



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Assistant Arts Officer

Closing date for receipt of completed application forms is 4.00 p.m.
on the 18th July 2024.

***Kildare County Council is committed to a
policy of equal opportunity.***



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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council has 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Housing
- Water Service
- Fire & Emergency Services
- Environment
- Finance, Digital Services & Innovation
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Assistant Arts Officer with Kildare County Council.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which temporary and permanent wholetime posts may be filled for Assistant Arts Officer as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that they:

- Have knowledge of the structure and functions of the local government, of current issues and strategic direction of Arts Services and an understanding of the role of the Assistant Arts Officer in this context;
- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenge;
- Be highly motivated and have excellent interpersonal and communications skills;
- Demonstrate the ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with stakeholders;
- Have effective project and budget management skills;

- Have experience of planning/prioritising to meet targets and delegating work appropriately;
- Have experience of problem solving/ decision making;
- Demonstrate openness and a willingness to adopt new ways of working and involve others in change.

Post / Role

The Assistant Arts Officer (Grade V) is a key post within Kildare Arts Service. The Assistant Arts Officer reports to the County Arts Officer and County Librarian, under the Directorate of Corporate, People and Cultural Services, or other such nominated officer.

The Assistant Arts Officer shall, in the context of “In Perpetual Motion Arts Strategy for County Kildare 2023 -2027 / Ag Gluaiseacht Go Sioraí Straitéis Ealaíon do Chomhairle Contae Chill Dara” assist in developing and implementing programmes and initiatives that

- Cultivate artistic excellence for artists, arts organisations and the wider arts sector;
- 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.

Duties and Responsibilities

The duties may include but are not limited to the following and 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:

- Work with the County Arts Officer in the management, development, delivery and evaluation of new and existing annual/multi-annual programmes to a high standard, in line with Kildare County Council’s Arts Strategy.
- Assist with the administering and coordination of the Kildare County Council Arts Grants, Bursaries, Awards and Commission Schemes.
- Manage the delivery of projects to a high artistic standard within budget and within prescribed timeframes as determined by the local authority.
- Have responsibility for the day-to-day management and reporting of agreed arts budgets.
- In consultation with the County Arts Officer, manage, evaluate, assess and report on the impact and delivery of programmes to inform forward planning and decision making and prioritising work.

- Assist with annual funding applications and source additional funding as appropriate.
- Prepare documentation and reports as required.
- Assist to demonstrably increase the levels of public engagement in the arts throughout the county, to ensure a growth in diversity in the delivery of arts projects and programme across communities.
- Work with the County Arts Officer to identify, negotiate, develop and maintain partnerships, within the local authority, with external agencies, networks and individuals to support cohesive and sustainable programming and grow resources for the sector.
- Provide mentoring, information, advice and guidance both internally and externally around the field of arts development, as appropriate.
- Work with the Library & Arts Service and Creative Ireland teams to complement and support the design and delivery of shared programmes and Creative Ireland policy initiatives.
- Have a good knowledge of national arts policy and contribute to the development, implementation and review of local, national and international policy and strategy relating to Culture and Arts development, including Public Art policy, as it applies to the Local Authority Arts Service.
- Take responsibility for Corporate Governance, relating to the Arts Development programme, including Social and Cultural Inclusion, Child Protection, Health and Safety.
- 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.
- Have responsibility for the management and allocation of work for the staff team.

Qualifications

Character:

Each candidate must be of good character.

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.

Education, Training and Experience etc.:

Essential Requirements

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

- An ordinary Degree in a relevant discipline (level seven or higher on the National Framework of Qualifications) in Arts & Culture related disciplines (Arts Management, Youth Arts Development, Visual or Performing Arts, etc.) from a recognised awards authority.
- A minimum of three years' relevant experience, including practical experience, in arts administration, development and management.
- A good knowledge of current arts practice and the organisation of the arts in Ireland, especially as it applies to arts participation and engagement.
- Excellent organisational, administrative and IT/multimedia skills and the ability to sustain a complex workload and multi-task.
- Excellent communication and interpersonal skills.
- The ability to work alone and as part of a team.
- Proven track record in budget management.
- 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.

Please supply copies of any certificates, diplomas or degrees you may have with the application form

Competencies for the post of Assistant Arts Officer

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<p>Management and Change</p>	<p>Strategic Ability:</p> <ul style="list-style-type: none"> • Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. • Evaluates capacity and performance against objectives. • Demonstrates innovation and creativity to secure successful strategic outcomes. <p>Political Awareness:</p> <ul style="list-style-type: none"> • Has a clear understanding of the political reality and context of the organisation. Networking and Representing: <ul style="list-style-type: none"> • Develops and maintains positive and beneficial relationships with a range of stakeholders. • Builds networks of technical and professional contacts. • Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. <p>Bringing about Change:</p> <ul style="list-style-type: none"> • Demonstrates flexibility and an openness to change. • Develops and initiates change management programmes to meet end objectives. • Influences others and fosters commitment to change. <p>Networking and Representing</p> <ul style="list-style-type: none"> • Develops and maintains positive and beneficial relationships with a range of stakeholders Builds networks of technical and professional contacts <ul style="list-style-type: none"> • Promotes and sustains an appropriate, positive and cohesive image for the organization represented
<p>Delivering Results</p>	<p>Problem Solving and Decision Making:</p> <ul style="list-style-type: none"> • Can pinpoint critical information and address issues logically. • Understands the context and impact of decisions made.

	<ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions. <p>Operational Planning:</p> <ul style="list-style-type: none"> • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. • Delegates, tracks and monitors activity. • Establishes high quality service and customer care standards. <p>Managing Resources:</p> <ul style="list-style-type: none"> • Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. • Drives and promotes reduction in cost and minimisation of waste. <p>Delivering Quality Outcomes:</p> <ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services. • Organises the delivery of services to meet or exceed the required standard
<p>Personal Effectiveness</p>	<p>Relevant Knowledge:</p> <ul style="list-style-type: none"> • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Demonstrates the required specialist knowledge, understanding and training for the role. • Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace. <p>Resilience and Personal Well Being:</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Remains calm under pressure and operates effectively in an environment with significant complexity and pace. <p>Integrity:</p> <ul style="list-style-type: none"> • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. <p>Personal Motivation, Initiative and Achievement:</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. • Is self-motivated and persistent when faced with difficulties. • Engages in regular critical reflection in order to identify how own performance can be improved.

<p>Performance through People</p>	<p>Leading and Motivating:</p> <ul style="list-style-type: none"> • Motivate others individually and in teams to deliver high quality work and customer focused outcomes. • Develops the competence of team members and helps them meet their full potential. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. <p>Managing Performance:</p> <ul style="list-style-type: none"> • Effectively manages performance including underperformance or conflict. • Empowers and encourages people to deliver their part of the operational plan. <p>Managing Conflict:</p> <ul style="list-style-type: none"> • Listens to others and invites feedback, dealing with information in a constructive way. <p>Communicating Effectively:</p> <ul style="list-style-type: none"> • Recognises the value of communicating effectively with all employees. • Actively listens to others. • Has highly effective verbal and written communication skills. • Presents ideas effectively to individuals and groups
<p>Knowledge, Experience and Skills</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.

Particulars of Employment

The Post

- The post is wholetime (i.e., 35 hours per week) and appointment is permanent or temporary.

Driving Licence

Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver 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.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

Location

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

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person 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 other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars. The person appointed will be expected to be flexible and will be required to work at evenings or weekends as required.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

The Assistant Arts Officer will report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

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 twelve months, but the Chief Executive may, at their 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) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

Remuneration

€49,214 per annum to €55,263 per annum (maximum)

€57,062 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€58,867 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. 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.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new 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:

- Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
- Compulsory retirement age will be 70.

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.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything which would place themselves or others at risk.

Canvassing

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 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 being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing jobs@kildarecoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Page 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application

form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Strategic Management & Change**
- 2. Delivering Results**
- 3. Personal Effectiveness**
- 4. Performance through People**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 6, 7 and 8.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and

has a stamp 4 visa; or

- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.