

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

CREATIVE COMMUNITIES ENGAGEMENT OFFICER
5 YEAR CONTRACT POST

Closing Date: 4.00 p.m. Thursday 1st of June 2023

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

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JOB DESCRIPTION

THE JOB: CREATIVE COMMUNITIES ENGAGEMENT OFFICER

Kildare County is seeking to establish a panel of Creative Communities Engagement Officer to fill a 5 year contract posts that arise during the life of the panel.

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 Creative Ireland Coordinator in Kildare County Council. 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

RESPONSIBILITIES/DUTIES:

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

- Working with Kildare County Council Culture and Creativity Team to deliver the strategic priorities in Kildare County Council Culture and Creativity Strategy 2023-2027 and Cruinniú na nÓg, 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 Kildare 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 Information

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](#)

[Creative Ireland Progress Report 2021](#)

[Creative Communities information for each local authority](#)

Driving Licence

Applicants should at the date of appointment 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>

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/EXPERIENCE, ETC.:

In order to demonstrate that they can deliver the key responsibilities of the post, each candidate must, on the latest date for receipt of completed application forms

- (a) Have obtained a qualification at level 7 on the National Framework of Qualifications.
- (b) 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.
- (c) 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.
- (d) Demonstrate a good understanding of creativity and artistic best practice.
- (e) Satisfactory knowledge and understanding of the Kildare County Council and County region and its socio-economic make up.
- (f) 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.
- (g) Have excellent interpersonal, communication, presentation and organisational skills
- (h) 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.
- (i) 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.
- (j) Satisfactory ICT skills with comprehensive working knowledge of office productivity tools and demonstrable experience in the preparation of technical reports and delivery of presentations to a varied audience.
- (k) Have a good knowledge of digital media and new technologies.
- (l) Demonstrate an ability to achieve delivery of competing demands within prescribed deadlines and timelines
- (m) Experience of budget preparation and management.

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

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, fixed term contract posts may be filled.

SALARY:

€47,339 per annum to €53,248 per annum (maximum)

€54,981 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€56,721 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

(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 her 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;

Working Hours (35 Hour Week)

Due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available.

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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

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.

Examples of some of the current Employee Benefits

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- 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 Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme

Location

Staff will be based at Library HQ, Riverbank, 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.

Residence

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

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.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

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

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Pension Abatement

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

Please note: In applying for this position you are acknowledging that you understand that abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

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.

Eligibility To Work In Ireland

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 1st of June 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

Delivering Results	<ul style="list-style-type: none"> • 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
Leading and motivating and managing performance	<ul style="list-style-type: none"> • 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.
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and seeks opportunity to exceed goals • Manages time and workload effectively • Maintains a positive, constructive and enthusiastic attitude to the role
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • Has knowledge and understanding of local government structure including service requirements. • Understands key challenges facing the local government sector and Kildare County Council • Understands the role of a Creative Ireland Engagement Officer • Knowledge & Experience of operating ICT systems. • Good social media and communication skills

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

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.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.