



POST: DIRECTOR OF OPERATIONS (REF: 22/01)

DURATION: PERMANENT

HOURS: 37 PER WEEK

SALARY SCALE: £52,026 - £55,685 PER ANNUM (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 Director of Operations.

2. Terms and Conditions

Salary Scale: £52,026 - £55,685 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.

	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:

12.00noon on Friday 4th February 2022

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

The Human Resources Officer
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 February 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.



Director of Operations
Grade 7 £52,026 - £55,685 per annum (Aug 21 rate)

Full-Time 37 hours per week

JOB DESCRIPTION

Objectives of the Post

The main purpose of the role is to contribute to the implementation of the strategic plan and evolving priorities in line with development of the Arts sector and contribution to society by:

- Planning and managing for change.
- Evolving and implementing operational systems that facilitate the implementation of council policies and ensure the Arts sector can engage with the Council.
- To analyse and evaluate the performance of the Arts Council's operations to ensure cost effective and efficient grant making.
- To contribute effectively as a member of the Senior Management Team and report regularly to Council.

Level of Responsibility

The postholder will be responsible to the Chief Executive for day-to-day operational activities within the Arts Council and will support them in all issues relating to Lottery and Exchequer funds. The postholder will undertake direct line management responsibility for designated staff.

Principal Duties

Programme/Scheme Management

- To be responsible for developing, implementing and managing policies and operating procedures relating to the disbursement of all Lottery and Exchequer funds.
- To plan, manage and develop cost effective and efficient grant systems and programmes to ensure the grant programme objectives and funded activities of client organisations meets the Council's and wider government strategic objectives.
- To plan, manage and oversee the implementation of the Council's capital projects (in association with key partners eg DfC).
- To be responsible for the operational effectiveness of the Council's grant programmes in line with changing government directives and client feedback.
- To co-ordinate operational systems including monthly, quarterly performance reports and maintain related reference documents.

- To ensure the provision of meaningful, accurate and timely management and performance measurement information on all grants related matters to the Chief Executive, Council and DfC and DCMS.
- To ensure that client funding guidelines are produced in a timely manner and made available in all relevant media.
- To monitor the operations of, and delivery by, delegated organisations in relation to Lottery and Exchequer funds.
- To ensure that all statutory returns relating to grants disbursement meet relevant government guidelines and/or legislative requirements.

Funding & Resources

- To ensure effective control and management of the Council's allocated grant resources including reporting, budgeting forecasting and procurement.
- To manage the Council's capital expenditure projects as agreed between clients, funding bodies and Council.
- To provide appropriate advice and support to the Council and/or its sub committees on all matters relating to Lottery and Exchequer grant schemes, procedures and systems and to benchmark these against best practice.
- To manage the Council's grant assessment and decision making processes, including reviews.
- To oversee all existing information database services and to identify areas for improvement and implementation.
- To prevent the risk of improper conduct and manage any cases of fraud which might arise, in line with the Arts Council's Fraud Response Plan.
- To manage Procurement processes and guidelines within the Arts Council.
- To be responsible for an up-to-date and effective Business Continuity Plan.
- To manage grants records and the grants management system.
- To manage the administration of Board meetings, including invites, agendas and minutes etc
- To manage the IT function including the Arts Council's IT filing system.

Leadership & Management

- To provide positive and professional leadership and line management to designated staff within the Arts Council.
- To advise Arts Development staff on all aspects relating to the operation of the grants management system
- To contribute as a member of the senior management team and participate in the generation of new ideas and fresh approaches to how the Council conducts its business.
- To keep up-to-date with developments in funding for the Arts, maintaining close relationships with the other distributing bodies and all others working in this area.
- To support the implementation of the Arts Council's policies in relation to statutory compliance requirements.
- To act as Data Controller for the organisation.
- To ensure appropriate procedures are in place to satisfy information requests (e.g. GDPR, Freedom of Information, Parliamentary Questions, Assembly Questions, Ombudsman etc) within statutory or other deadlines.
- To manage the Arts Council's complaints process and the Customer Charter.

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



**Director of Operations
Grade 7
Full-Time Permanent Post - 37 hours per week**

PERSON SPECIFICATION

Essential Criteria			
Key attributes	Criteria	How assessed	
		Application	Interview
1. Education	Relevant Degree or professional qualification.	✓	
2. Specialism	(a) Proven experience of at least 3 years full time (or equivalent) gained within the past 5 years at a senior level of developing and managing programmes to meet strategic objectives.	✓	✓
	(b) Demonstrate understanding of a grant giving environment.	✓	✓
3. People Management and Leadership And Working Relationships	(a) Demonstrate effective leadership in a senior position.	✓	✓
	(b) Evidence of success in building and maintaining effective working relationships at a senior level within an organisation and with external organisations.	✓	✓
4. Communication Skills	Demonstrate effective report writing skills, verbal communication skills and presentation skills for internal and external audiences.	✓	✓

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.

Desirable Criteria

Key attributes	Criteria	How assessed	
		Application	Interview
5. Grants	Experience of managing and reviewing grants processing systems to ensure fitness for business purpose.	✓	✓
6. Public Sector Knowledge	Demonstrable understanding of Public Sector accountability.	✓	✓
7. Sector Knowledge	Demonstrable knowledge and understanding of the key challenges facing NI arts organisations.	✓	✓
8. IT Skills	Evidence of improving or managing a computerised grant or related management information system.	✓	✓
9. Equality of Opportunity	Knowledge of equality legislation in Northern Ireland and how it applies to grant giving environment.	✓	✓
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.	✓	✓

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.**