

## **BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

### **Assistant Arts Officer**

### **3 Year Fixed Term Contract**

#### **Introduction**

The Local Government sector in Ireland comprises 31 Local Authorities. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; roads; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development, tourism and enterprise at a local level.

Limerick is at a key point in its cultural history and development. It is looking to the future where arts and culture plays a leading role in developing the city region. It is drawing on its experience as Limerick 2014, Ireland's first "City of Culture" and the Limerick 2020 bid for European Capital of Culture. Our focus is how best to strategically support developing the arts in the context of both city and county local authorities merging in 2014.

The Limerick City Arts Office was established in 1988. The County Limerick Arts Office was established in 1993. The amalgamation of Limerick City and County Council in 2014 resulted in one Arts Office delivering the arts and festivals for Limerick operating within the Tourism Culture and Arts Department within the Community Development directorate.

There are many external factors that now influence and impact on the delivery of Culture and Arts for Limerick, including the Limerick Regeneration Framework Implementation Plan, the Limerick 2030 economic and spatial plan for Limerick, The Local Economic and Community Plan, the Local Development Strategy: The Rural Development Programme, Creative Ireland and Making Great Art Work.

#WeAreCulture. This hash tag became a powerful statement of the role that arts, culture and creativity play in Limerick and a recognition that culture is created by and belongs to all of us. Hosting the National City of Culture in 2014 and the bid for the European Capital

of Culture 2020, put a spotlight on Limerick's ambitious arts and culture scene and opened it up to many of those who never before engaged in creative activity. It energised practitioners, it activated citizens and it contributed to placing arts and culture at the core of public policy and planning for the future of Limerick. Importantly the 109 'Made in Limerick' projects, many of which were community led, youth and civic in nature, supported ensuring barriers to participation were removed.

Limerick City & County Council are establishing a panel for which fixed term vacancies will be filled. We currently have two fixed term vacancies available.

The successful candidate will be a key member of the staff reporting directly to the Arts Officer. The Culture and Arts Office is within the Tourism Culture and Arts Department in the Community Development directorate. Please note that out of hours work is a requirement for these roles and will be compensated by time off in lieu.

### **Duties**

- To co-ordinate and implement the eight objectives of the Limerick Cultural Strategy and the five objectives of the Creative Ireland Culture and Creativity Strategy for Limerick City and County.
- Representing the Culture and Arts agenda both internally and externally within the Council. Represent Culture and Arts to other key agencies in the City and County, and where appropriate nationally and internationally.
- Developing and project managing the programme of projects, events and policy development.
- Identify and prepare funding applications and seeking to secure resources to enable the implementation of the Limerick Cultural Strategy and the development of the Culture and Arts team.
- Integrating Arts and cultural policies and programmes with other policies and work of the Local Authority including Tourism.
- Advising on the disbursement of grants under the terms of Section 12 of the 1973 Arts Act.
- Manage the open calls including Theatre Bursaries, Short Film Bursaries, Festival and Events Grants Scheme, Individual Arts Bursaries, International Mobility Awards and the Strategic Fund.
- Dissemination of information and advice on culture and arts providing clear messaging around funding opportunities, events, bursaries and other relevant information across social media platforms
- Developing proposals on the development of the cultural infrastructure of the arts in the city and county and manage the portfolio of cultural properties.
- Ensuring balanced cultural provision throughout the city and county both through the encouragement of local activity, support for festivals and events and the provision of support/ resources.

- Preparing and implementing an annual programme of activity in accordance with the Limerick Cultural Strategy under the 8 objectives agreed in the strategy.
- To advise and assist persons, groups, organisations in the City and County in matters relating to culture and arts, creativity and festivals.
- Art form development, across art forms and festivals.
- To assist with the organisation and promotion of the Civic Festivals on behalf of Limerick City and County Council.
- Monitoring, maintaining and developing the culture and arts budget.
- To perform such other appropriate duties in relation to the arts as may from time to time be assigned by the Council.
- Work with the Tourism Culture and Arts Department to compliment and support the design and delivery of Culture and Arts led programmes and policy initiatives

### **Qualifications**

#### **CHARACTER:**

Candidates shall 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 an efficient service.

#### **EDUCATION, TRAINING AND EXPERIENCE ETC.:**

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

- (a) Hold a recognised University (or equivalent) Degree (level 8 in the National Framework of Qualifications) in the Arts, Arts Administration, Event Management, Festival/Event related studies, Project Management or related Discipline.
- (b) Have at least three years relevant and acceptable experience in arts/festival management, arts/festival administration or arts policy development.
- (c) Have a proven record in planning and delivery of arts/festival programmes and projects
- (d) Demonstrate an understanding of National Arts Policies, the structures and policy informing the work of Local Authorities in an arts context,
- (e) Have the creative and project management expertise to drive the development and delivery of arts policies and the Arts/Festival Programme on a county level
- (f) Hold a current full unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.

**It is desirable that each candidate should have: -**

- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders;
- Knowledge and understanding of good corporate governance practices
- Excellent facilitation, project management and event management skills
- Strong analytic, report writing and IT skills
- Experience of preparing both strategic and operational plans and programmes
- Managing and administering budgets and compiling funding applications
- Delivering quality customer services
- Working effectively as part of a multi-disciplinary team
- Planning and prioritisation of workloads
- Dealing effectively with conflicting demands
- Working under pressure to tight deadlines

**Preferably, the successful candidate will demonstrate;**

- A satisfactory knowledge of the functions and duties of Local Authorities
- Possess a satisfactory knowledge or experience of office organisation
- Excellent communication, interpersonal and people management skills
- Excellent organisational, time management and leadership skills
- Ability to work effectively under pressure and achieve objectives in a timely manner
- Good understanding and knowledge of local authority policy procedures and practices
- Work effectively as part of a team
- Proven problem solving and trouble shooting skills
- Budgetary management skills
- That they hold a current, full, clean, category B driving licence and have access to own car

**Salary**

Salary scale: €43,633 - €52,401 Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee will enter the scale for the position at the first point.

**Pension**

The relevant Superannuation Scheme will apply.

### **Hours of Work**

The normal working hours are **37 hours per week**

### **Annual Leave**

30 days per annum

### **Application Process**

Completed application forms must be e-mailed to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) no later than **Monday, 19<sup>th</sup> October 2020**.

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.**

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

### **Selection Process**

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply based on information supplied on application forms and the requirements of the position.

### **Interview**

Candidates at the interview will be assessed and marked on at least some of the following areas:

<b>Management &amp; Change (100)</b>	<ul style="list-style-type: none"><li>• Ability to translate corporate policies and strategies into operational plans and outputs</li><li>• Clear understanding of political reality and context of the local authority</li><li>• Embeds good governance practices into day to day activities, practices and processes</li></ul>
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	<ul style="list-style-type: none"> <li>• Develops and maintains positive and beneficial relationships with relevant interests</li> <li>• Effectively manages change, fosters creativity and overcomes resistance to change</li> </ul>
<b>Delivering Results (100)</b>	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions</li> <li>• Contributes to operations and develops team plans in line with corporate goals, operational objectives and available resources</li> <li>• Establishes high quality service and customer care standards</li> <li>• Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans</li> <li>• Identifies and achieves efficiencies</li> <li>• Ensures compliance with legislation, regulation and procedures</li> </ul>
<b>Performance Through People (100)</b>	<ul style="list-style-type: none"> <li>• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives</li> <li>• Leads by example to motivate staff in the delivery of high quality outcomes and customer service</li> <li>• Understands the value of effective communications at all levels within the organisation</li> <li>• Demonstrates excellent verbal and written communication skills</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul>
<b>Personal Effectiveness (100)</b>	<ul style="list-style-type: none"> <li>• Initiative and creativity</li> <li>• Enthusiasm and positivity about the role</li> <li>• Resilience and Personal Well-Being</li> <li>• Personal Motivation</li> <li>• Commitment to integrity &amp; good public service values</li> <li>• Understanding the structures and environment within which the local authority sector operates and the role of an Administrative Officer in this context</li> <li>• Knowledge of current local government issues and strategic direction of local government</li> </ul>

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

**October, 2020**