



MARKETING ASSISTANT

PERSON SPECIFICATION

Essential criteria

- Evidence of the ability to work under pressure and to deadlines
- Evidence of exceptional organisational skills and the ability to prioritise a diverse workload
- Evidence of a commitment to accuracy, reliability and attention to detail
- Evidence of excellent professional communication skills, verbal and written with a high level of literacy and numeracy
- Evidence of database and lists maintenance and management
- Demonstrate diverse IT skills and evidence a high level of competency in Microsoft Office programmes, including Word, Excel and PowerPoint
- Demonstrate an aptitude for developing relationships and working in a team
- Demonstrate an understanding of the work of Northern Ireland Screen within the overall global screen industry
- Demonstrate an understanding of the workings of the public sector in Northern Ireland
- Educated to degree level.

Desirable criteria

- Educated to degree level in a marketing, communications, media or related discipline, or equivalent through experience and evidence of a good basic education.
- A basic knowledge of Photoshop
- A full, clean driving licence

OUTLINE TERMS AND CONDITIONS

- Location:** 3rd Floor, 21 Alfred Street, Belfast BT2 8ED
- Duration:** **Maternity cover for 6 months**, full-time, subject to 3 month probationary period
- Grade:** **AO £19,811**
- 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.