NICSHR

Interchange Unit

# Hosting Opportunity Proforma

The Armagh Observatory and Armagh Planetarium (AOP)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

 Name

 Organisation/

Department for Communities (DfC)

 Department

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 Address

N/A

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 Number

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**Information and Records Management Officer**

Secondment – Up to 1 year

Type of Opportunity

1. **Details of hosting opportunity**

Description of opportunity

**Background**

The Armagh Observatory and Armagh Planetarium (AOP) are part of a single statutory Corporation ‘The Governors of the Armagh Observatory and Planetarium’. The Corporation’s incorporating legislation is the Armagh Observatory and Planetarium (Northern Ireland) Order 1995. Both the Observatory and Planetarium are recognized charities. The organisation is classified as a Non-Departmental Public Body and is sponsored by the Department for Communities (DfC). AOP shares a Board of Governors and Management Committee. The organisation has historic links with the Church of Ireland that continues to this day. Archbishop Clarke, as the Church of Ireland Archbishop of Armagh, is the Chair of the Board of Governors and also the Management Committee. The Dean and Chapter of St Patrick’s Church of Ireland Cathedral, Armagh also sits on the Board. The Management Committee was established in 1983 to advise the Board of Governors and assist both the Observatory and Planetarium fulfil their functions. At an operational level AOP is headed up by an Accounting Officer.

The Observatory is the oldest scientific institution in Northern Ireland and was founded in the late 18th Century. The Planetarium opened in 1968 on the same site and has enhanced the organisation’s public face and outreach activities. Legal ownership is in the hands of the Board of Governors of Armagh Observatory and Planetarium.

The Mission of the Armagh Observatory and Planetarium is - *“To advance the knowledge and understanding of astronomy and related sciences through the execution, promotion and dissemination of astronomical research nationally and internationally, in order to enrich the intellectual, economic, social and cultural life of the community”.*

The Department allocated AOP a Resource budget of £1.3 m for 2017/18. The remainder of its budget comes from grants for research, commercial income, donations, and other sources. AOP employs approximately 40 staff (inc. PhD students). Since May 2016 the new Department for Communities (DfC) assumed sponsorship responsibility for AOP. The relatively small size of the organisation belies its international importance and standing in astronomical research (where it is a recognised leader in several specialist fields) as well as its position as one of the world’s most advanced planetaria. It is therefore a very valuable asset to Northern Ireland, an exemplar on the world scene. The AOP has significant potential to further benefit society and the economy through outreach and the stimulation of interest and understanding in STEM subjects. Astronomy, as the “Queen of Sciences” is of natural interest to children (and others) and is an effective vehicle for raising interest, awareness and understanding, in all age groups, of mathematics, physics, chemistry, geography, geology and biology.

Following a Strategic Investment Board Review, published in October 2014, the Board of Governors and Management Committee agreed to merge the Observatory and Planetarium, which hitherto had operated largely independently, though with a combined Board of Governors, in to a single, unified organisation with a new staffing structure, which would be headed by a Chief Executive Officer (CEO).

Main objectives of the opportunity

**OVERALL PURPOSE:** To lead a project to develop, implement and embed information management policies and procedures within AOP to ensure compliance with legislation and best practice.

The post holder will develop and deliver a training programme on record management principles and practices and work with SMT to ensure a visible leadership role in development good record management practices.

**MAIN DUTIES**

The Job Holder will be responsible for the following areas and activities:

1. Develop a corporate records management policy and procedures document and consult with staff and Management Committee on its practical implementation;
2. Develop a disposal and retention schedule for approval by PRONI;
3. Conduct an information audit in accordance with PRONI guidelines;
4. Develop and implement a record management filing system (manual and electronic);
5. Put in place systems and guidance for dealing with Data Protection and Freedom of Information requests;
6. Develop and deliver a training programme for existing staff, management committee and Board of Governors and an Induction Programme for new staff;
7. Identify project and ongoing resource requirements and prepare business cases as appropriate;
8. Liaise with other bodies, information manager networks and PRONI to ensure a planned and smooth transition at the end of the project (eg via a shared service strategy).

**3. Skills requirements**

What qualities, skills and experience is required from the individual

***Education and Qualifications***

**Essential:**

* Degree or equivalent qualification.
* 1 year’s relevant information and record management experience to include decision making in applying the principles of relevant legislation.

**Desirable:**

* A recognised qualification in records management and/or archives administration.

***Knowledge and Skills***

**Essential:**

* Excellent IT/Computer literacy skills.
* Sound organisational and planning skills including the ability to work to deadlines with attention to detail.
* Ability to work on own initiative.
* Strong interpersonal, oral and written skills, and experience of engaging with a range of stakeholders.

**4. Personnel: Please state below**

 Who will the individual report to?

Head of Corporate Services – Carol Corvan

 Who will be the individual’s line manager and/or reporting officer?

Head of Corporate Services – Carol Corvan

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 Individual and their organisation.

**Benefits to Individual:** The post-holder will gain valuable experience across a range of areas in an internationally recognised academic institution and a top local educational facility and visitor attraction. The post-holder will manage competing demands to ensure that all needs are met and expectations exceeded.

**Benefits to AOP:** AOP will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new improved working procedures where appropriate.

**Benefits to Parent Organisation**. The parent organisation will benefit from the post-holders valuable experience in managing a high profile project in an organisation with a vast range of information management priorities.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 Desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** The position is available immediately

**Duration:** Up to 1 year.

**Location:** The post holder will based at the Armagh Observatory and Planetarium and will have a desk in the Planetarium building, with access to a computer, internet etc.

**Funding:** Funds for the position will be through the AOP’s change management support.

**Salary:** The salary range is £36,448 to £40,072.

**Selection:** Paper sift followed by interview.

**Further information:** For further information about the post please contact Diane Neill in Armagh Observatory and Planetarium on 028 3751 2968 or by email at dcn@arm.ac.uk.

**Closing Date:** 5.00pm on Friday 12 January 2017.

**7. Endorsement**

 **Interchange Manager**

Aaron Tumelty

Signed

18/12/2017

 Date