



Isle of Man
Public Service
Careers

Chief Officer

Department of Education,
Sport and Culture

Inspiring, empowering and **providing** learning, sporting and cultural opportunities that support all children, young people and adults.



“You will have the unique opportunity to shape the future of education, sport and culture on our Island.”

A welcome from the Minister

Thank you for your interest in our Chief Officer for the Department of Education, Sport and Culture vacancy.

This Department is a large organisation which is firmly placed in the heart of the Isle of Man's community. Responsible for operating 32 primary schools, five secondary schools and the University College, the Department plays a pivotal role in our society.

As the Department's name suggests, the organisation not only provides education services, it also runs Manx Sport and Recreation who provide sport and physical activity facilities to all Island residents. The iconic Gaiety Theatre and the island's main entertainment complex, the Villa Marina, also fall under the remit of the Department's responsibility.

We pride ourselves on fostering an inclusive and collaborative environment, where innovation and tradition work hand in hand to enrich the lives of our residents.

To find out more about this role please contact **Mark Lewin**, Chief Executive Isle of Man Government via email at mark.lewin2@gov.im or **Graham Kinrade**, Chief Officer Department of Education, Sport and Culture via graham.kinrade@gov.im.



Our commitment extends beyond academics and athletics, as we aim to nurture personal growth, cultural appreciation and lifelong learning throughout the Isle of Man.

As Chief Officer you will have the unique opportunity to shape the future of education, sport and culture on our Island. Your leadership will influence generations to come, ensuring that our community continues to thrive and that our Department remains a cornerstone of excellence and opportunity.

In this pack you will find out more about our organisation, the role and the skills you will need to be successful in the Chief Officer position.

Daphne Caine, MHK
Minister for Education, Sport and Culture





Introduction

As Chief Officer, you will lead one of the Isle of Man Government's most visible and influential Departments, shaping the strategic direction of education, sport and culture across the Island and ensuring it delivers effectively for its communities.

Reporting directly to the Chief Executive, you will provide clear, visible and values-led leadership, exercising sound judgement and driving meaningful progress across a complex public service portfolio. You will be accountable for departmental strategy and performance, ensuring the delivery of high-quality public services aligned with wider Government ambitions.

You will act as a trusted adviser to the Minister and Department Members, providing clear advice, assurance and oversight while strengthening performance standards and reporting. You will represent the Island's education, sport and culture interests locally, nationally and internationally, acting as the senior official voice for the Island. As a member of the Chief Officer Group, you will help shape the future direction of the public service and champion innovation across government.

Leading over 2,000 staff and managing an annual budget in excess of £150m, you will oversee one of Government's largest and most complex portfolios, including 32 primary schools, 5 secondary schools, University College Isle of Man, and the Island's sport, leisure and cultural services. You will also be accountable for ensuring services are sustainable, high-performing and responsive to Government priorities across the whole department.

Our recruiters are on hand to answer any questions you may have about this role, the Isle of Man or the recruitment process. Get in touch with our Talent Acquisition team at tas@gov.im or by calling **01624 651655**.



The Slieu Whallian, sustainability award winning Department Headquarters



Villa Marina, the Isle of Man's premier entertainment venue



Mark Cavendish Raceway, opened in 2025 at the National Sports Centre



About the role

The Chief Officer role is structured around five key areas of responsibility, which together provide visible and consistent leadership for the Department, setting its strategic direction and priorities. You will ensure the Department delivers effectively through strong performance management, while taking accountability for its resources and finances. The role also includes representing and promoting the Department locally, nationally and internationally and contributing to the broader policy and strategic framework of the Isle of Man Public Service:

Leadership, Strategic Direction and Priorities

- Lead and develop Departmental strategies and business plans.
- Hold overall accountability for ensuring services are sustainable, high-performing and responsive to Government priorities across the whole department.
- Act as principal policy adviser, ensuring that sound and impartial advice is provided to the Minister and Members. You will ensure policy initiatives are well researched, analysed and assessed so their impact can be understood and informed decisions can be made.
- Support the Minister and Members to determine the Department's key education, sport and culture priorities.
- Liaise with head teachers and their union representatives, local and national, on a regular basis.
- Lead the Department's Senior Leadership Team.
- Ensure effective partnership work with other Departments of Government and relevant external bodies.
- Serve as the lead on industrial relations for the Department, overseeing engagement and negotiations with employee representatives and unions. You will ensure that positive, collaborative relationships are maintained and that all matters relating to workforce terms, conditions and disputes are managed effectively and in accordance with relevant policies and legislation.
- Drive transformational change and secure successful delivery across the organisation.
- Provide leadership on the development of education, sport and culture services.



Performance Management and Improvement

- Ensure effective delivery of programmes and services in accordance with the aims and objectives set out in the Island Plan, the Department's Strategic Plan and supporting of the operational Department Delivery Plan, promoting a performance and improvement-oriented culture.
- Develop and enhance the existing framework of performance standards and measures and improving operational reporting.
- Manage the operational and organisational structure of the Department and oversee the management of the Department's services to maximise efficiency and effectiveness of service delivery.
- Ensure effective staff learning, development, performance management and succession management.

Resource Management

- Lead the Department's financial planning and budgetary management systems and safeguard the Department's assets.
- Manage effective delivery of the Department's capital programme.
- Ensure that funds are properly managed, financial records are accurately kept and financial integrity is maintained.

Corporate Contribution

- Contribute to the work of the Isle of Man Public Service's Chief Officer Group. As a member of the Group, you will work closely with the Chief Officers of the other Departments to provide collective advice on policy considerations to the Council of Ministers, its subcommittees and to attain public service objectives.
- Provide information and advice to, and lead and participate in, relevant committees and working groups.
- Generate, review and comment on policy options and proposals.
- Implement corporate policies, systems and procedures across the Department and Isle of Man Public Service relating to a wide range of matters.



Representation and Promotion

- Communicate explain the policy, strategies and plans of the Department to internal and external stakeholders.
- Lead all key intra-government relationships to promote the Department's objectives.
- Influence, persuade and negotiate with all relevant external agencies, including recognised trade unions.
- Appear before Select and Standing Committees of the Legislature, as and when requested.
- Attend senior level committee meetings within the Isle of Man Public Service to provide information and advice.
- Promote the work of the Department and where applicable, Isle of Man Public Service, enhancing its reputation and that of the Island.
- Support the Minister and Members of the Department in their dealings on behalf of the Department both on and off-island.

To find out more about the Chief Officer role and ask any questions you may have you are more than welcome to reach out to:

Mark Lewin | Chief Executive (Isle of Man Government)
mark.lewin2@gov.im

Graham Kinrade | Chief Officer (Department of Education, Sport and Culture)
graham.kinrade@gov.im

Talent Acquisition Team | Isle of Man Public Service Careers
tas@gov.im | (01624 651655)



The essential requirements

During shortlisting

- Significant experience of successfully leading a Government function with a political interface.
- Significant experience of working within an education environment supported by a relevant degree or professional/management qualification.
- Track record as an inspirational senior leader operating strategically in complex organisations.
- Experienced in setting strategic direction and leading multidisciplinary teams across sites.
- Experience working with and consulting stakeholders in developing policy and strategy.
- Robust financial planning and expenditure management experience.
- Experience implementing improvements and measures to drive performance outcomes.
- Demonstrated commitment to ongoing career development.

During assessments

- Exceptional communication and interpersonal skills including influencing, negotiating, persuading and facilitating agreement on complex issues.
- Able to motivate, challenge and engage individuals and teams while addressing behaviours, attitudes and culture that hinder improvement.
- Strong analytical, critical and pragmatic approach to complex financial, operational and political situations with the ability to make difficult decisions.
- Future focused leader who encourages innovation, supports change and provides clear advice on organisational priorities.
- Builds effective collaborative relationships and partnerships including public, media and stakeholder engagement in policy and strategy development.
- Dynamic, participative, supportive leadership style demonstrating resilience, self motivation, optimism and the ability to work calmly under pressure.
- Leads in a way that supports a positive culture, builds trust and communicates in a straightforward, honest manner.

During onboarding

- Security Clearance from the Isle of Man Constabulary.

The full Person Specification for this post is available in Appendix 1 at the end of this document.



A special place to live and work

The Isle of Man occupies a central position in the Irish Sea and the British Isles - between England and Ireland and is accessible by sea and by air, with over 200 weekly flights off Island.

We are blessed with an extensive coastline, stunning natural landscapes and unspoilt beaches and it is a popular holiday destination. Measuring 33 miles long and 13 miles wide, with a population of approximately 85,000 people, the Island has a diverse landscape, including glens, rolling hills and beaches.

The Isle of Man is a self-governing country, but has always had and continues to have very strong ties to the UK. The Island offers an excellent education and an NHS style free healthcare system.

The Island has a strong national Manx identity and culture that is community spirited and celebrated with cultural, food and drink and sporting festivals throughout the year including the world renowned TT races and the Manx Telecom Parish Walk.

Those living in the Island benefit from an unbeatable quality of life and great lifestyle opportunities. We are one of the safest places to live in Europe and are the only Island nation in the world to be awarded UNESCO Biosphere status, making it a truly unique location to live and work.

All the information you could need on your new life in the Isle of Man is available for you at www.locate.im.

LOCATE 
ISLE OF MAN



Person Specification

Chief Officer | Department of Education, Sport and Culture

Attribute	Essential or Desirable	Method of Assessment
Credibility		
Relevant degree or professional/management qualification	Essential	CV
Significant experience as an excellent, visible and inspirational senior leader in a complex organisation	Essential	CV/Assessment
Significant experience operating at a strategic level	Essential	CV/Assessment
Experienced and skilled at gaining agreement on complex issues through influencing, negotiating and persuading	Essential	CV/Assessment
Evidence of continuing career development	Essential	CV
Experience of working within an Education environment	Essential	CV/Assessment
Experience of setting and delivering upon the strategic direction for a large and complex organisation	Essential	CV/Assessment
Experience in leading teams and managing people from a range of different disciplines across multiple sites	Essential	CV/Assessment
Lead in a manner that supports a positive culture with clear values and beliefs	Essential	CV/Assessment
Experience in building and maintaining effective public and media relationships	Essential	CV/Assessment
Experience working with and consulting a range of stakeholders in developing policy and strategy	Essential	CV
Experience of robust financial planning and expenditure management	Essential	CV
Experience implementing continuous improvement, performance standards, measures and monitoring to improve organisational performance	Essential	CV

Capability		
Exceptional communication and interpersonal skills - verbal, written, presenting, listening, coaching and facilitation	Essential	Assessment
Able to motivate, challenge and engage individuals and teams	Essential	Assessment
Able to challenge behaviours, attitudes and culture which present a barrier to improvement in services	Essential	Assessment
Understand the public sector, particularly the education landscape	Desirable	CV/Assessment
Analytical, critical thinking and pragmatic approach to addressing complex financial and operational situations	Essential	CV/Assessment
Able to make difficult and unpopular decisions when needed	Essential	CV/Assessment
Experience of managing a political interface	Essential	CV/Assessment
Have a focus on the future, encouraging innovation and supporting change	Essential	Assessment
Able to build effective and collaborative working relationships/ partnerships	Essential	Assessment
Able to provide key advice and support to set organisational priorities	Essential	Assessment
Character		
Dynamic, passionate, open, participative and supportive leadership style	Essential	Assessment
Demonstrate the ability to work calmly and effectively under pressure	Essential	Assessment
Demonstrates self-motivation, persistence, resilience and drive	Essential	Assessment
Optimistic, positive and courageous	Essential	Assessment
Trusts and is trusted – gains trust and respect, communicates in a truthful, straightforward way	Essential	Assessment
Other Requirements		
Satisfactory security clearance check	Essential	Pre employment checks