

Governance and Compliance Manager

Full-Time and Permanent

Salary £46,218 - £51,725 per annum

Plus generous benefits package

Hybrid / flexible working

About the role

Are you an experienced governance or compliance professional ready to make a real impact? Do you bring expertise in managing governance, compliance, or policy within a complex organisation? Are you passionate about good governance and continuous improvement? If so, we'd love to hear from you.

In this pivotal role within our governance structure, you will lead and develop our corporate governance framework, ensuring we meet all legal, regulatory, and best practice requirements. You'll have a particular focus on areas such as equalities, Gaelic Language Planning, complaints, and broader organisational compliance.

You'll bring proven experience in developing and implementing policies, advising senior leaders, and managing statutory responsibilities. Strong communication and interpersonal skills are essential, along with the ability to build effective relationships, offer clear and practical guidance, and work independently. Experience supporting boards or committees, coupled with excellent organisational skills and a sharp attention to detail, will be key to your success. You will enjoy the variety of advising at a strategic level whilst having the satisfaction of delivering tangible, hands-on results.

Working closely with senior leadership and the Board of Trustees, you will provide expert guidance, assurance, and leadership on all matters of compliance. You'll play a central part in promoting a culture of openness, transparency, and excellence throughout the organisation.

The difference you'll make

Reporting directly to the Head of the Director General Office, your main duties will include but are not limited to:

- Leading the development, delivery, and enforcement of corporate governance framework including policies, plans, and processes to ensure compliance with legislation and good practice, working closely with relevant departments.
- Acting as the Data Protection Officer (DPO), advising colleagues, and data processors on data protection obligations, monitoring compliance, and handling data subject requests.
- Undertaking the role of Freedom of Information Officer. You will ensure FOI requests are managed in line with legislation, maintaining the publication scheme, and reporting performance information.

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- Monitoring changes to legislation, government guidelines, and ethical standards and embedding these into our frameworks.
- Raising awareness and delivering training on data protection, information governance, and compliance across the organisation.
- Providing expert advice and support to colleagues on governance, compliance, and policy development.
- Deputising for the Head of Director General Office as required ensuring continuity by attending meetings and making decisions within delegated authority.
- Occasionally supporting the Board of Trustees by arranging meetings, preparing agendas, and taking minutes while ensuring the highest standards of governance are maintained.
- Building and maintaining strong professional relationships across the organisation and with external partners, supporting a culture of collaboration and trust.
- Providing strategic support to the Leadership Team, including preparing briefing notes and conducting research as needed.
- Represent National Galleries Scotland on external stakeholder groups and forums as required. Acting as the primary liaison with the Scottish Public Services Ombudsman.

Who we are looking for

To succeed in this role, you'll bring a strong blend of technical knowledge, practical experience, and interpersonal skills. You should have:

- A relevant qualification in corporate governance, or a related field (or equivalent professional experience).
- Proven experience in a governance, compliance, or policy management role within a complex organisation is essential.
- A strong understanding of key legislation and standards, including the General Data Protection Regulation (GDPR), Freedom of Information (Scotland) Act, and equalities legislation are essential.
- Excellent organisational skills with the ability to work independently, manage competing priorities, and meet deadlines.
- Strong analytical and problem-solving skills with keen attention to detail essential.
- Excellent communication and interpersonal skills, with the ability to build positive relationships at all levels and present with clarity and confidence.
- Experience of arranging meetings, preparing agendas, and taking minutes is preferred.
- Demonstrable ability to offer clear, practical advice and guidance on complex governance and compliance issues is essential.
- Excellent IT skills, with the ability to develop and use IT tools for compliance and information management is essential.

It would also be great if you have:

- Experience acting as a Data Protection Officer and/or Freedom of Information Officer is desirable but not essential.

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We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£46,218 - £51,725 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

35 hours per week excluding a one-hour unpaid lunch break each day. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

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Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS where free car parking is available on site. However, you may work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Friday, 28 August 2026

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.