



Northern Ireland Museums Council

Director



Welcome from the Chairperson of the Board



Dear Candidate

Thank you for your interest in the post of Director, Northern Ireland Museums Council.

Northern Ireland Museum Council is a membership organisation that provides leadership and innovation that is central to the creativity and impact of the museum sector.

Our work is driven by a vision for a dynamic, inclusive and sustainable museums sector at the heart of our culture and communities with the mission to champion, develop and strengthen museums to achieve mutual goals.

We realise this vision through our work in the management of the Museum Accreditation Scheme, grant assistance, training programmes, member events, research as well as guidance and advocacy for the sector.

Through successful fund-raising, we have been able to drive new collecting and engagement projects as well as supporting member climate change programmes. We are immensely proud of the innovative projects that have gone forward with partners. Important new work such as the Late Shift, Playful Museums, and the Dementia Friendly Programme, demonstrate the significance of Northern Ireland Museum Council as a catalyst for the sector.

You are invited to apply for this post while we are in the midst of an ongoing global pandemic. Covid-19 has brought about both challenge and opportunity and its full impact on museums is yet to be understood. The challenge caused by closure of museums, loss of income, stalling of projects, staffing and other business matters has been profound. At this key moment, with museums determined to 'build back better', the work and leadership of the Northern Ireland Museum Council is critical.

If you believe you have the skills and experience for this demanding and rewarding role, we would be delighted to receive your application.

A handwritten signature in black ink, which appears to read 'Nils Donds'. The signature is written in a cursive, flowing style.



Background

What NIMC does

Northern Ireland Museums Council is the lead development body for local museums across Northern Ireland. We share a vision for a dynamic, inclusive and sustainable museum sector, at the heart of our culture and communities that delivers benefits for the whole of society. Museums have the potential to make a powerful impact on our lives. They educate, stimulate, and entertain us, but they also have a capacity to contribute to our well-being, create better places to live and work, and provide safe spaces to exchange ideas and facilitate debate.

NIMC works with local museums and its members throughout Northern Ireland, empowering museums through: Accreditation; providing training and skills development; advice and advocacy; brokering purposeful partnerships; and, enabling museums to connect with communities to increase participation in cultural and heritage activities.

We pursue this aim through our draft Corporate Plan 2022-25 and annual business plans which are informed by the Programme for Government, the Northern Ireland Museums Policy, as well as research and consultation undertaken with the museum sector.

As outlined in our draft Corporate Plan 2022-25, it is the mission of NIMC to champion, develop and strengthen museums to achieve mutual goals, organised in the five strategic themes:

- Museums are Connected to their Communities and Cultivate a Shared Sense of Place
- Museums Enrich People's Lives and Create Opportunities for Enjoyment, Learning and Fulfilment
- Museums Drive Transformation to Make Us More Sustainable, Inclusive and Innovative
- Museums Contribute to Economic and Social Recovery
- Museums Develop, Protect and Promote Their Collections and Collections Knowledge for the Benefit of Their Audiences

Governance

Established in 1993, the NIMC is constituted as a company limited by guarantee (without share capital) and has charitable status. For policy and administrative purposes, the Council is classified as an executive non-departmental public body and is an arm's-length body of the Department for Communities. It is governed by a Board of Directors comprising Ministerial nominees, representatives from District Councils, voluntary and independent museums, the Northern Ireland Museum Curators Group, the universities and the National Museums Northern Ireland.

How NIMC works

NIMC works with and on behalf of a wide range of bodies and organisations, but its primary focus is to assist and support the 43 local museums currently recognised under the Museum Accreditation scheme, the sector standard for museums across the UK. It works closely with the National Museums Northern Ireland and through this partnership has successfully developed significant regional programmes. NIMC maintains close links with the wider heritage sector, undertakes joint work with its partner organisations in Ireland and the other countries of the UK, and participates in a range of other national and international networks. Additionally, NIMC liaises with other stakeholders, such as local councils, community organisations and many government-funded bodies

As an 'arm's length body' of the Department for Communities, NIMC plays a significant role in the delivery of the Northern Ireland Assembly's Programme for Government and having been instrumental in devising the Northern Ireland Museums Policy, it now organises its work to drive forward the aims and objectives of that policy.

The Council receives its funding principally from the Department for Communities, raising other income through membership and fees connected with the training it provides, and securing grant assistance from other organisations, including the Heritage Lottery Fund.

Details of NIMC's activity is available through the web site www.nimc.co.uk The site will also give you information about the Council, including its Annual Report and Financial Statements, and about the local museum sector generally

The Role of the Director

The duties of the NIMC Director are set out in detail below. S/he has a two-fold accountability role: to the Board of Directors for the delivery of the Business Plans and the management of the Council, and as the designated Accounting Officer, to the Department for Communities. In the latter capacity, s/he is personally responsible for safeguarding the public funds allocated to the Council, and for ensuring a high standard of propriety, regularity and value for money in the handling of those public funds.

The Board has corporate responsibility for ensuring that NIMC fulfils the aims and objectives agreed with the Department and approved by the Minister, and for promoting the efficient, economic and effective use of staff and other resources by NIMC. As a membership body, NIMC also has a duty to consult with and act in the interests of its members. The Director is employed by the Northern Ireland Museums Council to advise the Board, lead the planning, delivery and monitoring of its work, manage the available resources and the risks associated with the business, enhance the standing and reputation of the Council and the museum sector generally, and to lead the development of the organisation. S/he also acts as Company Secretary.



Job Description

Job Title:	NIMC Director
Grade/Salary:	Grade 7 £52,026 to £55,685
Reporting to:	Chair of the NIMC Board
Location:	NIMC, 153 Bangor Road, Holywood, Co Down BT18 0EU

This position is being offered on a permanent contract.

Overall Purpose of the Job

The overall purpose of this job is:

- to provide inspirational and creative leadership for continuous improvement;
- to lead policy development, prioritisation and planning within NIMC and more widely within the sector in Northern Ireland;
- to advocate in the best interests of museums locally, nationally and internationally;
- to represent the Council and maintain strategic working relationships with a wide range of bodies;
- to identify and develop additional income streams to fund aspects of the Council's work;
- to advise upon and lead the implementation of NIMC's strategic and corporate plans;
- to manage the Council effectively and efficiently, including finance, systems and staffing;
- to champion high standards and ethical behaviour across the museum sector generally and in how NIMC operates; and,
- to undertake Accounting Officer roles and responsibilities.

Main Duties

The main duties of the job are:

Accounting Officer

The Director will be the designated Accounting Officer and will provide leadership on strategic, fiduciary and operational direction for NIMC.

Governance and Accountability

The Director has dual accountability and responsibility for the resources of NIMC:

- (a) to the Board in accordance with the governance framework and financial plan and
- (b) to the DfC Accounting Officer for the spending of public funds.

The Director's governance obligations include to:

- Enable the Board's ability to set out its long term vision and strategies, while at the same time maximising value for money through ensuring that services are delivered in the most efficient and effective way;
- Ensure integrated Board and Executive annual planning in order to maximise delivery on public funding through objective setting and key performance target monitoring;
- Provide support and advice to the Chairman and the Trustees to ensure effective and efficient discharge of their responsibilities including continuous improvement activities;
- Ensure regularity, propriety and compliance with relevant internal and external policy frameworks.

Leadership

- Assist and support the NIMC Board in the delivery of the Council's aims and priorities;
- Lead and manage the NIMC staff;
- Maintain and develop the Council's reputation as a source of high quality advice, guidance and information on museums, collections and the care and preservation of Northern Ireland's heritage; and,
- Represent NIMC and develop and maintain strategic working relationships with a wide range of bodies locally, nationally and internationally, as appropriate.

Organisational Management

- Ensure that NIMC meets its statutory obligations;
- Oversee the day to day management of the organisation, securing the efficient, effective and economic use of the financial and human resources of the Council;
- Report to the Board, its Chair and Committees and to the Department on a timely basis concerning the performance and delivery of the programmes and business plans;
- Lead the preparation of Corporate and Business Plans, bearing in mind current policy and strategic priorities, as well as research findings and consultations;
- Sustain NIMC's reputation for carrying out its business with regularity and probity;
- Determine areas and methods for improving internal systems and services of the Council; and,
- Be responsible for NIMC's financial management and its procurement and project appraisal processes.

Policy and Resource Development

- Inform and advise the Board and the Department on matters of policy relating the museums, heritage and associated matters;
- Liaise with museums, their governing bodies and a wide range of other organisations on the formulation of policy and strategies to advance the sector; and,
- Identify and develop additional funding opportunities for NIMC and local museums.

Communications

- Lead and manage the Council's communications, and promote the role and workings of NIMC and the museum sector in general;
- Advocate the role, function and achievements of museums; and,
- Maintain close communication with people working in the museum sector so as to maximise the effectiveness and impact of the Council's work.

In addition, the postholder will undertake such duties, in addition to the principal duties listed, as may be assigned by the Board and/or be in the interest of the Council and the museum sector. S/he must be prepared to travel in Northern Ireland, and where necessary further afield, in order to fulfil the duties associated with the post.



Person Specification

Job Title: NIMC Director

Qualifications and Experience

Essential

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

1. An honours degree, or equivalent;
2. At least three years' experience working at senior level¹ directing and providing effective leadership;
3. At least two years' experience of success in leading and managing a service provision in the delivery of long term strategies and plans whilst sustaining short term deliverables;
4. at least two years' experience of Governance and personal accountability for budget management, together with evidence of responsibility for accounting for public funds;
5. Experience in driving the strategic direction at an organisational level to conceive, develop and drive forward innovative change; and
6. Must have access to transport and be able to travel to meet the needs of the post.

It is essential that applicants provide sufficient details, using examples and dates where appropriate to demonstrate that they meet these requirements. It is not sufficient to simply list duties and responsibilities. NIMC will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained. If you fail to provide sufficient detail, including the appropriate dates needed to meet the essential criteria, your application will be rejected.

NIMC reserves the right to enhance one or more of these essential criteria at shortlisting stage. If deemed necessary criterion 2 may be enhanced to 5 years; criterion 3 and / or 4 may be enhanced to 4 years. The following Desirable criteria may also be applied.

¹ Further Clarification

¹Senior Level is defined as having experience of taking decisions that affect at a strategic level (Board/Senior Management or Executive Team) and affect the organisation in which the applicant is working and/or leading on the provision of detailed advice on such issues at a strategic level. (Applicants will be required to provide an organisational chart(s) that shows their position in the structure of the organisation(s) to which they refer.)

Desirable

It is desirable that candidates have:

1. At least two years' experience of current museum policy matters, professional practice and standards;
2. A postgraduate qualification in a discipline related to museum, heritage studies, or cultural or business management.

Closing Date for receipt of applications is **23:59 on Monday 24 January 2022.**

Selection Process

Shortlisting will be carried out on the basis of the information provided against each specific criterion as presented on the application form. Applications will first be considered against the essential criteria. Where necessary enhanced criteria may be applied. Only shortlisted candidates will be called for interview.

It is anticipated that interviews will be held on **Friday 4 February 2022.**

Shortlisted candidates will be invited to attend for interview, which will include an unseen Presentation and will be expected to demonstrate at interview that alongside the Person Specification criteria they meet the requirements of the Competency Framework, i.e.

- Creates vision and gives direction
- Develops, promotes and achieves quality outcomes
- Manages resources and risk
- Develops people
- Understands and builds relationships
- Manages and develops self.

These competences will be used as an integral part of the selection interview. Definitions of the competences and illustrative behaviours are set out in the Competency Framework set out in pages 12-18

NORTHERN IRELAND MUSEUMS COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Guidance Notes for Applicants

Libraries NI on behalf of NIMC has provided information for applicants and it is important that applicants refer to these notes when completing their application form.

The guidance notes can be viewed at: <https://careers.librariesni.org.uk/>

If you are unable to download a copy, or you have not received a copy of the 'Guidance Notes for Applicants' as part of the application pack, please contact Libraries NI HR department either by email HRRecruit@librariesni.org.uk or telephone 028 3839 9458 to request a copy.



NIMC Director

General Information

This position is being offered on a permanent contract of employment.

Your Employer

Your employer will be the Board of the Northern Ireland Museums Council (NIMC). You will be directly accountable to the Chair of the Board of Directors.

Salary

The salary for the post is directly linked to the NICS Grade 7 scale £52,026 to £55,685 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.

Terms and Conditions of Employment

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 six 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 5FP
Tel: 02871 319000
Email: cspensions.cpg@dfpni.gov.uk

Hours and attendance

You will be expected to work a 37 hour 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 six 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.

COMPETENCY FRAMEWORK

This competency framework will be used to:

- promote consistency and provide an objective basis against which individuals will be assessed during the recruitment and selection process for senior posts.
- enable senior staff to understand the behaviours, skills and attributes identified as being important for performing a job well
- ensure that those selected through recruitment or for promotion are those best equipped to carry out the relevant key tasks
- enable appraisal and development activities to be focused on helping equip people to deliver organisational needs
- ensure everyone is clear what is expected of them
- ensure individuals can make informed, focused decisions about the competences they may need to develop for their future careers.



Each competence contained in this framework is comprised of the following:

- **Competence title:** describes the overall outcome of the competence
- **Description:** explains the competence in more detail by identifying the main behaviours that the competence covers
- **Illustrative behaviours:** provides more detailed examples of the types of behaviours that will need to be demonstrated in order to fulfil the requirements of that competence.

Please note that these behaviours are for illustration purposes only and you may be able to provide examples of other behaviours which are equally relevant in demonstrating your competence in this area.

Creates vision and gives direction

Actively promotes an inspiring, relevant vision for the organisation and engages with others to gain their support for the vision. Influences policy development. Advocates effectively for the museums sector. Provides leadership and strategic direction.

Illustrative behaviours:

1. Works with others to develop a shared vision and goals for the organisation.
2. Inspires and influences others, both internally and externally, to assume ownership of the organisation's vision and goals.
3. Is receptive to fresh insights and perspectives from different sources, both internal and external to the organisation, and uses them to help shape its culture, goals, policies and strategies.
4. Understands the wider political, economic and social context and uses effective influencing skills to help shape the development of policy at a strategic level.
5. Is an effective advocate for the museum service across a range of contexts and situations.
6. Formulates and implements strategies that position the organisation to achieve both its short and longer term objectives.
7. Identifies and interprets strengths, weaknesses, opportunities and threats and follows through with relevant and purposeful action to ensure the achievement of the organisation's goals.
8. Acts decisively in a complex environment of ambiguity and multiple stakeholders.
9. Leads, manages and champions change.

Develops, promotes and achieves quality outcomes

Develops and delivers professional, high quality services which meet the needs of individuals and communities. Promotes equality and good relations. Takes personal ownership of, and accountability for, results. Promotes a culture of achievement and innovative thinking.

Illustrative behaviours:

1. Accurately identifies customer service needs and develops and maintains appropriate standards, policies and processes that establish clear performance expectations.
2. Sets challenging targets when organising the delivery of services, focusing their own and others' energies on achieving the organisation's goals.
3. Critically evaluates outcomes achieved against established and developing benchmarks and standards, identifies lessons to be learned and implements required improvements.
4. Communicates effectively with staff and others to ensure that they know and understand the standards of service that are expected within the organisation and the role that they play in the achievement of these standards.
5. Recognises the value of diversity and actively promotes equality and good relations.
6. Actively seeks opportunities to improve services for the public, individuals and the community through effective engagement with the community and relevant stakeholders.
7. Initiates, develops, coordinates, promotes and evaluates change management strategies to bring about improvements in the organisation and in service delivery.

Manages resources and risk

Ensures that human, financial, physical and technological resources are effectively, efficiently and appropriately deployed to meet strategic organisational and customer needs and to maintain sustained service delivery.

Illustrative behaviours:

1. Secures, allocates and manages human, financial, physical, technological and information resources in accordance with organisational priorities and to meet strategic objectives.
2. Applies an in-depth understanding of financial management principles to ensure that decisions are financially sound and responsible.
3. Evaluates the utilisation of organisational resources in relation to planned outcomes and uses the information effectively to review and revise strategy.
4. Identifies, analyses and prioritises, manages and minimises potential risks to the achievement of objectives and develops and implements effective risk management strategies and contingency plans.
5. Ensures that management and accountability structures are in line with good governance standards, relevant legislation, regulations and policies and puts strategies in place to ensure continuous improvement.
6. Identifies and explores potential sources of additional resources, including working with other organisations on related activities.

Develops people

Gets to know individuals, their capabilities and aspirations and encourages them to realise their full potential through lifelong learning. Cultivates a positive work environment where staff feel valued and are challenged and empowered to develop competence, think innovatively and creatively and take decisions. Builds effective teams.

Illustrative behaviours:

1. Sets clear standards and targets for performance and behaviours, ensuring that processes and resources are in place to support individuals in achieving these standards.
2. Creates a work environment that motivates staff towards achieving quality results, and encourages them to seek and address new challenges.
3. Empowers people and teams to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability and by providing appropriate and agreed levels of support.
4. Uses formal and informal means to provide regular constructive performance feedback to staff, praising achievements and celebrating successes and creating and maintaining a climate of accountability for the achievement of agreed objectives.
5. Manages performance and behaviour effectively, openly and directly.
6. Creates a work environment where individuals feel that both they and their contribution to the organisation are recognised and valued.

Understands and builds relationships

Establishes and maintains positive working relationships with a wide range of stakeholders within the public, private, and voluntary sectors and the wider community through employing effective communication and consultation strategies.

Illustrative behaviours:

1. Builds and maintains positive relationships with relevant stakeholders and works collaboratively with them to generate benefits for the organisation and the community that it serves.
2. Demonstrates sensitivity to the possibility of conflicting agendas and works to achieve consensus in pursuit of the organisation's goals and the needs of service users.
3. Promotes and sustains an appropriate positive image and profile for the organisation, demonstrating commitment to the ethical principles and standards of the organisation.
4. Promotes the organisation's goals, priorities and achievements to establish and foster stakeholder recognition and support.
5. Applies appropriate discretion and maintains confidentiality and sensitivity when representing the organisation.
6. Is aware of statutory requirements, government priorities, directions, concerns and policy agendas and demonstrates consideration of these in all actions.

Manages and develops self

Seeks to increase self-awareness of strengths and development needs and acts to improve work performance through lifelong learning. Acts with integrity, is aware of the impact of own behaviour and manages it to have the best possible impact on the behaviour of others

Illustrative behaviours:

1. Seeks constructive feedback from others, reflects on it and evaluates and uses it to develop self.
2. Models and promotes behaviour and values that are consistent with the organisation's expectations and requirements and the standards expected of those in public life.
3. Demonstrates understanding of the impact of own behaviour, emotions and attitudes on other people and the consequences for the realisation of objectives.
4. Has the resilience to cope with an increasingly complex environment and maintain a realistic "can do" sense of confidence, even in the face of opposition.