

**Isle of Man Civil Service  
Person Specification**

**Post:** Arts Development Manager

**Department:** Department of Education, Sport and Culture

**Job Summary:** To ensure there is a thriving and resilient creative economy for the Isle of Man by increasing participation and audiences for the arts and creative activity. Inspire and support more people to be active and creative and be involved in their communities.

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
Degree level qualification in an arts subject	D	CV/ <del>Certificates</del>
<b>Experience</b>		
Minimum of 3 years' experience of working within arts promotion and engagement (public or private sector)	E	CV/Interview
Track record of problem solving and innovation	E	CV/interview
Experience of delivering services through effective working with a range of partners and stakeholders	E	CV/interview
Experience of corporate governance, including performance and risk management , planning and accountability	E	CV/interview
<b>Knowledge &amp; Skills</b>		
Knowledge and understanding of the structures and policies of IoM Government	D	CV/Interview
Ability to manage a diverse workload effectively	E	CV/Interview
Evidence of ability to understand and evaluate performance and produce management information across a diverse organisation	E	CV/interview
Evidence of good report writing skills to present detailed information and issues in an easily understood manner	E	CV/interview
Proven interpersonal skills with the ability to deal with people at all levels	E	CV/Interview

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Ability to work independently with minimal direction	E	CV/Interview
Able to produce new approaches to old problems and look beyond existing structures and organisations to create solutions	E	CV/Interview
Evidence of being able to bring about change through persuasion and consultation	E	CV/Interview
Ability to build working partnerships with others to foster effective joint working based on collaboration and cooperation	E	Interview
<b>Disposition</b>		
Reliable and flexible in approach to work	E	Interview
Self-motivated, industrious and an independent thinker	E	Interview
Confident and persuasive with an ability to listen to others	E	Interview
Resilient and able to work to tight timescales	E	Interview
Deals with difficult situations effectively using tact and diplomacy	E	Interview
<b>Circumstances/Interests</b>		
Isle of Man Worker	D	Application Form/ Pre employment check CV CV
Full valid driving license	E	
Access to own vehicle	E	