



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**PUBLIC ARTS COORDINATOR TEMPORARY 3 YEAR CONTRACT (COMP. I.D. 011350)**

**COMHORDAITHEOIR CHLÁR NA NEALAÍON POIBLÍ - CONRADH SAINCHUSPÓRA 3 BLIANA SEALADACH -  
U.A. AN CHOMÓRTAIS 011350**

**COMPLETED APPLICATIONS MUST BE EMAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)  
BY THE CLOSING DATE 12 NOON ON 22<sup>nd</sup> AUGUST 2024**

**ROLE PROFILE:**

This position supports the development, management and co-ordination of a Public Arts programme, in line with Dun Laoghaire-Rathdown County Council's Public Arts Policy.

The Public Arts Co-ordinator will be an experienced Arts specialist with a clear vision for the role artists and community play in the development and delivery of Public Arts projects.

The Co-ordinator will work with, manage, and mentor service providers, artists, and communities of interest and place. This rewarding role will facilitate the creation of new artworks and projects connecting artists and local arts and cultural organisations with communities who live, work and study in dlr.

The ideal candidate will be ambitious for the development of Public Arts commissioning and the growth of the programme in response to further opportunities within the Council's Capital Programme. They will value the role of artist and community equally in the process of Public Arts commissioning.

The Co-ordinator will be responsible for the procurement of goods and services, financial and resource management, administration, fundraising, marketing, and promotion. This will include the management of the commissioning process, from initial brief development through selection/procurement, to delivery stage.

The post holder will oversee care of the Council's Public Arts Collection; and advise third party developers in the commissioning of work.

The Public Arts Coordinator will report directly to the Assistant Arts Officer: Arts Programme Development. They will represent the Council at public meetings, across Council departments and to national agencies where appropriate.

This role entails working closely with the Arts Office team and requires an ability and openness to working collaboratively.

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**011350**

<b>QUALIFICATIONS</b>
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The office is temporary whole-time and pensionable. A panel may be formed from which temporary vacancies may be filled.

**1. Character**

Each candidate must be of good character.

**2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

**3. Education, training, experience, etc**

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

Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications\*) in an Arts or Cultural discipline.

Candidates shall also:

- a) have at least three years satisfactory relevant arts development and administration experience including experience in the area of programme development and budget management.
- b) have a satisfactory knowledge of public service organisation.

\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document

**The ideal candidate shall:**

- Demonstrate evidence of excellent IT/multi-media skills
- Have the creative and project coordinator expertise to oversee the development and delivery of the Council's Public Arts Policy through a programme of Public Arts commissions, projects and opportunities
- Have an in-depth knowledge of contemporary arts practice in Ireland.
- Person must be flexible to attend after hours events as required
- Evidence of excellent communication, organisational, administrative and interpersonal skills.
- Hold a current full Irish/E.U. driving license free from endorsement.
- Have a proven track record in financial administration
- Have experience of socially engaged or community arts practice
- Have a proven track record in documentation and evaluation of arts projects;
- Knowledge of international models of best practice in Public Arts.

**PUBLIC ARTS COORDINATOR COMPETENCY FRAMEWORK**

Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
Delivering Results	<ul style="list-style-type: none"> <li>• Translates the business or team plan into clear priorities and actions for their area of responsibility.</li> <li>• Plans work and allocation of staff and other resources effectively.</li> <li>• Implements high quality service and customer care standards.</li> <li>• Makes decisions in a timely and well informed manner.</li> </ul>
Performance through People	<ul style="list-style-type: none"> <li>• Demonstrates a good understanding of the components of the job.</li> <li>• Leads and develops the team to achieve corporate objectives.</li> <li>• Effectively manages performance.</li> <li>• Managing Conflict</li> <li>• Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</li> </ul>
Communicating Effectively	<ul style="list-style-type: none"> <li>• Has effective written and verbal skills.</li> <li>• Demonstrates good interpersonal skills.</li> <li>• Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</li> <li>• Effective interpersonal, presentation and communications skills</li> </ul>
Personal Effectiveness	<ul style="list-style-type: none"> <li>• Takes initiative and is open to taking on new challenges or responsibilities</li> <li>• Manages time and workload effectively</li> <li>• Maintains a positive and constructive and enthusiastic attitude to their role</li> <li>• Commitment to integrity &amp; good public service values</li> </ul>
Understanding Purpose & Change	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of local authority functions and structures.</li> <li>• Understands key challenges facing the local authority sector and Dun Laoghaire Rathdown Council.</li> <li>• Understands the role of the PUBLIC ARTS S COORDINATOR.</li> <li>• Have an awareness of relevant legislation and regulations in the area of Health and Safety and in data governance, their implications for the organisation, the employee and their application in the workplace</li> <li>• An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;</li> <li>• Understanding of the changing operating environment in the Council and be capable of leading change in order to deliver quality services to our citizens;</li> </ul>

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<b>JOB SPECIFICATION</b>
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1. The office is temporary, whole-time and pensionable.

2. **SALARY:**

**€49,706 - €51,196 - €52,709 - €54,256 - €55,816 – €57,633 1<sup>st</sup> LSI - €59,456 2<sup>nd</sup> LSI. (Rate @ 1<sup>st</sup> June 2024)**

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

**In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at the minimum point.**

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

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority 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 any services, which they are required by or under any enactment to perform

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers/employees 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 Local Authority at 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 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 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/employees will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**RETIREMENT:**

**New Entrants recruited to the Public Service on or after 1 January 2013**

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Pension age**

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

**Compulsory retirement age**

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

#### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department 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.

#### **4. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

#### **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at his/her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory;

#### **6. ANNUAL LEAVE**

Annual leave entitlement for the position of Public Arts Co-ordinator is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

#### **7. DUTIES**

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

#### **Duties include but are not limited to:**

Working in partnership with the Arts Office Team, the Co-ordinator will:

- Manage delivery of a series of new commissions in response to the Council's Public Arts Policy

- Enable an informed and community-based approach to commissioning.
- Produce and event manage a 3-year art programme of scale with relevant support to external suppliers and stakeholders
- Advocate for the development of Public Arts opportunities and best practices, both internally in support of the Council's Capital Programme, and externally to third party, developer-led commissions.
- Support and mentor artists engagement with Public Arts opportunities, creating tailored supports for emerging artists and those new to Public Arts.
- Care for the Council's Public Arts Collection through a programme of condition audits and maintenance.
- Work with the Arts Office team to support the delivery of the Council's Arts Development Policies.

The person holding the office will be required to work such hours as may be assigned from time to time and may be required to work outside the normal hours of duty without additional payment.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, 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.

## **8. LOCATION & RESIDENCE**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

## **9. RECRUITMENT:**

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competency based interview conducted by or behalf of the Local Authority. Please note that the interview may be held in person or on online. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Public Arts Coordinator as outlined above.
- ii. DLRC 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 against the competencies listed.** 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.
- iii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority 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 not be more than one year reckoned from the date of the formation of the panel unless extended.
- iv. The Local Authority 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 appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

## **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Completed applications on the official form should be e-mailed in PDF format to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on 22<sup>nd</sup> August 2024. Applications received after the closing time and date will not be accepted.

**Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas 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 they are seeking.

<p><b>Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.</b></p>
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