

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Temporary Assistant Arts Officer - Public Art 5 Year Fixed Term Contract

The Role

The Temporary Assistant Arts Officer- Public Art role is essential to devising, advancing, and implementing Public Art policy in the county, delivering programmes of artworks arising from publicly funded construction schemes across the Council's Capital programme. It is particularly critical at this time in the context Adamstown, Clonburris and City Edge /Masterplans, Active Travel, housing construction environment and public realm programmes.

The Assistant Arts Officer- Public Art will be responsible for the management and co-ordination of Public Art in South Dublin County. This will involve the development of public art programmes under the Per Cent For Art Scheme and the coordination of South Dublin County public art commissions; providing relevant public art advice within the Council; working collaboratively across Council Directorates; coordinating the South Dublin County Public Art Steering Committee; and collaborating externally with communities, artists and the arts and cultural sector. They will have a real commitment to the centrality of the public in this process.

The post holder will advise third party developers, other public sector and private bodies in the commissioning of artwork; will oversee care of the Council's Public Art Collection and other Council Art Collections; and contribute to the process of Arts Infrastructure development in the County.

The Assistant Arts Officer will report to the South Dublin County Arts Officer and work as part of the Arts Team in the Economic, Enterprise and Tourism Directorate. This role entails working closely with the Arts Service team and requires an ability and openness to working collaboratively. The coordinator will represent the Council at public meetings, across Council and government departments and to national agencies where appropriate.

The post holder will possess excellent knowledge and experience of Public Art Commissioning, expertise across a range of contemporary arts practice, and experience in community engagement. The post holder will also possess professional competencies commensurate with public sector analogous administration posts.

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, experience requirements

Each candidate must on the latest date for receipt of completed application form:

- (1) Have obtained an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts or Cultural discipline
- (2) Have at least 3 years satisfactory relevant arts development and administration experience including experience in the area of programme development and budget management.
- (3) Have a satisfactory knowledge of a public service organisation.

Key Competencies / Skills:

Delivering Results

Organising Work Programmes and Implementing Solutions:

- Demonstrates the ability to translate the business/team plan objectives into clear priorities and actions for their area of operation
- Demonstrates the ability to help establish high quality service and customer care standard.
- Demonstrates the ability to convert operational objectives into specific work plans, program activities and schedules, taking into account the broader operation plan when setting priorities

Managing Resources:

- Demonstrates the ability to allocate resources across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services

Performance Through People

Leading and Directing:

- Demonstrates the ability to show visible commitment to the purpose, mission and vision of the organisation
- Demonstrates the ability to provide a positive sense of purpose for the team in terms of its contribution to council objective
- Demonstrates the ability to lead the team/service area in a manner that provides clarity of purpose and a focus on delivery

Performance Management:

- Demonstrates the ability to lead and develop the team and its members to achieve corporate objectives through the effective management of performance

Personal Effectiveness

Communicating Effectively:

- Demonstrates the ability to recognise the value of and requirement to communicate effectively
- Demonstrates good written and verbal skills
- Demonstrates good interpersonal skills

Local government knowledge and understanding

- Demonstrates knowledge & understanding role and of the structure and functions of local government
- Demonstrates knowledge of current local government issues and future trends
- Demonstrates understanding of the role of Assistant Arts Officer in this context

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 post and level of the post.

Particulars

The post is temporary, whole time, and pensionable and on a 5-year Fixed Term Contract basis.

Salary

€49,706, €51,193, €52,709, €54,256, €55,816 (maximum), €57,633 (1st LSI), €59,456 (2nd LSI)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

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 office 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 office 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 will be such as will be assigned by the local authority from time to time and will include the duty of deputising for other officers of the local authority when required. The duties will also include such duties as may be assigned in relation to the area of any other local authority.

The duties may include: -

1. Coordinate and be the lead person in South Dublin County Council for all aspects of Public Art Commissioning and Management.
2. Lead the development of a Public Art Policy, and Public Art Strategies, (including decommissioning), for South Dublin County Council that takes

account of national public art policy as well as local context.

3. Develop and manage South Dublin County Council's public art programme in a manner that can best integrate with the strategic objectives within the South Dublin County Council Arts Development Strategy 2022 - 2026, the County Development Plan **2022 – 2028** and Council's Corporate Plan.
4. Comply with the Per Cent for Art General National Guidelines for the Per Cent for Art Scheme and best practice in commissioning and procurement at all times in the coordination of Public Art programmes.
5. Ensure that the potential within the national Per Cent For Art Scheme, is fully realised in the County, and ensure that public art is embedded in regeneration projects and other publicly funded capital projects.
6. Ensure a diverse and wide-ranging approach to public art commissioning that provides opportunities for artists across all art forms and in diverse contexts.
7. Build awareness and capacity amongst artists and arts organisations for engaging with public art commissioning processes. Support artists' engagement with Public Art opportunities, creating tailored supports for emerging artists and those new to Public Art.
8. Ensure that Public Engagement is embedded in public art projects. This includes engagement of diverse publics in the development and commissioning of projects as advisors, participants, audience and as co-creators where appropriate.
9. Be responsible for the management of Public Art commissions and programmes i.e. brief development, procurement, financial management, administration, managing contractors in supporting roles, promotion. and reporting.
10. Liaise with a wide-range of external stakeholders – including statutory and national agencies and government departments in the management of commissions from pre-planning to completion.
11. Audit South Dublin County Council's existing Public Art Inventory.
12. Plan and implement a programme of repair and refurbishment of existing artworks in the public realm within available resources.
13. Ensure maintenance plans are included in all new Public Art Commissions and that safety/maintenance files are kept and available for reference.

14. Manage and develop Public Art resources including the Council's Public Art Database and the ArtTrax App, as education/community resources. Manage the Council's Public Art Collection and other artworks in public buildings and spaces.
15. Advocate for the development of Public Art opportunities and best practices, internally in support of the Council's Capital Programmes, and externally to third parties, including developer-led commissions and commissions in other sectors.
16. Review and respond to proposals from private developers where public art is required as a planning condition.
17. Be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
18. Undertake any other duties as may be required from time to time.

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

(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 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 & 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.

2024 Rates and Thresholds

Local Government Superannuation Scheme members

- €0.00 to €34,500 0%
- €34,500 to €60,000 10%
- Over €60,000 10.5%

Single Public Sector Pension Scheme members

- €0.00 to €34,500 0%
- €34,500 to €60,000 3.33%
- Over €60,000 3.5%

Residence

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

Citizenship

Critical Skills Occupations

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (stamp 1G). Candidates should ensure that the post they are applying for is included in the [Critical Skills Occupations List](#)

Non-Critical Skills Occupations

Candidates must, by the date of submission of application form, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
2. A citizen of the United Kingdom (UK);
or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons;
or
4. 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
5. 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
6. 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.

In the case of **relief positions** advertised by the Council, a person awarded a stamp 2 Visa (student visa) is allowed to work to a maximum of 20 hours work per week.

Outside Employment

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

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.

Hours of work

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

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

Annual leave

Annual leave entitlement for the position of Assistant Arts Officer – Public Art is 30 days.

Probation

The successful candidate will serve a 12-month probationary period.

Permanent Officers who have already completed a probationary period with another Local Authority / South Dublin County Council will not be obliged to serve a further probationary period.

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 from responsible persons known to but not related to the candidate. A responsible person should be a person under whom the candidate has serviced in employment, or in the case of relevant voluntary work a person who has held a supervisory position. At least one of references must be from a current employer.

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, 29 August 2024**

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

Interview results will be available on www.sdcc.ie

South Dublin County Council is an equal opportunities employer.

Canvassing will automatically disqualify.