



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Assistant Arts Officer (Part-time) (3 Year Specific Purpose Contract)**

**Closing Time and Date:**

**Friday 19<sup>th</sup> August 2022**

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

**THE COMPETITION:**

Cavan County Council is seeking applications from suitably qualified, experienced candidates with relevant experience for a part-time position as Assistant Arts Officer on a 3 Year Specific Purpose Contract. This position is funded by the Arts Council as part of the Arts Council Specialist Staffing Scheme and Cavan County Council.

The part-time role will support objectives and actions in the Local Economic and Community Plan, the Cavan County Council's Arts Strategy "Inclusivity and Ambition – A Plan for Cavan Arts" including artistic priorities, audience development, diversification, and the arts infrastructure. The role will support the jointly agreed Arts Council Framework Agreement between the Arts Council and Cavan County Council in support of specific development area actions including supporting artists, young people and the arts and reaching more people.

**Context**

The role of the Arts Officer was established in Cavan County Council in 1989. The Arts Office has three full time staff members, Arts Officer, Public Art Manager and Clerical Officer. A part time Arts and Health Manager is soon to be appointed. The Arts Office is within the Directorate of Housing, Libraries & Cultural Services, Human Resources & Corporate Services and report to the Cultural Development, Irish Language & Sport Strategic Policy Committee.

The relationship of the Arts Council and Cavan County Council is immensely valuable to arts development. The arts have demonstrable impact across three key pillars of local development; culture, community and the economy. Local government investment in the arts is underpinned by their inherent potential to contribute to these areas of development. The Arts Council Plan *Making Great Art Work* has two policy priorities to this end: The Artist and Public Engagement. In order to meet these goals in our arts strategy we acknowledge the need to be more outward-facing, inclusive, ambitious and collaborative in our efforts to sustain and continue to grow the arts across the county, and to develop strategies that involve key players in this arena both within and beyond the county boundaries.

## **QUALIFICATIONS FOR THE POST:**

### **Character:**

Each candidate must 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. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

### **Education, training, experience, etc**

1. Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an arts or cultural discipline.
2. Three years' experience of facilitating and managing collaborative work in an arts setting, an education, community, youth or other diverse arts context.
3. Have a satisfactory knowledge of public service organisation.
4. Have a clean, Class B driving licence and access to their own vehicle.

## **DETAILS AND PARTICULARS:**

### **Role Profile**

The Assistant Arts Officer will be an employee of Cavan County Council and will report to the Arts Officer and work with the Arts Office Staff to support arts development in County Cavan. The Assistant Arts Officer will also work collaboratively with organisations part of the Cultural Service in Cavan County Council including; Cavan Arts Centres, Ramor Theatre and Townhall Cavan, Cavan Library Service, Cavan County Museum, Cavan Heritage Office, Public Art and the Social Inclusion Unit as opportunities arise for collaborative work to create imaginative capacity building and to broaden and diversify audiences.

**The Assistant Arts Officer will:**

- Work collaboratively with Arts Office Personnel and Local Authority Staff on the annual Arts Office Service Delivery Plan delivering capacity in the arts in County Cavan.
- Will work to increase the level of public engagement in the arts throughout the county in a sustained way, including but not limited to the ongoing development of Culture Night, supporting, and developing festivals, supporting community arts development.
- Work to increase diversification in the arts and audience development.
- Work with the Local Arts and Education Partnership and the youth arts sector in County Cavan to support youth arts development.
- Support the Arts Office to deliver on the Creative Cavan objectives.
- Work to improve opportunities and support for artists and those working in the arts.
- Work to optimise the shared investment of Cavan County Council and the Arts Council in the arts and ensure that resources are applied in the most equitable and efficient manner.
- Work to assist the administrative and operational responsibilities of the Arts Office.
- Work innovatively to ensure an inclusive and flexible approach to arts development.
- Flexibility to work after hours as may be required in the role.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time

**Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**Salary**

The present salary is €24.49 per hour. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Working Arrangements**

The part time Assistant Arts Officer will be based at Cavan County Council Arts Office, Farnham Centre, Farnham St, Cavan.

**Garda Vetting/Child Protection**

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a consent form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

**Annual Leave**

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on an 17.5 hour week. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments 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, Cavan County Council shall not appoint them.

**Communications:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, 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 postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

### **Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **19<sup>th</sup> August, 2022**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

### **Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**Competency Framework & Requirements:**

A Requirement and Competency Framework has been developed for the position of Assistant Arts Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

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| <b>Requirements:</b>                    |  |
| <b>Knowledge, Experience and Skills</b> | <ul style="list-style-type: none"> <li>• Knowledge and experience in delivery and production of arts programme and events</li> <li>• Understanding of the role of Assistant Arts Officer.</li> <li>• Excellence in working with children, young people and vulnerable adults, understanding and ensuring adherence of the guiding principles of Children First and Child Protection in Irish Law</li> <li>• Relevant administrative experience.</li> <li>• Experience of working as part of a team.</li> <li>• Experience in resource and financial management, preparing reports and correspondence.</li> <li>• Strong resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> </ul> |
| <b>Competencies:</b>                    |  |
|   | <ul style="list-style-type: none"> <li>• Understand and implement change and demonstrate flexibility and openness to change.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> </ul>   |

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| <b>Delivering Results</b>        | <ul style="list-style-type: none"> <li>• Implement high quality service and customer care standards.</li> <li>• Make decisions in a timely and well-informed manner.</li> </ul>  |
| <b>Communicating Effectively</b> | <ul style="list-style-type: none"> <li>• Have effective written and verbal skills</li> </ul>   |
| <b>Personal Effectiveness</b>    | <ul style="list-style-type: none"> <li>• Take initiative and be open to taking on new challenges or responsibilities.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive, constructive, and enthusiastic attitude to their role.</li> </ul> |

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- An applicant 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 offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Staff Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with



a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

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 of the successful candidate.