employment law.
- Understanding of health and safety regulations and best practice.
- Working knowledge of pension scheme operations and accounting treatments, alongside corporate and personal tax considerations.

Qualifications and training

- Membership of an appropriate professional body is desirable
- Relevant professional qualifications (such as strategic level qualifications in HR (CIPD), Finance (CA; ACCA) and/or IT) is desirable

Competencies & values

- Embodies our core values: respect, openness, progress, integrity, and inclusion
- Brings high emotional intelligence to interactions and decision-making
- Collaborative and dependable team player
- Clear, confident, and engaging communicator
- Ability to lead and drive transformation

Other

- Some evening & out-of-normal-hours work required.
- Flexibility required to work from home and from an office-based environment.
- Occasional travel may be required

Terms of appointment

Job Title – Executive Director of Operations

Directorate – Operations

Reporting to – Chief Executive Officer

Responsible for – 5 x Direct Reports

Location – Edinburgh / Remote

Contract type – Permanent



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Law Society of Scotland on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **QBWVB**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Wednesday 5 November 2025.**

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

