

KILDARE COUNTY COUNCIL

ASSISTANT ARTS OFFICER

QUALIFICATIONS AND PARTICULARS

CLOSING DATE 29th OCTOBER 2020 AT 4.00 P.M.

The office is wholetime permanent and pensionable.

Character

Candidates shall be of good character.

Health

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

Education, Training, Experience, etc.

Candidates shall on the latest date for receipt of completed application forms for the office: -

- A good standard of education. A third level qualification in a relevant discipline is desirable but not essential.
- A minimum of two years experience in arts administration.
- Proven organisational and administrative ability.
- Excellent communication and administrative skills.
- The ability to work alone and as part of a team.
- The ability to sustain a complex workload.
- Experience in working in a local authority context is desirable but not essential.
- Candidates will hold a clean, full driving licence for class B vehicles and have his/her own car.

KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

<p>Delivering Results</p>	<ul style="list-style-type: none"> • Assumes personal responsibility for and delivers on agreed objectives/goals • Manages and progresses multiple projects and work activities successfully • Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these • Maintains a strong focus on meeting the needs of customers at all times • Ensures all outputs are delivered to a high standard and in an efficient manner • Uses resources effectively, at all times challenging processes to improve efficiencies
<p>Interpersonal & Communication Skills</p>	<ul style="list-style-type: none"> • Communicates in a fluent, logical, clear and convincing manner verbally and in writing • Is able to listen effectively and develop a two-way dialogue quickly • Maintains a strong focus on meeting the needs of internal and external customers • Effectively influences others to take action • Works to establish mutual understanding to allow for collaborative working • Works effectively
<p>Specialist Knowledge, Expertise and Self Development</p>	<ul style="list-style-type: none"> • Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/organisation • Develops the expertise necessary to carry out the role to a high standard and shares this with others • Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider public service • Consistently reviews own performance and sets self-challenging goals and targets • Has significant expertise in his/her field that is recognised and utilised by colleagues.

Salary

€ 43,633 per annum to €49,185 per annum (maximum)

€ 50,794 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€ 52,401 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

In accordance with circular EL05/2016 existing Public Servants in analogous grades and pay scales when moving without a break from one part of the public service to another may retain current point on scale.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

Working Hours

The working hours are 37 hours per week which will include weekend and evening working hours. The successful candidate must be available to work weekend and evening work as part of normal roster. Rotas may be amended periodically in response to service needs.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work additional hours on a time off in lieu basis on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at Library Head Quarters, Newbridge, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Recruitment

The appointment will be made on the result of an interview conducted by, or on behalf of, the local authority.

Candidates may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only will be called for interview.

A panel may be formed as a result of these interviews from which further Assistant Arts Officer positions arising may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may be appointed as appropriate vacancies arise.

Medical

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

Garda Vetting

A person who is being considered for appointment will be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

Probation

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply:

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

(d) There will be assessment(s) during the probationary period;

(e) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Kildare County Council.

Duties

Reporting to the County Arts Officer, and County Librarian, under the Directorate of Economic, Community & Cultural Development, or other such nominated officer, the Assistant County Arts Officer shall, in the context of 'Short Grass Stories: An Arts Strategy for Kildare County Council 2018-2022' develop and implement programmes and initiatives that:

- Cultivate artistic excellence for artists, arts organisations and the wider arts sector;
- Work in partnership to supports cohesive and sustainable programming;
- Acknowledge the value of amateur and volunteer participation in the arts;
- Recognise the role of the arts in celebrating and interrogating a wide range of social and cultural traditions and values;
- Apply a 'duty of care' towards the individuals and groups we engage with ;
- Assist with annual funding applications and source additional funding as appropriate;
- Have responsibility for the day-to-day management of the arts budget;
- Have responsibility for Youth and Children's Arts Development, including Youth Arts programmes;
- Management of the Platform 4 Digital Media Suite;
- Work with the County Arts Officer in the maintenance, development, implementation and evaluation of a series of annual/multi-annual programmes;
- Assist with and contribute to the development and implementation of the County Arts Strategy. This includes sourcing and providing specialist advice and information, programme design and scheduling, devising contracts, monitoring, assessing and evaluating performance against agreed targets,

and ensuring that the necessary financial and management systems are in place;

- Assist with the management of the Kildare County Council Annual Arts Grants, Bursaries and Awards Schemes;
- Take responsibility for Corporate Governance, relating to the Arts Development programme, including Social and Cultural Inclusion, Child Protection, Health and Safety;
- Have a good knowledge base of and contribute to the development, implementation and review of local, national and international policy relating to Culture and Arts development, as it applies to the Local Authority Arts Service;
- In consultation with the County Arts Officer, manage, evaluate and assess the impact and delivery of programmes, including monitoring and evaluating projects to inform forward planning and decision making;
- With the County Arts Officer, identify, negotiate, develop and maintain partnerships, within the local authority, with external agencies, networks and individuals ensuring clarity over respective aims, roles and responsibilities to grow resources for the sector;
- Collect information and evidence to inform decision-making and prioritising work;
- Provide mentoring, information, advice and guidance both internally and externally around the field of arts development, as appropriate;
- Prepare documentation and reports as appropriate;
- Represent the Arts Service and Kildare County Council at internal and public meetings, events and functions as required;
- Carry out all duties in compliance with appropriate procedures including the maintenance of records and information;
- Work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to perform such other appropriate duties in relation to the arts in the region as may from time to time be assigned by the Council;
- To travel throughout the county as required by the role;

- The person appointed will be expected to be flexible and will be required to work at evenings or weekends as required;
- Have responsibility for the management and allocation of work for the staff team. Be responsible for staff training and development and change management. Lead the PMDS work with the staff team.

Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Superannuation and Retirement

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

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. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned.

Further information is available from the Human Resources Department.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

Mobile Phone:

The person employed may be required to carry/ use a County Council mobile phone during working hours and while on call.

Travelling

The applicant must at the latest date for receipt of applications hold a full driving licence for Class B vehicles and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

Travel expenses for official journeys will be paid at appropriate civil service rates as adjusted from time to time.