

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Chomhairle Chontae Dhún Laoghaire-Rath an Dúin

ASSISTANT ARTS OFFICER (PARTICIPATION AND LEARNING)
TEMPORARY 12 MONTH CONTRACT
OPEN COMPETITION (007928)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must, on the latest date for receipt of completed application forms:-

- a) Hold a primary degree from a recognised awards authority;
- b) Have a good knowledge of current arts practice and the organisation of the arts in Ireland especially as it applies in education and community contexts;
- c) Have at least three years relevant experience (including practical experience) in the field of arts in context, education and/or participatory arts;
- d) Strong knowledge of the arts participation and learning sectors, locally and nationally;
- e) Have the creative and organisational ability to drive the development and delivery of an arts in context, education and/or participatory arts programmes of work;
- f) Have evidence of excellent organisational, administrative and IT/multimedia skills;
- g) Have evidence of excellent communication, interpersonal and teambuilding skills;
- h) Hold a current full Irish/E.U. driving licence free from endorsement;
- i) Be flexible to attend after hours functions as required.

It is desirable that each candidate should have:

- a) Experience of commissioning artists and arts companies, producing exhibition learning programmes and talks and/or programming arts projects and events;
- b) Experience of documenting and evaluating of arts in context, education and/or participatory arts;
- c) A proven track record in financial management.

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ASSISTANT ARTS OFFICER (Participation and Learning)

JOB SPECIFICATION

1. The office is wholetime, temporary and pensionable. This employment is a temporary 12 month maternity cover contract.

2. **SALARY:**

€44,488 - €45,602 - €46,949 - €49,478 - €50,989 - €52,869 (1st LSI), €54,760 (2nd LSI).

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

4. **HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. **PROBATION:**

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Assistant Arts Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES:

The duties shall be such as shall be assigned by the Local Authority from time to time, and shall include the duty of deputising for other officers of the Local Authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other Local Authority.

Working closely with the Arts Officer, this appointee will, in the context of the Arts Plan 2016 - 2022 develop and implement programmes and initiatives that:

- i. Create dynamic and exciting opportunities to engage in the arts throughout the County, at all ages, as creators, spectators and participants.
- ii. Work to increase active participation and learning in the arts, paying special attention to social and cultural diversity.

This is a coordinating position involving the development, management and administration of the Arts Participation and Learning programme of Dun Laoghaire-Rathdown County Council.

The main work of the Assistant Arts Officer: Participation and Learning, in conjunction with the Arts officer will be to:

- a) Devise and run initiatives and implement work programmes and projects as agreed;
- b) Take the lead responsibility for the implementation of specified projects which enhance public participation in and access to the arts programme; and for the implementation of specified projects in youth, education, community and public contexts – to include Arts & Health, the Grainstore, dlr's Youth Arts Facility and delivery of the second phase of Exit 15. Duties include artist/partner liaison, monitoring, assessing and evaluating performance against agreed targets, sourcing and providing specialist advice and information, and ensuring that the necessary financial and management systems are in place;
- c) Work with the Arts Office team to compliment and support the design and delivery of a variety of Arts Office programmes and policy initiatives
- d) Collect information and evidence to inform decision making and priority setting in relation to Arts Participation and Learning across the arts service;
- e) Develop and maintain partnerships and close working relationships with appropriate external agencies, networks and individuals, ensuring clarity over respective aims, roles and responsibilities;
- f) Manage specific budgets as appropriate;
- g) Represent the office at public meetings, cross departmentally and to national agencies where appropriate;
- h) Report directly to the Arts Officer.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

10. RECRUITMENT:

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974 the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

Completed applications, on the official form, should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4pm on Thursday 22nd November 2018.** Applications received after this date will not be considered.

An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Dun Laoghaire – Rathdown County Council is an equal opportunities employer