NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Department for Communities - Arts Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

Name

Organisation/

Department for Communities (DfC)

Department

James House

2-4 Cromac Avenue

Gasworks Business Park

Belfast

BT7 2JA

Address

N/A

028 9081 9430

Telephone Fax number

Number

[aaron.tumelty@communities-ni.gov.uk](mailto:aaron.tumelty@communities-ni.gov.uk)

E-mail

**Generalist IT Officer**

Secondment – until 31 March 2020 with the possibility of an extension, subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

One Interchange opportunity is available to work in the Arts Council of Northern Ireland. The post is equivalent to Staff Officer Level in the NICS and will involve working within the Arts Council’s IT department.

The successful applicant will have demonstrable experience of System Support (GIFTs, Sage, Sharepoint etc); IT Security Governance; Document and Records Management System Implementation. The post holder must be able to build and maintain working relationships and have experience of engaging at a senior level.

The post holder must have a good working knowledge of Crystal Reports, or similar software. Crystal Reports is used by the Council to design customised reports for a variety of needs and audiences, drawing information from SQL / Access databases and from Excel workbooks.

The successful applicant will have knowledge, understanding and application of current UK data protection compliance and requirements and a strong awareness of the changes to be implemented by the General Data Protection Regulation.

Main objectives of the opportunity

**Job Description**

**MAIN AREAS OF RESPONSIBILITY**

**Business Process and Information Systems analysis**

* Define application problem by conferring with staff and stakeholders regarding the nature of the information processes which need an IT solution;
* Evaluate processes, procedures and workflows that relate to application problem using techniques such as structured analysis, business modelling and information engineering;
* Expand or modify systems to serve new purposes or improve business processes;
* Assess the usefulness of pre-developed application packages and adapt them to a user environment;
* Develop, document and revise system design procedures, test procedures, and quality standards;
* Recommend new equipment or software packages;
* Read manuals, periodicals, and technical reports to learn how to develop IT solutions to meet staff and stakeholder requirements.

**Systems Development, Support and Maintenance**

* Design and develop IT solutions by applying requirements and information needs;
* Design and develop apps that take advantage of Microsoft technologies such as SharePoint and web technologies, such as JavaScript, PHP and MySQL;
* Development of workflows and business intelligent solution such as dashboard reporting;
* Design solutions based on best practices focused on User Adoption, Governance, and Change Management;
* Use judgement and creativity to design/coding approach in order to meet requirements/specifications;
* Maintain current industry knowledge of development concepts, best practices and procedures for SharePoint and web technologies;
* Support the development of IT solutions seeing them through the full development cycle.

**Document and Records Management System Implementation**

* Review alternatives for records management having regard to legislation, codes and good practice guidance on information management;
* Act as the designated Data Protection Officer and oversee the implementation of GDPR in 2018 and future developments in data management;
* Support the development of Corporate File plan including suitable Coding, Classification & Naming Systems for Electronic records and documents;
* Support the maintenance and regulation of these Systems across ACNI;
* Production of support materials to assist in the training of staff in the use of the electronic record and document management system;
* Manage the integration of electronic and manual filing systems;
* Record and manage IT assets.

**Implementation of Information Systems policies and guidelines**

* Review, amend and implementation of Information Systems policy;
* Review and update Business continuity plan;
* To deliver training on information systems and procedures and the production/update of suitable systems documentation.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

* Good working knowledge and experience of Crystal Reports, or similar software;
* Demonstrate experience of a range of software packages in a networked environment;
* Knowledge and experience of support for line of business applications;
* Demonstrate experience of maintaining SQL server databases in a network environment;
* Knowledge, understanding and application of current UK data protection compliance and requirements;
* A strong awareness of the changes to be implemented by the General Data Protection Regulation.

**Personal Qualities and Skills**

* Ability to use own initiative;
* Excellent organisational skills;
* Excellent oral and written communication skills;
* Creative with ability to solve problems.

**4. Personnel: Please state below**

Who will the individual report to?

Geoffrey Troughton - Director of Finance and Corporate Services

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

Geoffrey Troughton - Director of Finance and Corporate Services

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

The post holder will benefit from working with an extensive range of stakeholders and will gain valuable experience in contributing towards the development of Arts Council policies and procedures. The post holder will have the opportunity to engage directly with other Departments and a range of DfC’s Arm’s Length Bodies.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in a number of areas including project management and carrying out investigation and analysis and making recommendations.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of a key Departmental and Ministerial priorities while providing the opportunity to widen the skills and experience of the existing Team.

**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.

The objective is for the successful candidate to be in post by 1 March 2018 at the latest. This opportunity will be for 2 years until March 2020, with the possibility of an extension, subject to the agreement of all parties.

The post-holder will be based at:

Arts Council of Northern Ireland

1 The Sidings

Antrim Road

Lisburn

BT28 3AJ

Due to the reform of property management the Arts Council may relocate in August 2018 to premises that have not been confirmed as yet.

Selection will be by interview by Geoffrey Troughton (Director of Finance and Corporate Services) and Lorraine McDowell (Director of Operations)

Salary Scale: £28,500 - £31,135. Salary and other related costs will be met by the Arts Council of Northern Ireland.

For further information please contact Witney Williamson at [wwilliamson@artscouncil-ni.org](mailto:wwilliamson@artscouncil-ni.org) or 028 9262 3524.

Closing Date: 5.00pm on Friday 09 February 2018

**7. Endorsement**

**Interchange Manager**

Aaron Tumelty

Signed

29 January 2018

Date