

Armagh Observatory and Planetarium

Administrative Officer STEM Ambassadors Programme

Candidate Information Book



Bronze
Diversity Mark

IOP

**Institute of Physics
Juno Practitioner**

1. OVERVIEW

The Armagh Observatory was established in 1790 by Archbishop Richard Robinson as part of his dream to see a university in the City of Armagh. It is the oldest scientific institution in Northern Ireland and the longest continuously operating astronomical research institute in the United Kingdom and Ireland.

The Armagh Planetarium was founded in 1968 by Dr Eric Lindsay, the seventh Director of the Armagh Observatory. It was the first Planetarium in Ireland and has been the public face of astronomy in Northern Ireland for over 50 years.

The Observatory and Planetarium are located within approx. 21 acres of landscaped grounds known as the Armagh Astropark, in close proximity to Armagh City centre. Together the Armagh Observatory and Planetarium (AOP) deliver internationally recognised research in astronomy and related sciences and vibrant educational and outreach programmes for all ages.

AOP is grant funded by the Northern Ireland Executive with the Department for Communities (DfC) acting as sponsor department. It is classified as an executive Non-Departmental Public Body and has charitable status.

AOP holds Juno Practitioner status and the Diversity Mark NI Bronze award and we actively support equality, diversity and inclusion and encourage applications from all sections of society. Applications from underrepresented groups are particularly welcome. AOP has a responsibility to ensure that all employees are eligible to live and work in the UK.

Further information

Further information on the Armagh Observatory and Planetarium can be found on our website, www.armagh.space

2. JOB DESCRIPTION

The STEM Admin Officer will assist the STEM Ambassadors Project Manager in co-ordinating the administration of signed up ambassadors, communications strategy and assisting with outreach as and when required.

Location

The Post Holder will be based at Armagh Observatory and Planetarium, which is located at College Hill, Armagh, Northern Ireland, BT61 9DB.

Reporting

The Post Holder will report to the STEM Ambassadors Project Manager.

Salary

Salary will be within the NICS AO scale £24,952 - £26,504 per annum. Applicants can expect to be placed at the minimum of the scale.

Hours of Work

The contracted hours of work can be negotiated with the successful candidate to suit personal circumstances, with a minimum expectation of 20 hours up to 37 hours per week. There may be requirements for the postholder to work outside of normal hours which can be taken as Time Off In Lieu (TOIL). **This is a fixed term post for 1½ years with a possible extension.**

Holidays

Annual leave allowance is 30 days, plus 12 public and privilege holidays (pro-rata). The holiday year runs from 1st February to 31st January.

Pensions

The post holder will be enrolled in the Northern Ireland Local Government Officers' Superannuation Scheme (full details available at www.nilgosc.org.uk).

Vetting Requirements

The level of vetting required for this post is an Basic Check.

Probation

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

Further Information

Applicants wishing to learn more about the post before deciding to apply can email hr@armagh.ac.uk.

3. KEY RESPONSIBILITIES AND DUTIES

The postholder will be focussed on ensuring efficient and effective communication for the recruitment, development and deployment of an active and representative cohort of STEM Ambassadors, with positive impacts on young people, schools/colleges, community groups, volunteers and employers.

The role will be based at Armagh Observatory and Planetarium and will work closely with the STEM Ambassadors Project Manager and the AOP Education Team.

Key duties:

1. Act as the first point of contact for STEM Ambassador enquiries and communication. Responding to questions and requests for information in a professional manner using a variety of communication methods.
2. Manage workflow by ensuring deadlines are met and work is completed accurately under direction from the STEM Ambassadors Project Manager.
3. Organise, input and manage data using in-house software systems (full training will be given).
4. Ensure records are updated and accurate and KPI's are kept updated.
5. Generate memos, newsletters, emails, reports, and charts as required.
6. Manage social media platforms such as Facebook, X and LinkedIn.
7. Work with both AOP and the STEM Ambassadors Project Manager to ensure effective day to day operations of the NI STEM Ambassadors Hub.
8. Engage in learning and development activities appropriate to the skills and competences required to fulfil the position.
9. Undertake any other tasks as reasonably required.

4. ELIGIBILITY CRITERIA

Essential Criteria

Applicants must have, by the closing date for applications:

1. 2 A-levels or equivalent
2. 1 year's experience in an administration environment to include:
 - Ability to work independently.
 - Good time management.
 - Effective report writing.
 - Using a variety of communication methods such as newsletters, memos and social media.
 - Ability to manage multiple priorities.

Applications will be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

Relevant experience: You must provide evidence of your relevant experience, giving duration (start and end dates) and examples. It is not sufficient to simply list your duties and responsibilities. Failure to provide relevant examples and duration will result in your application form being rejected.

Desirable Criteria

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be applied:

1. Demonstrate experience in project work administration including taking direction and working to complete solutions.
2. Experience in the use of Microsoft Office (or similar) packages to include Word, Excel, Outlook and PowerPoint.
3. Experience of working with schools, voluntary groups, employers or similar.

Please note:

- **Ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required. It is not sufficient to simply list your duties and responsibilities.**
- **The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.**
- **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
- **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**

5. INTERVIEW CRITERIA

Postholders will be expected to demonstrate the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 1 for the purposes of personal and professional development. The following competences will be assessed at interview:

- Leading & Communicating
- Building Capability for all
- Making Effective Decisions
- Collaborating and Partnering

INTERVIEWS

It is intended that interviews for this post will take place June/July 2025 in Armagh.

6. INTERVIEW GUIDANCE FOR APPLICANTS

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competencies. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

7. SELECTION PROCESS

The Merit Principle

Appointments to AOP are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Guidance for Applicants

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.

- Information in support of your application will not be accepted after the closing date for receipt of applications.
- AOP will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- State clearly your personal involvement in any experience you quote. State “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.

Application Form Submission

You can apply online at www.armagh.space/opportunities

- Please refer to the Candidate Information Booklet before completing an application.
- **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- Completed applications are to be emailed to hr@armagh.ac.uk by the closing date of **Friday 27th June 2025**. **Late applications will not be accepted.**

Vetting Procedures

For this post the level of vetting is a Basic Check. This check will only be progressed if you have been selected for appointment.

8. DISABILITY REQUIREMENTS

If you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process, please contact hr@armagh.ac.uk.

If you have indicated that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment.

9. EQUAL OPPORTUNITY MONITORING FORM

Under Section 75 of the Northern Ireland Act 1998 public bodies are required to report on equal opportunity monitoring.

It is the policy of Armagh Observatory and Planetarium to ensure that all eligible persons have equal opportunities for employment and advancement in the Armagh Observatory and Planetarium on the basis of their ability, qualifications and aptitude. AOP select those suitable for appointment solely on the basis of merit without regard to an individual's religious belief, political opinion, trade union membership, gender, marital status, sexual orientation, age, disability, race, colour or ethnic origin.

In order to ensure that the equal opportunity policy is effectively implemented, the equal opportunity information provided with application forms will be monitored.