



## Job Description

<b>Job Title:</b>	<b>Development Officer</b>
<b>Grade</b>	<b>Staff Officer</b>
<b>Salary:</b>	<b>£30,526 - £32,157 (pending review)</b>
<b>Hours:</b>	<b>37 per week</b> Given the nature of the duties, the post holder will be expected to work outside of these hours at weekends, evenings and public holidays as dictated by the needs of the business. NIMC will also consider flexible working requests for part time working.
<b>Vacancy Type:</b>	Temporary for a period of up to 3 years, subject to review, dependent on business need and may be extended, made permanent, or terminated for any valid reason, <b>Opportunity for secondment will also be considered.</b>
<b>Location:</b>	<b>Northern Ireland Museums Council Office, Hollywood</b> The premises are wheelchair accessible and there are accessible toilets

### Job Purpose and Information

The overall purpose of this job is to:

- Contribute to the development and delivery of a high quality museum development programme, delivering strategic development initiatives and expert support to local museums across Northern Ireland who are participating in the UK Museum Accreditation Scheme
- You will need to have a flexible approach to identify the approaches that will help deliver objectives in support of local museums and the strategic priorities of the Northern Ireland Museums Council
- Plan, manage and budget for successful delivery of a range of projects to support local museums, some of which will be externally funded
- Seek innovative and creative solutions to bring about change and service improvements.

## **Main Duties**

1. To provide professional advice and guidance to museums in Northern Ireland within the UK Accreditation Scheme and to those organisations or museums seeking Accreditation.
2. To act as the main contact for the UK Museum Accreditation Scheme in Northern Ireland.
3. To work collaboratively and in an agile way with colleagues within the NI Museums Council to deliver the organisation's strategic objectives and activities including training and evaluation.
4. To work with colleagues, including other Museum Development Officers across the UK, to develop strong partnerships with relevant sector bodies in support of the UK Museum Accreditation Scheme and museums.
5. To lead and manage, support and provide advice to or participate in the development of key projects within Northern Ireland, or across the UK and Ireland, as appropriate as identified and overseen by NIMC Director
6. Provide support and input into the preparation of research and reports for the Board of the NI Museums Council, and for other publications.
7. Contribute to the identification and development of funding opportunities for the NI Museums Council to support local museums.
8. Contribute to the NI Museums Council's communications plans, including digital and social media channels, to maximise the profile of the Museums Council and to enhance a greater understanding of its impact and that of museums to society.
9. Line manage staff and volunteers as required; and manage project budgets as required.
10. Contribute to the development of policies and strategies to support the NI Museums Council and the museum sector.
11. Represent the NI Museums Council, as required, on local, national and international committees.
12. Achieve high standards of personal performance, through meeting personal targets and a commitment to continuous personal and professional development.
13. To keep up to date with current museum, cultural and heritage issues.
14. Any other appropriate duties appropriate to the grade as assigned by the Director.

**This list is not exhaustive, and the successful candidate will be required to carry out other duties as allocated by management.**

The postholder must be prepared to travel around Northern Ireland, and where necessary further afield, in order to fulfil the duties associated with the post. The postholder is also required to adhere to NI Museums Council policies and procedures including where relevant arrangements for health and safety and risk management.

## **PERSONNEL SPECIFICATION**

Applicants must provide evidence that, by the closing date, they meet the following criteria:

### **Qualifications and Experience**

It is essential that applicants have as a minimum, by the closing date:

1. A degree or equivalent or higher level qualification **and** at least two years' working experience, working a minimum of 21 hours per week, in museums and/or collections related work gained within the last five years

**OR**

At least five years' working experience, working a minimum of 21 hours per week, in museums and/or collections related work gained within the last eight years.

### **Knowledge and Skills**

2. Good understanding of the UK Accreditation Scheme
3. Current museum policy matters, professional practice and standards, together with the associated current issues for the museum sector in Northern Ireland
4. Excellent organisational skills, the ability to work on their own initiative and to have a pro-active approach to achieving goals
5. Information technology literate, in particular, an excellent working knowledge of Word and Powerpoint and have a good understanding of social media channels.

### **Desirable**

1. A postgraduate qualification in a discipline related to museum or heritage studies.

**The above essential criteria will be used for shortlisting purposes. If deemed necessary essential criterion 1 may be enhanced and/or Desirable may be used for shortlisting.**

## SELECTION PROCESS

### COMPETENCE BASED INTERVIEWS

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly. No notes or personal documentation may be referred to during the interview process.

### NORTHERN IRELAND CIVIL SERVICE COMPETENCY FRAMEWORK

The selection process will assess candidates against the Northern Ireland Civil Service (NICS) competency framework.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility. Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters.

- Set Direction
- Engage People
- Deliver Results.

The NICS competency framework can be accessed [here](#)

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process.

In addition to the above competency candidates invited to attend for interview will be expected to demonstrate that they possess strong written, verbal and interpersonal communication skills.

**It is anticipated that interviews will take place via video conferencing (Zoom).**

### Terms and Conditions of Employment

#### Your Employer

Your employer will be the Board of the Northern Ireland Museums Council.

#### Salary

The salary for the post is directly linked to Staff Officer grade, **£30,526 – £32,157 (pending review)** within the Northern Ireland Civil Service (NICS). You will be paid monthly in arrears by direct debit to your bank account through the BACS system. The starting salary is normally the minimum of the pay scale.

**This position is being offered on a fixed term contract of employment for 12 months with the possibility of extension.**

**NIMC is open to consideration of applicants on a secondment basis (applicants should seek advance outline approval from their current employer) or on a part time basis.**

The person appointed will be subject to the main Terms and Conditions of Service as detailed in the NICS Conditions of Service as they are applied by NIMC. The NICS Conditions of Service Codes and the NIMC Staff Handbook (which gives details of other conditions of service currently in operation) are available at <https://www.finance-ni.gov.uk/articles/northern-ireland-civil-service-handbook>

Employment will be subject to the appointee demonstrating satisfactory performance during a probationary period of three months. Performance will be reviewed in line with NIMC's performance management system.

### **Pension**

Your appointment is pensionable from the outset and you may choose to join the Civil Service Pension Scheme upon appointment. Further details can be found on the Civil Service Pensions Scheme (Northern Ireland) website:

<http://www.dfpni.gov.uk/civilservicepensions-ni/index/new-members.htm>

Or by contacting

Civil Service Pensions  
Waterside House  
75 Duke Street  
Londonderry  
BT47 FP  
Tel: 02871 319000  
Email: [cspensions.cpg@dfpni.gov.uk](mailto:cspensions.cpg@dfpni.gov.uk)

### **Hours and attendance**

You will be expected to work a 37hour week, excluding the lunch break. NIMC operates a flexi-time agreement, which allows you to determine your own starting and finishing times within defined limits.

### **Annual Leave**

In addition to public holidays (currently 12 per year), the annual leave entitlement will be 25 days. The 'leave year' runs from 1st February to 31st January.

### **Work Location, Travel and Expenses**

The post is based at the Council's headquarters at 153, Bangor Road, Holywood, Co Down BT18 0EU. You will be expected to travel throughout Northern Ireland, the Republic of Ireland, the United Kingdom and possible elsewhere on official business.

You will be paid a mileage allowance in accordance with the Northern Ireland Civil Service rates in respect of motor travel undertaken in the course of your duties. All other out of pocket expenses relating to NIMC work are governed by the prevailing guidance

### **Sick Leave**

There is provision for granting sick leave with pay. Details are set out in the Northern Ireland Civil Service Conditions of Service Codes.

**Notice**

You will be entitled to receive and required to give three months' notice to terminate your employment with NIMC, except under circumstances when the Council is entitled to dismiss you summarily. Such circumstances are detailed in the NIMC Staff Handbook, and are covered under the Council's disciplinary procedures.

**Probation**

The person appointed will undergo a period of probation of three months.

**Variation to the Terms**

NIMC reserves the right to vary the terms of this arrangement subject to prior notification being given and after appropriate consultation has taken place.