### WESTMEATH COUNTY COUNCIL

### COMHAIRLE CHONTAE NA hIARMHI



**Candidate Information Booklet**

**Arts Service Co-Ordinator (Part-Time)**

**Arts Office**

**3 Years Fixed Term Contract**

**Closing Date:**

**Wednesday, 7th June 2023 @ 4pm**

**Applications should be submitted via email ONLY to** **recruitment@westmeathcoco.ie**

**with the subject line “Last Name, First Name Art Service Co-ordinator ” e.g Bloggs, Joesephine - Public Art Co Ordinator**

**JOB DESCRIPTION**

# Context

The position is a specific purpose contract part funded through the Arts Council Specialist Staffing Scheme to support the Arts Officer to deliver shared strategic goals within the Framework Agreement between Westmeath County Council and the Arts Council.

# The Role

The Arts Service Coordinator (Grade V) part time is a key post within the Arts Office. The Arts

Office sits within the Directorate of Housing, Community Development, Culture including Library & the Arts, ICT, Corporate Performance & Development including HR.

The post holder will work with internal and external partners to create opportunities to engage in the arts throughout the county, at all ages, as creators, spectators, and participants. The post holder will also support the wider work of the Arts Office. This post reports to the Arts Officer. The postholder is expected to use initiative, work to a high standard, and have excellent interpersonal and communication skills.

# Responsibilities/Duties

The main work of the Arts Service Co-ordinator in conjunction with the Arts Officer and based on work programme priorities will be to:

* Support the arts office with high level administrative skills, working within agreed policy and procedures of Westmeath County Council.
* Collect information and evidence to inform decision making and priority setting across the arts service.
* Administer and manage specific programmes and associated budgets as appropriate.
* Develop programmes, support schemes and initiatives in response to funding streams as these arise.
* Develop and maintain partnerships and close working relationships with appropriate external agencies, networks, and individuals, ensuring clarity over respective aims, roles, and responsibilities, including the Arts Council, CREATE Ireland, Age and Opportunity, Music Generation National Office, the HSE, TUS, LEO.
* Champion and support the Arts in Westmeath to reduce social exclusion and promote cultural understanding.
* Work with Communications personnel and Corporate section staff of Westmeath County Council to ensure maximum visibility for arts activities, while also ensuring relevant protocols are met.
* Represent the office at public meetings and cross departmentally where appropriate.
* To carry out other duties as may be assigned from time to time and to deputise for staff at a more senior level when required.

***The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**QUALIFICATIONS FOR THE POST**

 1. **Character**

Each candidate must be of good character.

##  2. Health

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

##  3. Essential Requirements

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

1. A minimum of level 7 degree in the National Framework of Qualifications in Arts and Humanities, Community Work, Youth Work, Business / Project / Arts Administration, or an equivalent.

1. Demonstrate a depth of understanding of current arts practice and policies, and the organisation of the arts in Ireland.
2. Have a demonstrable passion for the arts, culture and creativity.

1. Have at least three years relevant experience (including practical experience) in the field of culture, creativity or arts.

1. Have excellent organisational and administrative skills.
2. Have excellent budgetary and IT/multimedia skills.

1. Demonstrate excellent communication, interpersonal, problem solving and team skills.

1. Have satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

##  4. Desirable Skills

 The ideal candidate should have:

* An ability to demonstrate competence in Delivering Results, Performance through People and Personal Effectiveness.
* A recognised qualification as outlined above.
* Experience of working effectively and autonomously with culture and arts companies, working in partnership to develop programmes, producing programmes, and talks and/or programming arts projects and events.
* Experience of documenting and evaluating arts activities.

## PARTICULARS OF OFFICE

**The Post:**

The post is part-time, temporary, and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate vacancies that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   The rate of remuneration may be adjusted from time to time in line with Government pay.

The current salary scale applicable to this part-time post is **€23,669 - €28,360 including LSI’s** as per Circular 01/2023*.*

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

Remuneration is paid fortnightly by PayPath directly to the employee’s nominated bank account. The current pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions e.g., PAYE and PRSI. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

**Duties:**

You shall perform such duties, including duties and responsibilities as outlined in the Job Description, as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for which the Chief Executive is responsible. You shall, if required, act for an employee of a higher level.

Westmeath County Council may require you at its discretion to undertake other duties from time to time in addition to or as a variation of the duties of the position. It is understood that you will perform to the best of your ability all the duties of this position and any other additional or substitute duties which may reasonably be required of you, and you will at all times comply with all reasonable instructions and use your best endeavours to promote the interests of Westmeath County Council.

**Work Base:**

The successful candidate will be primarly based in Aras an Chontae, Mullingar. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours**:

The working hours (will) provide for a 2.5 day (17.5 hours) working week, hours may vary from time to time. The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Westmeath County Council’s Time and Attendance Policy is applicable to this grade at the current time.

**Annual Leave:**

The current annual leave entitlement is 15 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**Probation:**

Appointees will be on probation for the first year of employment. The terms of the Westmeath County Council Probation Policy will apply.

**Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% 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 dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees 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 (ie.

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 dependant or qualified children).

Persons who become pensionable employees 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 employees of a local authority will be required in respect of the Local Government (Spouses and Childrens 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.

**Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**Travel:**

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Westmeath County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Westmeath County Council’s Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Employee Benefits**

Examples of some of the current Employee Benefits include:

* Allocation of 15 Days Annual Leave per annum (pro-rata)
* A range of Family Friendly Policies
* Availability of a Optical Benefit Scheme
* Availability of a Cycle to Work Scheme
* A range of Learning and Developmental Opportunities
* Paid Maternity and Paternity Leave
* Option to become a member of Westmeath County Council’s Social Club
* State of the art office accommodation in our Civic Headquarters
* Automatically entered into a pension scheme
* Access to the services provided under Westmeath County Council’s Employee Assistance Programme

**Recruitment:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Westmeath County Council may decide that a number only will be invited to same. In this respect, Westmeath County Council provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position based on the specific competencies identified in the job description. An expert board will examine the application forms against a pre-determined criterion based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form. On occasion a shortlisting interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. Interviews may be held in a ‘live context’ or via MS Teams rather than a traditional face-to-face interview. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed, on the basis of interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post, and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Taking Up Appointment:**

Westmeath County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks (maximum) and if he/she fails 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 him/her.

**Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by the local authority’s Occupational Health Medical Advisor.

**Safety & Welfare:**

The holder of the post shall co-operate with the terms of Westmeath County Council’s Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**Reference/Documentary Evidence:**

Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Westmeath County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Westmeath County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**Garda Vetting:**

Successful candidates **may be required** to undergo Garda Vetting in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

**Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to influence in the candidate’s favour any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought. Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

 Closing Date

The completed application form, together with copies of certificates, must be **EMAILED** as **one complete PDF document** to**recruitment@westmeathcoco.ie**not later than **4.00 pm on Wednesday, June 7th, 2023**

Please send using the subject line “Your Last Name, Your First Name –Arts Service Co-Ordinator” e.g **Bloggs, Joesephine – Arts Service Co-Ordinator”**

**Only applications received via email will be accepted.**

***NB. Please send your completed application from an email address that you will review regularly as communication during the assessment/selection period will only be through your nominated e-mail address***

**Westmeath County Council is an equal opportunities employer**

**KEY COMPETENCIES**

Candidates are expected to be able to demonstrate in their application and at interview

that they possess the following competencies through the experience and skills they

have gained to date.

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| **Delivering Results -**  |
| Helps translates the business/team plan objectives into clear priorities and actions for their area of operation. Helps establish high quality service and customer care standards.  |
| * Converts operational objectives into specific work plans, programme activities and schedules, taking into account the broader operational plan when setting priorities.
* Takes into account factors affecting work delivery and makes allowance for these.
* Specifies the key delivery elements within a work program, the expected or required quality, quantity, time frame etc.
* Closely tracks and monitors activities to ensure compliance with plans and schedules.
* Plans forward on work activities and schedules.
* Uses the Team Development Plan process to put work activities and programs into broader context.
* Acts incisively when work activities fall behind schedule.
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| **Performance through People**  |
| Recognises the value of and requirement to communicate effectively. Has excellent written and verbal skills. Maintains good interpersonal skills. |
| * Finds the right level and tone in communication across a variety of settings.
* Listens, clarifies and checks back to understand someone else’s perspective.
* Gets their message across accurately and concisely.
* Makes sure that important information is communicated in a timely way.
* Consults others carefully on sensitive or delicate issues.
* Makes a case in a confident and credible manner.
* Influences others effectively to get support and commitment to proposals or suggestions.
* Responds in a timely and accurate way to requests for information.
* Writes reports, memos and emails in a clear and concise manner.
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| **Personal Effectiveness**  |
| Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.  |
| * Is positively motivated to deliver a quality service to the public.
* Learns from experience and seeks to constantly improve performance.
* Brings enthusiasm and dedication to the management role.
* Is open to take on new challenges or responsibilities.
* Shows a high level of commitment to the wider organisation.
* Makes best use of time to complete allocated tasks.
* Takes the initiative when he/she sees the opportunity to make a contribution.
* Is proactive in addressing issues and problems.
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