POST: HEAD OF DRAMA & LITERATURE – JOB SHARE  (REF: 22/03)

DURATION: PERMANENT

HOURS: 18.5 PER WEEK

SALARY SCALE: £39,748 - £42,639 PRO-RATA  (AUG 2021 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 Head of Drama & Literature (Job Share).

2. Terms and Conditions

Salary Scale: £39,748 - £42,639 pro-rata per annum (NICS Pay Scale August 2021)

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.

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<tr>
<th>Office Hours</th>
<th>Flexi-Time</th>
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<tr>
<td>Monday to Thursday 9.00am to 5.30pm</td>
<td>8.00am to 6.30pm</td>
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<tr>
<td>Friday            9.00am to 5.00pm</td>
<td>8.00am to 6.00pm</td>
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(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.

22/03
**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:

**12.00noon on Friday 9th September 2022**

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 2022, but this may be subject to 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.
HEAD OF DRAMA & LITERATURE – JOB SHARE  (REF: 22/03)

JOB DESCRIPTION

Job Summary
The main purpose of the role is to combine leadership, management and direction of a team comprising Arts Development Officers (ADOs) and Assistant Arts Development Officers (AADOs) with the post holder’s own specialist area and to undertake effective client management to ensure the successful implementation of ACNI policies and strategies.

The specialist area is Drama & Literature (to include drama, dance, the artforms within literature, publishing).

The post holder will:

- have overall budget and resource responsibility for particular artform/ specialist areas;
- manage a team of ADOs and AADOs
- manage a specified client portfolio
- support the Chief Executive and Directors in the development and implementation of the Arts Council's policies, programmes and strategies;
- identify the need for, and the procurement of, specialist advisers and oversee the delivery of any such engagement; and
- offer appropriate artform/ specialist advice to the Board and Committees of the Council.

Scope of Responsibility

The post holder will be responsible directly to the Director of Arts Development.
Principal Duties

The following gives an indication of the main duties and responsibilities of the post. These may change over time. The postholder will be expected to work flexibly and carry out any other duties appropriate to the grade which may reasonably be allocated from time to time.

Resource Management:
Provide team direction and guidance; monitor annual budgets; set and monitor performance and delivery of targets in the context of the annual business plan; engage and manage specialist expertise; deal with queries and problems; manage staff performance through the Council’s HR policies and performance management system; support the Council’s policies in relation to statutory compliance requirements; keep personally/professionally abreast of current trends and developments in the specific artforms and related policy.

Strengthening the Arts (Organisations):
Convene sector and cross-sector meetings to discuss key issues (eg governance, fundraising, organisational development); contribute to/assist with advice and training; ensure effective interface with clients at a strategic and operational level; monitor and assess the artistic performance of clients (including the use of specialist advisers where appropriate) and make recommendations on funding applications; oversee the administrative and financial performance of clients; act as observer on appropriate Boards of Management; attend regularly the performances and events of clients; develop and implement appropriate responses to ACNI policy, research and compliance findings; ensure positive recognition for ACNI activity within the client base; propose and monitor the delivery of Arts Development Fund projects and other additional funding e.g. monitoring round funding.

Strengthening the Arts (Individuals):
Manage the delivery of policies; convene individual artists’ forums to discuss developmental priorities and issues; assess and make recommendations on applications for funding from individual artists; contribute to research projects and assist with cross border initiatives.

Advocating for the Arts:
Contribute to the implementation of the Council’s Communications & Advocacy Strategy and the preparation of case studies on the arts; assist with campaigns; identify media opportunities in liaison with clients; support Board Members and their engagement with clients; contribute to media presentations on policy and areas of expertise; provide regular reports and/or present to the Board and Committees of the Council on client/stakeholder management issues; provide key information for updates to Department for Communities, MPs and MLAs.

Improving Organisational Performance:
Oversee assessments/recommendations on applications for funding (AFP, SIAP and Lottery) within departmental deadlines; ensure attendance at events to monitor performance; contribute to the artform content of the web site; hold regular update briefings against targets with Directors; ensure that reporting team meets all deadlines, and quality assure work outputs from team members.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Essential Criteria</th>
<th>Criteria</th>
<th>How assessed</th>
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<tbody>
<tr>
<td><strong>Key attributes</strong></td>
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<tr>
<td>1. Education</td>
<td>Third level qualification, preferably in an arts related subject or in Arts Administration.</td>
<td>✓</td>
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<tr>
<td>2. Specialism</td>
<td>Proven experience of at least 3 years full time (or equivalent) gained within the past 5 years in at least two of the listed specialist areas (ie drama, dance, artforms within literature, publishing).</td>
<td>✓ ✓</td>
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<td>3. Grants</td>
<td>Experience of grants application, assessment or evaluation.</td>
<td>✓ ✓</td>
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<td>4. Sector Knowledge</td>
<td>Breadth and depth of demonstrable knowledge and understanding of at least the two listed areas, as well as an understanding of the general cultural, social and political context within Northern Ireland and the key challenges facing NI arts organisations.</td>
<td>✓ ✓</td>
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<td>5. Project Management and Planning</td>
<td>The ability to plan, organise and supervise activities within project objectives along with the ability to manage own workload and that of others as priorities and deadlines change.</td>
<td>✓ ✓</td>
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| 6. People Management and Leadership And Working Relationships | a. Proven experience of team leadership / management in a work related environment, to include the ability to motivate and develop staff and to provide clear feedback on their performance.  
  b. Evidence of success in building and maintaining effective working relationships at all levels within an organisation and with external organisations. | ✓ ✓          |
| 7. Communication Skills | Well-developed negotiating, influencing and communication skills, including excellent oral, written and presentation skills for audiences at all levels including the ability to represent the Council in the media. | ✓ ✓          |
8. 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.


An appreciation of equality of opportunity issues as they relate to both access to the arts and employment and ensure the implementation of the Council’s policies in this regard.

10. Hours of Work

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

11. 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.

Desirable Criteria

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<thead>
<tr>
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<td>Application</td>
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<td>12. Experience</td>
<td>Proven experience of at least two years in a third listed specialist area.</td>
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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.