### WESTMEATH COUNTY COUNCIL

### COMHAIRLE CHONTAE NA hIARMHI



**Candidate Information Booklet**

**Public Engagement Co-Ordinator**

**(analogous to Staff Officer/Grade 5)**

**Arts Office**

**3 Years Fixed Term Contract**

**Closing Date:**

**Friday, 11th February 2022 @ 4pm**

**Applications should be submitted via email ONLY to** [**recruitment@westmeathcoco.ie**](mailto:recruitment@westmeathcoco.ie)

**with the subject line “Last Name, First Name – Public Engagement Co Ordinator ” e.g Bloggs, Joe - Public Engagement Co Ordinator**

**WESTMEATH COUNTY COUNCIL**

**Áras an Chontae, Mullingar, County Westmeath**

**Tel: (044) 93 32000 Fax: (044) 93 42300**

**Web:** [**www.westmeathcoco.ie**](http://www.westmeathcoco.ie) **e-mail:** recruitment@westmeathcoco.ie

**Public Engagement Co-Ordinator**

**(Arts Office)**

**3 Years Fixed Term Contract**

**job description**

**Role Profile:**

**Public Engagement Coordinator (incl., public art and community)**

This position supports the development, management and co-ordination of a public art programme.

The position is a specific purpose contract part funded through the Arts Council Specialist Staffing Scheme to support the Arts Officer to deliver shared strategic goals within the Framework Agreement between Westmeath County Council and the Arts Council

**Public Engagement Coordinator (incl., public art and community)**

Westmeath County Council Arts Office is looking for a self-motivated and collaborative individual to take forward the Public Engagement programme Coordinator role, with focus on Public Art Development in the county.

This position will support the development, management and co-ordination of a public art and public engagement programme.

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 through a shared ownership model connecting artists and local arts and cultural organisations with communities who live, work and study in Westmeath.

The ideal candidate will be ambitious for the development of this partnership approach to Public Art commissioning and the growth of the programme in response to further opportunities within the Council’s Capital Programme. They will have a real commitment to the centrality of the public in this process.

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 brief development though selection/procurement, to delivery stage.

This Coordinator role will significantly enhance the programming capacity of Westmeath arts office to grow sustainable public engagement across existing and new communities.

The coordinator will work with the arts office to review the current relevant policies and procedures that scaffold community engagement with public art.

Within the arts office the core work of the Co-ordinator is to lead and direct a process in order to engage with a wide variety of potential partners to embed high quality practice and engagement in existing and new Public Art in Westmeath.

The successful candidate will have excellent knowledge and experience of community art and engagement, place-making, and public art policies and programming, as well as expertise across a contemporary arts’ practice(s).

Duties will include:

1. Contribute to the overall programme of Westmeath Arts office in cooperation with the Art Officer and key stakeholders
2. Embed best practice in community engagement across programming
3. Co-ordinate procedures that ensure maximisation of public art funding, and manage associated finances accordingly
4. Liaise with key stakeholders – across communities, schools, other public art commissioning groups (OPW, Schools) and municipal districts
5. Devise a programme of engagements with Westmeath Public art (existing and future) with key audiences (e.g. new communities, schools, wider community, community groups, tourism / culturally curious sector)
6. Using existing policies as a foundation, examine best practice in the development and delivery of a county wide programme for Westmeath

* Monitor and manage public art budgets and associated administration and provide regular budget updates to the Arts Officer.

1. Lead, write copy for and oversee the development of social media promotion / printed information / documentation / all publicity in relation to arts office programming
2. Oversee and provide relevant information for the input of details to online resources
3. Support the arts office annual programme of events as required
4. Utilise excellent project management, facilitation and administration skills and enjoy working in a busy and creative environment.

**Competencies for the Post**

Key Competencies for the post of **Public Engagement Co-Ordinator Arts Office** include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

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|  | **Delivering Results** | | | |
| **Organising Work Programmes and Implementing Solutions** |  | | | * Demonstrates the ability to translate the business into clear priorities and actions for their area of operations * 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 policies and operation plan when setting priorities |
| **Managing Resources** |  |  | * Demonstrates the ability 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 | |
|  | **Interpersonal & Communication Skills** | | | |
| **Communicating Effectively** |  | | | * Communicates in a fluent, logical, clear and convincing manner, verbally and in writing * Is able to listen effectively and develop a two way dialogue quickly * Maintains a strong focus on meeting the needs of internal and external customers * Effectively influences others to take action * Works to establish mutual understanding to allow for collaborative working |

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|  | **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 objectives * Demonstrates the ability to lead the team/service area in a manner that provides clarity or 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 |
|  |  | **Knowledge & Understanding** |
|  |  | * Demonstrates knowledge and understanding of the role * Demonstrates knowledge & understanding of the structures and functions of local government * Demonstrates knowledge of current local government issues and future trends |

**Public Engagement Co-Ordinator**

**(Arts Office)**

**Fixed Term Contract - 3 Years**

**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 forms :-

1. Have obtained an ordinary degree (level seven or higher on the National Framework of Qualifications) in an Arts or Culture related discipline.
2. Have at least three years satisfactory relevant arts/culture development and administration experience including experience in the area of programme development, policy development and budget management.
3. Have a satisfactory knowledge of a public service organisation.

**Public Engagement Co-Ordinator**

**(Arts Office)**

**3 Years Fixed Term Contract**

## PARTICULARS OF OFFICE

**The Post:**

The post is temporary, whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate vacancies that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   The rate of remuneration may be adjusted from time to time in line with Government pay.

The current salary scale applicable to the post is **€44,133 - €52,925 including LSIs** as per Circular 03/2021.

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

Remuneration is paid fortnightly by PayPath directly to the employee’s nominated bank account. The current pay cycle may be revised during the period of employment.

Remuneration is subject to all statutory deductions e.g. PAYE and PRSI. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

**Duties:**

You shall perform such duties, including duties and responsibilities as outlined in the Job Description, as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for which the Chief Executive is responsible. You shall, if required, act for an employee of a higher level.

Westmeath County Council may require you at its discretion to undertake other duties from time to time in addition to or as a variation of the duties of the position. It is understood that you will perform to the best of your ability all the duties of this position and any other additional or substitute duties which may reasonably be required of you and you will at all times comply with all reasonable instructions and use your best endeavours to promote the interests of Westmeath County Council.

**Work Base:**

The successful candidate will be based in Aras an Chontae, Mullingar. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Working Hours**:

The working hours at present provide for a five day, thirty-seven hours working week, hours may vary from time to time. The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Westmeath County Council’s Time and Attendance Policy is applicable to this grade at the current time.

**Annual Leave:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**Probation:**

Appointees will be on probation for the first year of employment. The terms of the Westmeath County Council Probation Policy will apply.

**Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% 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 dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable 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 (ie. 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 dependant or qualified children).

Persons who become pensionable employees 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 employees of a local authority will be required in respect of the Local Government (Spouses and Childrens 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:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**Travel:**

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. If you are required to travel as part of your official duties, Westmeath County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Westmeath County Council’s Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Recruitment:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Westmeath County Council may decide that a number only will be invited to same. In this respect, Westmeath County Council provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position based on the specific competencies identified in the job description. An expert board will examine the application forms against a pre-determined criterion based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form. On occasion a shortlisting interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled. In light of COVID-19, **interviews may be held via MS Teams** rather than a traditional face-to-face interview. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority 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.

**Taking Up Appointment:**

Westmeath County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed to undergo a medical examination by the local authority’s Occupational Health Medical Advisor.

**Safety & Welfare:**

The holder of the post shall co-operate with the terms of Westmeath County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**Reference/Documentary Evidence:**

Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Westmeath County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Westmeath County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**Garda Vetting:**

Successful candidates **may be required** to undergo Garda Vetting in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

**Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to influence in the candidate’s favour any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought. Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

Closing Date

The completed application form, together with copies of certificates, must be **EMAILED** as **one complete PDF document** to[**recruitment@wetsmeathcoco.ie**](mailto:recruitment@wetsmeathcoco.ie)not later than **4.00pm on Friday, 11th February 2022**

Please send using the subject line “Your Last Name, Your First Name – Public Engagement Co-Ordinator” e.g **Bloggs, Joe - Public Engagement Co-Ordinator**

**Only applications received via email will be accepted.**

***NB. Please send your completed application from an email address that you will review regularly as communication during the assessment/selection period will only be through your nominated e-mail address***

**Westmeath County Council is an equal opportunities employer**