

# **South Dublin County Council**

(Comhairle Contae Átha Cliath Theas)



## **Creative Communities Engagement Officer**

### **Fixed Term 5 Year Contract**

#### **Qualifications**

##### **Character**

Candidates will 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, experience**

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 South Dublin County Council 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 role**

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](#)

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 South Dublin 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.

### **Key competencies**

- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

## **Particulars**

The position is a 5 year fixed term contract.

### **Salary**

€46,411 – €47,854 – €49,299 – €50,746 – €52,204 – LSI 1 €53,903 – LSI 2 €55,609

Entry point to this scale will be determined in accordance with Departmental Circulars.

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.

The salary will be fully inclusive and will be determined from time to time. Holders of the position will pay to South Dublin County Council any fees or other monies (other than their inclusive salary), payable to or received by them by virtue of their position or in respect of service which they are required by or under any enactment to perform.

**The rate of remuneration may be adjusted from time to time in line with Government Policy.**

## **Duties**

The duties of the office are to give to the local authority and

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate management, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties will include but are not limited to:

- Working with South Dublin County Council Culture and Creativity Team to deliver the strategic priorities in South Dublin 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 [insert local authority] 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.

These duties are indicative rather than exhaustive and are carried out under general guidance.

Persons employed will be required to work in any location within the South Dublin administrative area.

### **Superannuation**

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

**plus**

3.5% of net pensionable remuneration

(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).

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

The provisions of the Spouses and Children's / Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted 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. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

### **Residence**

Holders of the office will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County Council.

### **Retirement age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

## **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.

## **Working hours**

The successful candidate's normal hours of work will be 35 hours per week.

The position may from time to time require work to be conducted/completed outside of normal office hours. 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.

## **Annual leave**

Annual leave entitlement for the position of Creative Community Engagement Officer is 30 days in accordance with Government Circulars.

## **Probation**

For the purpose of fixed-term contracts, successful candidates will be required to serve an ongoing probationary period from commencement of employment during which your contract may be terminated by two weeks' notice by South Dublin County Council if service proves less than satisfactory to the Council.

## **Assessment procedure**

A competency framework has been developed for the position of Creative Community Engagemenet Officer.

Candidates will be expected to demonstrate sufficient evidence of such competencies within their application form and at interview. Any shortlisting exercise may be based on your experience as demonstrated on your application form and / or the examples provided by candidates on their application form in relation the some or all of these competencies

- Delivering results
- Performance through People

- Personal effectiveness
- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in these areas and which demonstrates their suitability to meet the challenges of this role. Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the level of the post.

Candidates short-listed for interview will then be assessed at the interview under the three competencies listed above, and the additional competency of local government knowledge and understanding, using some / all of the following indicators within each competency:

### **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

### **Performance through People**

- 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**

- Takes initiative and seeks opportunity to exceed goals
- Manages time and workload effectively
- Maintains a positive, constructive and enthusiastic attitude to the role

### **Local government knowledge and understanding**

- Has knowledge and understanding of local government structure including service requirements.
- Understands key challenges facing the local government sector and South Dublin County Council
- Understands the role of a Creative Ireland Engagement Officer
- Knowledge & Experience of operating ICT systems.
- Good social media and communication skills

## **Recruitment**

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include desktop shortlisting and / or preliminary interviews.

Shortlisting will be 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 and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Council 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. The life of the panel will be for a period of one year from the date of its formation.

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

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from a current employer. The employer must not be related to the applicant.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. If they fail to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council will not appoint them.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment or dismissal.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 16 February 2023.**

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on [www.sdcc.ie](http://www.sdcc.ie)

**South Dublin County Council is an equal opportunities employer.  
Canvassing will automatically disqualify.**