POST: DIRECTOR OF STRATEGIC DEVELOPMENT & PARTNERSHIPS
(REF: 20/01)

DURATION: PERMANENT

HOURS: 37 PER WEEK

SALARY SCALE: £48,829 - £53,518 PER ANNUM (AUG 2018 G7 RATE)

LOCATION: ARTS COUNCIL OF NORTHERN IRELAND, LINEN HILL HOUSE,
LISBURN. Please note that due to property management reform the
Arts Council may be required to relocate to other premises.

1. Introduction

This post is for a Director of Strategic Development & Partnerships

2. Terms and Conditions

Salary Scale: £48,829 - £53,518 per annum (NICS Pay Scale August 2018)

Starting salary will normally be the minimum point on the pay scale. Annual
increases in salary are in accordance with NICS pay policy. They are normally payable
from 1st August each year, subject to at least 3 months satisfactory performance in the
specific reporting year (April to March).

Pension Scheme The Council offers a contributory pension scheme operated through the
Northern Ireland Local Government Officers Superannuation Committee.

Probationary Period The appointment will commence with a probation period of nine
months which may be terminated at a month’s notice by either side during the period.

Annual Leave Twenty five working days per annum. The leave year runs from
1st April to 31st March.

Office Hours Flexi-Time
Monday to Thursday 9.00am to 5.30pm 8.00am to 6.30pm
Friday 9.00am to 5.00pm 8.00am to 6.00pm
(including one hour for lunch every day)

A flexi-time scheme is in operation within the Arts Council. The successful applicant must
be willing to work within the flexi-time hours. The person appointed may be required to
work outside these hours.
Office Location: The post is based at the Arts Council’s offices, Linen Hill House, 23 Linenhall Street, LISBURN BT28 1FJ. Please note that due to property management reform the Arts Council may be required to relocate to other premises.

3. Closing Date

The closing date for receipt of completed applications is:

12.00 noon on Friday 4th September 2020

The completed Application Form and Recruitment Monitoring Form should be returned in an envelope marked CONFIDENTIAL and must be addressed to:

Human Resources
Arts Council of Northern Ireland
Linen Hill House
23 Linenhall Street
LISBURN
BT28 1FJ

Failure to complete and return the Application Form in accordance with the Guidance Notes contained on the reverse of the first page of the Application Form will result in your application being disqualified. Canvassing will disqualify.

Copies of this job application pack are available in large text or on disk, on written request only, from the HR Department, Arts Council of Northern Ireland, Linen Hill House, 23 Linenhall Street, LISBURN BT28 1FJ or by email from hr@artscouncil-ni.org

4. Shortlisting

Initial shortlisting will be carried out using the Essential requirements in the Person Specification. Should further shortlisting be necessary, the Desirable requirements will be applied in the order shown.

5. Interviews

Interviews for this post are scheduled to be held in September 2020 but this is subject to possible change.

The Arts Council will treat all information and documents supplied in support of this application as strictly confidential unless required to disclose such by a statutory body in connection with any claim which may arise out of the appointment.
JOB DESCRIPTION

Objectives of the Post

The main purpose of the role is to lead and direct the provision of strategic advice and policy development to the Arts Council and ensure that key strategic relationships are developed and maintained to support delivery of the Council’s priorities. This includes strategic planning and decision-making, evaluation, policy and research.

- Be responsible for developing strategic planning processes to support the development of future strategies and to aid strategic decision-making.
- Be responsible for target setting, performance management and review of the Arts Council, including voted and lottery funds.
- Promote and encourage the formation of effective inter-agency partnerships.
- Commission and provide professional research services for purposes of advocacy, to assist policy formation and evaluation.
- Advise on the appropriate structures for engagement with the arts sector and key stakeholders.
- Be responsible for compliance with the statutory requirements of the Council’s Equality Scheme and other cross-cutting Government policy initiatives.
- Provide business development advice and sector skills development for arts organisations.
- To contribute effectively as a member of the Senior Management Team and report regularly to the Board of the Arts Council.

Level of Responsibility

The post holder will be responsible to the Chief Executive for core objectives of the post and for overseeing the management of the Strategic Development and Partnership directorate, including direct staff management.
Principal Duties

Policy and Strategy

- Advance the policy and research capability of the Council to support the development work of the organisation.
- Provide planning, research and policy development advice to the Council.
- Contribute specialist knowledge and advice to the Council and, where appropriate, to arts organisations and other bodies, in respect of planning, research and policy development.
- Monitor and review the implementation of the Council’s strategy and provide management information concerning the effectiveness of the Council’s policies and objectives.

Partnership Development

- Oversee the stakeholder management framework for the Council and lead and manage key stakeholder partnerships, networks and relationships which enable the delivery of the Council’s ambitions.
- Foster strong relationships with Government departments and agencies ensuring that the Arts Council is recognised as a leading advisor.
- Develop inter-agency partnership approaches to sectoral need.
- Advise on the appropriate structures for engagement with the arts sector and key stakeholders.
- Provide advice on sector skills development, identify needs and gaps and advise on appropriate training provision.
- Advise the Council on audience development.

Compliance

- Lead and develop the Council’s equality and diversity service strategy and practice.
- Monitor and oversee the Council’s compliance with its statutory and non-statutory commitments in relation to equality, diversity and inclusion, including the public sector Equality Duty.
- Develop the Council’s Equality Scheme and ensure compliance with same.
- Ensure compliance with other cross-cutting Government policy initiatives and strategies, including the Programme for Government.

Leadership and Management

- To provide positive and professional leadership and line management to designated staff within the Arts Council.
- Contribute to the SMT by participating in the generation of fresh approaches to the needs of the sector.
- Lead, co-ordinate and motivate the staff of the directorate.
- Ensure appropriate responses are made to Assembly Questions, PQs and other information requests in conjunction with the Director of Operations.
- Represent the Council nationally and internationally as required.
• Undertake such duties, in addition to the principal duties outlined, as may be delegated by the Chief Executive.

To undertake any other appropriate duties which may reasonably be allocated.
# PERSON SPECIFICATION

## Essential Criteria

<table>
<thead>
<tr>
<th>Key attributes</th>
<th>Criteria</th>
<th>How assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Education</strong></td>
<td>Degree or equivalent qualification</td>
<td>✓</td>
</tr>
<tr>
<td><strong>2. Specialism</strong></td>
<td>(a) Proven experience of at least 3 years full time (or equivalent) gained within the past 7 years at a senior level* of strategy development, implementation, evaluation and monitoring.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(b) Proven experience of designing and implementing modern operational effectiveness measurement and evaluation systems.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(c) Proven experience of influencing and advising on policy and strategy.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>*Senior management – providing detailed advice at board level on, or taking decisions affecting, strategic issues concerning the corporate body or organisation within which an individual is working.</td>
<td>✓</td>
</tr>
<tr>
<td><strong>3. Sector Knowledge</strong></td>
<td>Breadth and depth of demonstrable knowledge and understanding of the general cultural, social and political context within Northern Ireland and the key challenges facing NI arts organisations.</td>
<td>✓</td>
</tr>
<tr>
<td><strong>4. People Management and Leadership And Working Relationships</strong></td>
<td>(a) Demonstrate effective leadership in a senior position.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>(b) Evidence of success in building, managing and maintaining effective working relationships with internal and external stakeholders.</td>
<td>✓</td>
</tr>
</tbody>
</table>
5. Communication Skills
Demonstrate effective report writing skills, verbal communication skills and presentation skills for internal and external audiences.

6. IT Skills
The ability to make appropriate use of the Arts Council’s IT systems and highly competent in the use of Microsoft Outlook and Office products such as -

- Word;
- Excel;
- Powerpoint;
- the internet.

7. Equality of Opportunity
Knowledge of equality legislation in Northern Ireland and how it applies to grant giving environment.

8. Hours of Work
Must be willing and able to work outside the Arts Council’s normal office hours.

9. Mobility
The post holder must be willing and able to travel both inside and outside Northern Ireland and have access to a form of transport so as to be able to undertake the full range of duties of the post.

Applicants should note that if there are a high volume of applications, it may be necessary to further shortlist candidates to go forward to interview. In such circumstances the desirable criteria will be used in the order listed to provide a reasonable number of applications for interview.

<table>
<thead>
<tr>
<th>Desirable Criteria</th>
<th>Key attributes</th>
<th>Criteria</th>
<th>How assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Public Sector Knowledge</td>
<td>Demonstrable understanding of Public Sector accountability.</td>
<td>Application: √, Interview: √</td>
<td></td>
</tr>
<tr>
<td>11. Standard of Education</td>
<td>Training in the use of strategic planning tools and participation in one of the strategic planning professional bodies.</td>
<td>Application: √, Interview: √</td>
<td></td>
</tr>
</tbody>
</table>

For Relevant or Equivalent qualifications you must give: the type of qualification, awarding body and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body), and what qualification you are stating it is equivalent to. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.