Corporate 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

028 90 819430 (Ext 37430)

N/A

 Telephone Fax number

 Number

aaron.tumelty@communities-ni.gov.uk

 E-mail

Secondment – until 31 March 2022 with possible extension.

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 for a **DP Economist** and will involve working within the Arts Council’s research team. This post will also ensure that business cases are prepared in time for the coming financial year, which in turn, will speed up approval processes and therefore programme delivery.

The successful applicant will have demonstrable experience in developing economic appraisals, business cases and post-project evaluations (PPE’s); will

liaise with key officials in the Department for Communities (DfC) on behalf of the Arts Council in relation to economic appraisals, business cases and post-project evaluations (PPE’s).

The post holder must be able to build and maintain working relationships across professional and operational boundaries within an organisation and external organisations.

Main objectives of the opportunity

**Job Description**

* Drafting high quality, reliable, accurate and timely reports to the Chief Executive;
* Economic support on a broad range of policy, programme and strategy development; with the ability to deliver high quality outputs in a highly uncertain, rapidly evolving and time pressured policy environment – on the key priorities for arts and creative sector;
* Responding to Assembly Questions and ad-hoc economic queries;
* Establishing and maintaining close and effective working relationships with a broad range of other organisations, including other government departments and external stakeholders such as other analysts/officials, business, academics and researchers, within Northern Ireland and further afield;
* Maintaining an up to date understanding of current economic issues and topics both in Northern Ireland and at a national and international level;
* Quality Assurance of economic appraisals, business cases and post project evaluations prepared by others;
* Taking the lead to develop economic appraisals, business cases and post project evaluations and working with others when necessary;
* Delivery of internal training in the use of economic appraisal, the development of business cases and post-project evaluation;
* Managing the resources of your own section, to work to tight deadlines and produce high quality, reliable and timely output;
* To advise and provide guidance and training to officers on business case development, economic appraisals and post-project evaluations
* Work with ACNI colleagues to develop and maintain a centralised database of the status of economic appraisals, business cases and post-project
* Demonstrated experience in working in the public sector and developing business cases to the Green Book.

**Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

Candidates will be required to demonstrate experience of:

* At least 2 years’ experience, gained within the last 5 years, in undertaking economic research and analysis in relation to business case development.
* Be in possession of at least a second-class honours degree with Economics as a major component\*;

\*major component is defined as: at least 50% of the course modules must be in economics. Candidates must detail and provide evidence, listing all of their modules to allow the panel to determine that their qualification contains 50% of economics.

\*\*applicants should provide dates against specific areas of economic research and analysis they have undertaken in the last 5 years to demonstrate that they meet this criterion.

**4. Personnel: Please state below**

 Who will the individual report to?

Karly Greene - Director of Strategic Development and Partnerships

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

Karly Greene - Director of Strategic Development and Partnerships

**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.

**Start date**: The objective is for the successful candidate to be in post by 1 November 2021 at the latest.

**Duration**: This opportunity will be for five months until March 2022 with possible extension.

**Location**: The post-holder will be based at:

Arts Council of Northern Ireland

Linen Hill House

23 Linenhall Street

Lisburn

BT28 1FJ

**Selection** will be by interview by Karly Greene – (Director of Strategic Development and Partnerships), Geoffrey Troughton - (Director of Finance & Corporate Services) and Noirin McKinney – (Director of Arts Development)

**Salary Scale**: £38,017 - £41,799. Salary and other related costs will be met by the Arts Council of Northern Ireland.

**Further information** please contact Witney Williamson at wwilliamson@artscouncil-ni.org or 075 0055 9366.

**Closing Date:** Applications must be submitted by **5.00pm on Friday 29 October 2021** to**:** **interchangesecretariat@finance-ni.gov.uk**

**7. Endorsement**

 **Interchange Manager**

W. Williamson

Signed

19/10/2021

 Date