### WESTMEATH COUNTY COUNCIL

### COMHAIRLE CHONTAE NA hIARMHÍ



**Candidate Information Booklet**

**Creative Communities Engagement Officer (Grade V)**

 **5-year Fixed Term Contract**

**Closing Time and Date:**

**4.00pm on Wednesday, 7th June 2023**

**The Position**

The Creative Communities Engagement Officer will be a key member of the Culture and Creativity team responsible for engaging proactively with relevant directorates and personnel, internal and external. The person will report to the Arts Officer in the Aras an Chontae, Mullingar, Co. Westmeath. The position may from time to time require work to be conducted/completed outside of normal office hours. The position will involve day-to-day administrative duties. The salary scale for this post will be analogous to the Grade V clerical/ administrative pay scale.

**The key responsibilities of the post include, but are not limited to**:

* Working with Westmeath County Council Culture and Creativity Team to deliver the strategic priorities in Westmeath County Councils *Culture and Creativity Strategy 2023-2027* and [Cruinniú na nÓg](https://cruinniu.creativeireland.gov.ie/), through an annual programme;
* Liaison with local creatives, artists, organisations and staff across relevant directorates within the local authority to manage the development and delivery of a programme of projects and events. The aim is to encourage increased participation in creative and cultural activities locally;
* Liaison with local creatives, artists, organisations and local authority staff involved in the delivery *Cruinniú na nÓg*, the national day of creativity for children and young people,
* Support the Creative Ireland Coordinator and Culture and Creativity Team in their objectives including: broadening creative engagement locally; enhancing the strategic role of culture and creativity within local government; supporting collaborative actions and links to wider local authority policies of relevance to wellbeing, social cohesion and economic development;
* Support engagement between the local authority and the Creative Ireland Programme centrally including via the Creative Ireland portal;
* Arrange and manage yearly schedule of meetings for the Culture and Creativity Team;
* Attend relevant Creative Ireland Programme quarterly meetings and others as they arise;
* Provide data, briefing and updates to senior managers in Westmeath County Council and the Creative Ireland Programme officials as requested;
* Local citizen engagement campaigns through marketing and social media platforms to ensure greater understanding of Creative Communities programme locally.

**Useful background info**

The Creative Ireland Programme is an all-of-government initiative committed to enhancing access to, engagement with, and enjoyment of Ireland’s culture and creativity. Within the broad range of available definitions, creativity is considered as *a set of innate abilities and learned skills; the capacity of individuals and organisations to transcend accepted ideas and norms and by drawing on imagination to create new ideas that bring additional value to human activity.*

The vision of the Creative Ireland Programme 2023 - 2027 is to mainstream creativity in the life of the nation so that individually and collectively, in our personal lives and in our institutions, we can realise our full creative potential thereby promoting individual, community and national wellbeing.

The Creative Ireland Programme delivers through collaboration and partnership. It promotes understanding of the value of creativity in all its forms – whether through the arts, culture, heritage, creative industries.

Further details about the Creative Ireland Programme can be found at the following links; <https://www.creativeireland.gov.ie/>

[Interim review of Creative Communities](https://www.creativeireland.gov.ie/app/uploads/2021/01/CI_Creative_Communities_Final-compressed.pdf)

[Creative Ireland Progress Report 2021](https://report2021.creativeireland.gov.ie/?utm_source=CI&utm_medium=Banner&utm_campaign=Rep201)

[Creative Communities information for each local authority](https://www.creativeireland.gov.ie/en/creative-communities/)

**Post of Creative Communities Engagement Officer (Grade V)**

**QUALIFICATIONS**

**Character:**

Candidates shall be of good character.

**Health:**

Candidates shall 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.**

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

1. Have obtained a qualification at level 7 on the National Framework of Qualifications.
2. Have significant work experience working in a role relevant to this position in the public sector or independent creative sector. This may involve for example experience from the arts, heritage, libraries, community development, or sustainable economic development.
3. Have demonstrable knowledge of relevant national, regional and local policies and strategies of relevance to culture and creativity in local government, or ability to acquire same.
4. Satisfactory knowledge and understanding of the Westmeath County Council region and its socio-economic make-up.
5. Leadership skills and experience in collaborating and working cross functionally with other teams and stakeholders and the ability to interact with staff at all levels in the organisation.
6. Have excellent interpersonal, communication, presentation and organisational skills
7. Have strong understanding of the importance of systems, process and structures in enabling efficient delivery of an effective team with the ability to prioritise and multi-task.
8. Be able to demonstrate competence in influencing and negotiating, delivering quality outcomes and the ability to work in direct contact with a diverse range of stakeholders including agencies/bodies, voluntary groups, creative/heritage organisations, libraries and artists.
9. Satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
10. Experience of budget preparation and management.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Westmeath County Council.

**Creative Communities Engagement Officer**

**5 Years Fixed Term Contract**

## PARTICULARS OF OFFICE

**The Post:**

The post is full-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 temporary post is **€47,339 to 56,721 including LSIs** 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 5 day (35 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 30 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 30 Days Annual Leave per annum (pro-rata)
* A range of Family Friendly Policies
* Availability of an 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 **4.00pm on Wednesday , June 7th, 2023**

Please send using the subject line “Your Last Name, Your First Name – Creative Communities Engagement Officer” e.g **Bloggs, Josephine – Creative Communities Engagement Officer**

**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 :** | * Plan and prioritise work and resources effectively.
* Establish high quality service and customer care standards, particularly with local communities.
* Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
* Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures e.g. ensuring harder to reach communities participate in programmed initiatives.
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| **Leading, Motivating and Managing Performance :** | * Lead, motivate and engage employees and local communities to achieve quality results and to deliver on operational plans.
* Effectively manage Team Performance.
* Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.
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| **Personal Effectiveness :** | * Takes initiative and seeks opportunity to exceed goals
* Manages time and workload effectively
* Maintains a positive, constructive and enthusiastic attitude to the role
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| **Relevant Knowledge and Experience :** | * Has knowledge and understanding of local government structure including service requirements.
* Understands key challenges facing the local government sector and Westmeath County Council
* Understands the role of a Creative Ireland Engagement Officer
* Knowledge & Experience of operating ICT systems.
* Good social media and communication skills
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