



# Office Assistant

## CANDIDATE INFORMATION PACK

March 2025



A man in a dark jacket and sweater stands in the foreground of an industrial landscape. The scene is bathed in a warm, orange-red light, suggesting a sunset or sunrise. In the background, there are industrial structures, including a large gantry crane with the letter 'H' on it, and a building with a 'W' logo. The ground is wet and reflective, mirroring the sky and the structures. The overall mood is industrial and atmospheric.

# About Northern Ireland Screen

# Who is Northern Ireland Screen?



Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural, and educational value of the screen industries for the benefit of Northern Ireland. Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural, and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

Northern Ireland Screen is a company limited by guarantee, currently employing 40 people and we are governed by a Board of thirteen directors. The Chairman is Sir David Sterling, and Sir Kenneth Branagh is Honorary President.

## Welcoming Statement:

Thank you for your interest in the role of **Office Assistant** within Northern Ireland Screen.

Northern Ireland Screen has an exciting opportunity for an **Office Assistant**, who will perform a vital role within the organisation and attain exposure to all areas of the screen industries based in Northern Ireland. Northern Ireland Screen has shaped this role to be an entry point into the screen industries in Northern Ireland, whilst being the first point of contact at Northern Ireland Screen for day-to-day enquiries.

Northern Ireland Screen is an equal opportunities employer and has recently become a signatory member of the equality charter, Diversity Mark NI. We are committed to our improving our provisions to improve Diversity, Equality and Inclusion at Northern Ireland Screen.



FILM & MEDIA CATERING

# Job Description



## Job Summary

Northern Ireland Screen requires a highly motivated Office Assistant who will act as the first point of contact for many people either visiting or contacting Northern Ireland Screen.

While the post carries administrative duties, Northern Ireland Screen has shaped this role to be an entry point into the screen industries in Northern Ireland. The right candidate will, through reception duties – answering the telephone, acting as first greeter at the door, assisting with projects, administration and events across Northern Ireland Screen - become familiar with the whole of the production community in Northern Ireland.

This post has a maximum term of 18 months as the expectation is that the role holder will move on to other jobs within the screen industry after approximately 12-18 months in post.

The ideal candidate will be highly motivated and wish to begin a career within the production side of the screen industries. They will possess strong IT skills, organisation skills, be personable and be keen to develop within their role.

<b>Position</b>	Office Assistant
<b>Location</b>	Belfast, Northern Ireland
<b>Duration</b>	18 Months (max)
<b>Workstyle</b>	Office based
<b>Salary</b>	£24,570 per annum
<b>Reports to</b>	Office Manager
<b>Hours</b>	37.5 hours per week (based on full time hours). Monday to Friday between 8.00am and 6.00pm. Hours may vary to suit the requirements of the post from time to time.
<b>TOIL</b>	Northern Ireland Screen operates a TOIL (time off in lieu of overtime) scheme.
<b>Holidays</b>	Annual paid leave is 25 days (1 additional day per years' service to a maximum of 5 additional days) plus statutory holidays
<b>Pension</b>	Northern Ireland Screen is part of the NILGOSC scheme.

## Main Duties and Responsibilities

- Receptionist duties to include screening incoming telephone calls, ensuring that messages are passed to the relevant staff member in a timely fashion. Resolution of telephone queries, if possible, but using initiative to ensure that caller is transferred to the right staff member to deal with if required.
- Provide support to the Office Manager including processing incoming invoices for payment whilst following correct procurement guidance. Managing staff calendars and boardroom and meeting room bookings.
- Provide support to the Head of Production including filing and reviewing all production documentation including call sheets and risk assessments. Support also to include management of the Northern Ireland Screen Crew, Production Companies and Facilities and Locations Databases.
- Assist the Head of Production in coordinating studio and location recce trips. This support includes organising travel arrangements and managing the schedule for location visits.
- Undertake any other duties and responsibilities which may be assigned by the Head of Funding, Head of Heritage and Archive, as well as the Head of Marketing. Tasks include drafting funding documentation, booking taxis, arranging couriers etc. Appropriate management to be provided by the Office Manager.
- Organise catering for various departmental, Board and Committee meetings and events at Northern Ireland Screen. Ensuring that expenditure is in line with Northern Ireland Screen Procurement and Gifts and Hospitality limits.





# Person Specification



# Person Specification



## Essential criteria

- At least one year's practical recent experience of working in a busy office environment (either in a professional or voluntary setting) demonstrating strong administrative skills.
- Proficiency in using Microsoft Suite (Word, Excel and Outlook).
- Ability to work independently and collaboratively with diverse groups and stakeholders.
- Exceptional oral and written communication and interpersonal skills with a willingness to improve processes and share ideas.
- Strong organisational skills and the ability to prioritise a diverse workload.
- Knowledge of and interest in the screen industry in Northern Ireland.

## Qualifications

- At least 5 GCSEs or equivalent including English and Maths.

## Desirable criteria

- Third level qualification in a relevant field (eg Film Studies, Media Production, etc).

*Thinking*

*Philosophy is ... Reflective Reasoned Responsive & Reasoned*

# How to Apply

*Think Respond !!*



## How to apply for the position within Northern Ireland Screen?

To apply to the position of Office Assistant, applicants must submit the following via the online application form via our online portal GetGot.

Applications must be received by **1pm on Friday 28<sup>th</sup> March 2025** – late applications will not be received.

### Interview Stage

It is anticipated that interviews will be held on the week commencing Monday 7<sup>th</sup> April 2025.

Northern Ireland Screen operates the merit principle, meaning that we will select the best person for the job based on the candidate's performance during the selection process.

As part of our commitment to *Diversity, Equality and Inclusion* at Northern Ireland Screen, we are committed to offering an interview to disabled applicants who meet the minimum criteria for the position of Office Assistant; the panel will consider the candidates on their abilities.

### Pre-Employment Checks

To be officially appointed to Northern Ireland Screen, all candidates that pass the selection process will be required to go through an Access NI Basic Disclosure Check. Further guidance will be provided by Human Resources once the candidate has been provisionally offered the position.



A photograph of three young women with long hair, looking intently at papers they are holding. The scene is bathed in a warm, reddish-orange light. The woman on the left has her hair in pigtails with yellow and orange hair ties. The woman in the middle has voluminous, curly blonde hair. The woman on the right has long, wavy blonde hair and is wearing a denim jacket. The papers they are holding are white and appear to be documents or scripts. The background is slightly blurred, showing other people in a similar setting.

# Selection Process

# Selection Process



Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted 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.

Please let us know if you require any special arrangements throughout the recruitment process.

It is important to us that our employees reflect our wide and diverse audience and create an environment that celebrates difference and the things that makes us all unique.

We are an equal opportunities employer, and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.