# Hosting Proforma

Tourism Northern Ireland (Tourism NI)

Name of Host

Organisation

1. **Interchange Manager’s details**

Kathryn McCann

Name

Organisation/

Tourism Northern Ireland (Tourism NI)

Department

Floors 10-12, Linum Chambers

Bedford Square, Bedford Street

Belfast, BT2 7ES

Address

Telephone Fax number

N/A

028 9044 1514

Number

[k.mccann@tourismni.com](mailto:k.mccann@tourismni.com)

E-mail

Type of Opportunity

Secondment – one year (from start date) with possible extension.

Investment Programmes Manager

1. **Details of hosting opportunity**

Description of opportunity

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| One Interchange opportunity to work in Tourism Northern Ireland (Tourism NI). The post is for a Investment Programmes Manager and will primarily involve supporting Tourism NI’s Head of Programmes in the development of a comprehensive suite of investment programmes to enhance Northern Ireland’s competitiveness as a tourist destination, and deliver on the promise of the ‘Northern Ireland – Embrace a Giant Spirit’ brand.  The Investment Programmes Manager will be responsible for the design, development, launch and management of a range of financial assistance programmes and projects (both capital and revenue) to convert consumer interest into excellent ‘on the ground’ experiences (attractions and events), building organisational capability, driving revenues and supporting employment across the sector.  The Manager will have direct responsibility for Tourism NI’s ‘own programme’ budget and will lead on funding programmes/investment opportunities that are delivered on behalf of, or in partnership with others.  The Investment Programmes Manger will support the Head of Programmes in delivering Tourism NI’s responsibilities under the City and Growth Deals which will include informing and shaping the tourism components, liaising with key stakeholders and representation on key governance structures as appropriate.  The Investment Programmes Manager will also manage the appraisal of investment decisions on behalf of the Department for the Economy and ensure that Tourism NI responsibilities are carried out in line with the City and Growth Deal programme governance arrangements.  The successful applicant will have a strong understanding and demonstrable experience of designing and implementing governance, risk management and internal control systems. They will also have strong tourism knowledge and commercial expertise and will oversee and develop the internal processes within their team. They will also liaise with key officials in the Department for the Economy (DfE) and the Department of Finance (DoF) on behalf of Tourism NI in relation to City and Growth Deals, economic appraisals, business cases and Post Project Evaluations (PPEs). They will also provide advice and guidance to key partners and customers on funding opportunities and drive successful outcomes, thereby enabling Tourism NI to continue to develop our tourism offer.  The post holder must be able to build and maintain working relationships across professional and operational boundaries within the organisation and with external stakeholders. |

Main objectives of the opportunity

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| **Job Description**  The Investment Programmes Manager will support Tourism NI to accomplish the above through:   * **Robust governance:** ensuring a strong governance and risk management framework to ensure that major investment decisions and programme expenditure deliver value for money * **Programme management:** co-ordinating a wide portfolio of investment programmes and projects and ensuring that they are aligned with and support delivery of the Northern Ireland tourism brand, Northern Ireland – Embrace A Giant Spirit. * **Strong Financial management:** ensuring that a robust framework is in place to manage budgets across a myriad of projects and programmes and that appropriate financial controls are in place to minimise risk and ensure value for money is delivered across programmes. * **Innovation and continuous improvement:** ensure that existing and new programmes are updated and innovated to continue to meet industry needs, support competitiveness and improved governance. * **Collaboration:** collaborating with partners and stakeholders to scope, design and deliver partnership projects.   The Investment Programmes Manager will work closely with internal Tourism NI teams to ensure that programmes are designed and delivered to meet organisational objectives. As part of the Corporate Management Team, they will contribute to the wider corporate management of Tourism NI.  **MAIN DUTIES**  The Investment Programmes Manager will have primary responsibility for investment programmes and as such, strong governance, programme and budget management will be fundamental to the role.  **Investment Programmes**   * Develop and roll out Tourism NI’s own investment programmes, such as capital & revenue investment programmes and event programmes to support local, regional and international events. * Co-ordinate and deliver major programmes supported by Tourism NI on behalf of others, including acting as Department for the Economy sponsor on City and Growth Deals. * Progress investment decisions through full appraisal processes including verbal and written presentations and submissions to key decision makers including Tourism NI Senior Management Team, Tourism NI Board, Sponsor Departments and Ministers as required.   **Programme Governance and Management**   * Maintain strong management and oversight of a significant portfolio of work activity including the quality of work. * Operate all programmes within the vires of Tourism NI guidelines as agreed with the DfE and/or DoF. * Manage and oversee the development and implementation of funding/investment processes and procedures including Business Case Development, Economic Appraisal, Letter of Offer, Managing Payment of Monies and Post Project Evaluation. * Regularly evaluate the investment programmes framework and supporting contracts to ensure they continue to meet organisational objectives and the needs of the industry in delivering investment programmes. * Provide appropriate levels of expertise in respect of the assessment, procurement, project management and monitoring aligned to grant awards. * Negotiate with the public, private and voluntary sector concerning requests for financial assistance and / or providing advice towards specific project proposals including other funding agencies on projects and programmes. * Monitor and risk manage projects to deliver against project timescales, costs/spend profiles, quality, and key performance indicators and to maintain accurate records, produce effective reports and effectively communicate with project promoters and key stakeholders * Responsibility for the integrity and control of data stored on the management information systems for all funded programmes and undertake regular reviews of documentation to ensure compliance with all Tourism NI / DfE / DoF rules and requirements. * Manage and identify programme and project issues and subsequent follow up and resolution. * Design and implement new financial assistance programmes to support the development of key tourism strategies, and development of associated bids for funding   **Financial Management**   * Prepare funding bids for major programmes, supported by a clear understanding of programme timelines and expenditure across multi-annual planning horizons, and annual budgetary allocations and targets. * Ensure a structured, robust and timely financial reporting framework is in place relevant to the size and nature of programme expenditure. * Undertake appraisal of multi-million pound projects, considering outline briefs and proposal statements and recommending the commitment, or otherwise, of investment. * Establish guidelines for the running of programmes and ensure that schemes enjoy a full portfolio of proper controls, including adequate management, governance, financial controls, affordability and deliverability. * Prepare accurate and timely financial projections to ensure adequate forecasting of payments and expenditure and present detailed financial reports to all key decision makers on behalf of the Investment Programmes team. * Co-ordinate the audit and control procedures, ensuring adherence to public sector regulations and guidanceanddeveloping management responses to any internal and external audits.   **People and Unit Management**   * The Job Holder will manage a team of employees to ensure that Unit Operating plans and Learning and Development plans are in place and performance reviews are undertaken in a timely manner. * Lead and direct employees ensuring that the Investment Programmes Unit is managed efficiently, and strategic objectives are communicated to and understood by all its employees. * Take responsibility for employee development and ensuring that they have the capacity to meet the strategic objectives of the organisation. * Ensure the efficient and effective use of people resources across the Unit.   **Stakeholder Engagement**   * Develop and maintain strong external relationships with key partners and stakeholders and work collaboratively to deliver investment programmes to support Northern Ireland destination and industry competitiveness. * Work collaboratively across all Tourism NI teams to ensure that investment programmes are informed by organisational need, meet expectations and there is strong alignment in delivery of cross functional activity.   **Corporate Management Responsibilities**   * Contribute to the wider corporate management of Tourism NI * Deputise on behalf of the Head of Programmes as required, in particular on areas relating to investment programmes delivery, major investment and City and Growth Deals * Deliver effective leadership to create and sustain a high performing and effective team. |

1. **Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria**  Candidates will be required to:   * Be in possession of a third level qualification or a professional qualification of an equivalent or higher standard in a business or financial related field. * Have a minimum of three years’ experience across the mix of: * Large or complex programme governance and management; * Management of significant financial budgets; * Management experience of a team of people   **OR**   * Have a minimum of five years’ experience across the mix of: * Large or complex programme governance and management; * Management of significant financial budgets; * Management experience of a team of people   Candidates will also be required to demonstrate experience of:   * Excellent financial skills and strong attention to detail. * A strong understanding and demonstrated experience of designing and implementing governance, risk management and internal control systems. * Highly developed interpersonal, oral and written communication skills, with an ability to be flexible when dealing with stakeholders, including preparing formal reports and presenting to senior management and governance forums. * Excellent programme management experience and expertise to co-ordinate and structure a significant and varied portfolio of work. * People management experience coupled with the ability to motivate, support and empower a high performing team, contributing to the wider development of the organisation. * Ability to provide comprehensive, authoritative and robust guidance in the face of challenge. |

1. **Personnel: Please state below**

Who will the individual report to?

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| Lesley-Ann O’Donnell – Head of Programmes |

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

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| Lesley-Ann O’Donnell – Head of Programmes |

1. **Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| **Individual**  The post holder will benefit from working with an extensive range of stakeholders (both internal and external) and will gain valuable experience in contributing towards the development of a comprehensive suite of investment programmes to enhance Northern Ireland’s competitiveness as a tourist destination, and deliver on the promise of the ‘Northern Ireland – Embrace a Giant Spirit’ brand.  The post holder will also benefit from managing the appraisal of investment decisions on behalf of the Department for the Economy by ensuring that Tourism NI responsibilities are carried out in line with the City and Growth Deal programme governance arrangements.  **Parent Organisation**  This opportunity will enrich the post holder’s experience and develop their abilities in a number of areas including the development of a comprehensive suite of investment programmes.  **Host Organisation**  The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of key Tourism NI and City and Growth Deal priorities while providing the opportunity to widen the skills and experience of the existing team. |

1. **Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a successful candidate is identified and a release date agreed.  **Duration**: This opportunity will be for one year with possible extension, subject to the agreement of all parties.  **Location**: The normal place of work for this role is Linum Chambers, Bedford Street, Belfast, BT2 7ES. However, in line with current Government guidelines, Tourism NI employees are working from home.  **Form of Transport:** The successful candidatemust also possess a current driving licence and use of a car for business purposes, or have access to a form of transport which will permit the applicant to meet the requirements of the post in full.  **Resources**: The successful applicant will be provided with a Tourism NI email account, a laptop, keyboard, mouse, free standing screen and laptop riser. Other equipment may be provided depending on needs identified.  **Funding**: Salary and other related costs will be met by Tourism Northern Ireland. The salary range is: £36,812 - £40,473.  **Further information**:Please contact Kathryn McCann at [k.mccann@tourismni.com](mailto:k.mccann@tourismni.com) or 028 9044 1514.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 03 December 2021** to [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

1. **Endorsement**

**Interchange Manager**

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| **Kathryn McCann** |

**Signed:**

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| **19 November 2021** |

**Date:**