



NORTHERN IRELAND SCREEN

Irish Language Broadcast Fund

An Ciste Craoltóireachta Gaeilge

ILBF OFFICER PERSON SPECIFICATION

Essential Criteria:

- A third level qualification
- A minimum of one year's administration experience
- Excellent spoken & written communication skills in Irish & English combined with good interpersonal skills
- Experience of working with financial documentation, particularly budget and cashflow
- Excellent IT skills
- Informed interest in the media especially Irish language media
- An ability to work under pressure and to deadlines
- An ability to prioritise a diverse workload
- A commitment to accuracy, reliability and attention to detail.

Desirable criteria:

- Experience of overseeing training schemes.
- Experience of grants' administration procedures.
- Media experience particularly in the television or film production sector.

OUTLINE TERMS AND CONDITIONS

Location:	3 rd Floor, 21 Alfred Street, Belfast BT2 8ED
Duration:	12 Month Fixed Term Contract, (commencing June 2018), subject to 3 month probationary period
Salary:	Staff Officer £29,317 - £31,446
Hours:	37.5 hours per week - Monday to Friday between 8.00am and 6.00pm. Hours may vary to suit the requirements of the post from time to time.
TOIL:	Northern Ireland Screen operates a TOIL (time off in lieu of overtime) scheme.
Holidays:	Annual paid leave is 25 days plus statutory holidays
Pension:	Northern Ireland Screen is part of the NILGOSC scheme (details provided after commencement of employment)

SELECTION PROCESS

Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted so as to ensure equality of opportunity and selection will only be made on the basis of merit.

Northern Ireland Screen will follow best practice in recruitment and selection procedure and will ensure that everyone involved in the selection can apply the procedure effectively, consistently and fairly. As far as possible the selection panel will be balanced in terms of gender, community background, etc.

Selection will be based solely on merit measured against clear, precise criteria based on the abilities, experience, qualifications and qualities required for the post. The nature and level of these requirements will be justifiable and appropriate to the job. The selection criteria will be applied fairly and consistently when short-listing, at interview and throughout the selection process.

All candidates will be given an equal chance to demonstrate their abilities and the same standards will be applied to all. As far as possible, all interviews will be held on the same day or completed on subsequent days. Northern Ireland Screen will try to accommodate applicants who request alternative dates or times for interviews but this may not always be possible. Any specific needs relating to access will be accommodated.

The assessments and decisions at the short-listing, interviewing and selection stages will be properly recorded and retained for between 6 months to one year after notifying unsuccessful applicants. Confidentiality will be assured at every stage of the recruitment and selection process. Members of selection panels will not discuss applicants outside panel meetings and all information on applicants will be kept secure and confidential.

The essential criteria for the post will be used to shortlist candidates for interview and it is important that all candidates address each of the criteria clearly on the application form giving specific, personal examples where appropriate. If there are a large number of candidates who satisfy the essential criteria, Northern Ireland Screen reserves the right to take the desirable criteria into consideration in order to reduce the number of candidates invited to interview.

