



**SPPA**

Scottish Public  
Pensions Agency  
Buidheann Peinneanan  
Poblach na h-Alba

# Recruitment information pack

**Audit and Risk Committee  
Management Advisory Board**

# Roles available

- ▶ We are recruiting for the following roles:
  - ▶ Chair, Audit and Risk Committee and member of the Management Advisory Board (at least 1 appointment)
  - ▶ Member of the Management Advisory Board (at least 1 appointment)
  - ▶ Member of the Audit and Risk Committee (at least 1 appointment)
  - ▶ Vice-Chair, Public Sector Pension Board (1 appointment – see separate information pack)

# Information about the Agency and the Roles

- ▶ Information about our [boards and corporate governance](#)
- ▶ The Scottish Public Pensions Agency [Framework Document](#) gives further detail about the work of the SPPA and the governance arrangements.
- ▶ [Management Advisory Board](#) terms of reference, policies, terms of appointment for members and minutes of meetings
- ▶ [Audit and Risk Committee](#) annual report, terms of reference, policies, terms of appointment and minutes of meetings.
- ▶ Please visit our [website](#) for further information.

# Seeking Diversity



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The SPPA is seeking to broaden the diversity of the Board, as we know a diverse Board is a more effective Board. We warmly welcome and encourage your application if you are part of a group under-represented in Scottish Government public appointments. These groups include women, disabled people, LGBTQ+ people, those from Black, Asian and Minority Ethnic communities and people aged under 50. If there is anything we can do to support you in the application process or to make necessary adjustments to enable you to apply, please contact the Governance Team: [SPPAGovernance@gov.scot](mailto:SPPAGovernance@gov.scot).

# Recruitment Timeline (provisional)



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- ▶ If you are unable to meet these timeframes, please let us know in your application.



- ▶ Interviews will take place at the SPPA office in Tweedbank.

# Selection Process (indicative dates)

What happens	When
Date advert published	20 March 2024
Closing date for applications	11.59pm, 31 March 2024
Date of shortlist meeting to select applicants for interview	w/c 8 April 2024
Date by which outcome of shortlist will be relayed to applicants	12 April 2024
Date of interviews	w/c 22 April 2024
Panel considers results	w/c 22 April 2024
Successful and unsuccessful candidates notified of outcome via email.	w/c 29 April 2024
Date by which Selection Panel notifies Minister of appointment	3 May 2024
Expected date of appointment (subject to notifying the Minister)	6 May 2024

# Contact Us:

Please read through this information pack and the application document carefully before making your application. If you have any queries about the role that are not covered in the pack, please contact:

► [SPPAgovernance@gov.scot](mailto:SPPAgovernance@gov.scot)