

Candidate Information Booklet

Public Art & Engagement Co-Ordinator (Grade V)

3 Year Fixed Term Contract

Closing Date: 4pm on Thursday, 17th February 2022

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

POST OF PUBLIC ART & ENGAGEMENT CO-ORDINATOR
3 YEAR FIXED TERM CONTRACT

Roscommon County Council

Roscommon County Council's administrative headquarters is in Roscommon Town and there are three municipal districts in:

- Athlone
- Boyle
- Roscommon

Roscommon County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Roscommon with a focus on making Roscommon an attractive place to live, work and invest. Roscommon County Council provides the following services:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources

Roscommon Arts Office is a department of Roscommon County Council, working in partnership with the Arts Council of Ireland and key stakeholders locally, regionally and nationally, to deliver a high quality arts service for the people of County Roscommon.

Roscommon County Council Arts Office is working to implement the actions of the current Arts Plan (2017 – 2021), under four strategic goals:

- Increase opportunities for participation in the arts.
- Enrich the lives of children and young people through the arts.
- Support artists working in all art forms, at all stages of their career, and in a wide range of contexts, to make high-quality work.
- Develop strategic and sustainable investment in arts infrastructure.

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QUALIFICATIONS

1. **Character**

Candidates shall be of good character.

2. **Health**

Candidates shall be in a state of health to render regular and efficient service.

3. **Education**

Candidates shall hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts or Cultural discipline.

4. **Experience, Etc.**

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.

The ideal candidate shall:

- Have a current full Class B driving licence and access to own car
- A good knowledge of current arts practice and the organisation of the arts in Ireland especially as it applies to the role artists and community play in the development and delivery of Public Art and Arts Participation projects.
- Experience of working with professional artists.
- An in-depth knowledge of contemporary arts practice in Ireland.
- Knowledge of national and international models of best practice in Public Art.
- Experience of socially engaged and community arts practice.
- A proven track record in arts project management including financial and administration.
- Experience of documentation and evaluation of arts projects.
- Excellent organisational, administrative and IT/multi-media skills.
- Excellent communication, interpersonal and teambuilding skills.
- Flexibility to attend after hours' events as required.

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JOB DESCRIPTION

The post of Public Art & Engagement Co-Ordinator will be for a 3-year period based at Áras an Chontae, Roscommon County Council. The grade will be in line with the post of Staff Officer - Grade 5 and will be remunerated at the appropriate point on this pay scale. The Coordinator will report to the Arts Officer as a key member of the Arts Office team and the wider Community & Enterprise section.

This position is funded through the Arts Council of Ireland Specialist Staffing Scheme to support the development, management and co-ordination of a public art and engagement programme for Roscommon County Council.

The Co-ordinator will work with, manage and mentor artists, service providers, 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 in Roscommon.

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

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

The post holder will oversee management and promotion of the Council's Public Art Collections; and advise third parties in the commissioning of work.

The Coordinator will support the delivery of the Council's arts development policies, responding to the unique needs and desires of the people of this rural county with challenging, stimulating and inspiring programmes which are new, diverse and engaging.

The Public Art and Engagement Coordinator will report directly to the Arts Officer. They will represent the Council at public meetings, across Council and government departments and to national agencies where appropriate.

This role entails working closely with the Arts Office and Community & Enterprise teams and requires an ability and openness to working collaboratively.

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Duties

The duties of the post include, but are not limited to:

- Manage delivery of a series of new commissions in response to current and upcoming capital programmes.
- Produce and event manage a 3-year art programme of scale with relevant support to artists, external suppliers and stakeholders.
- Advocate for the development of Public Art opportunities and best practices, both internally in support of the Council's Capital Programmes, and externally to third party, developer-led commissions.
- Support and mentor artists' engagement with Public Art opportunities, creating tailored supports for emerging artists and those new to Public Art.
- Work with the Arts Officer to further develop related Arts Participation programmes so as to provide opportunities for individuals or groups to collaborate with artists to make or interpret art through mutually beneficial two-way engagement.
- Manage and promote the Council's Public Art Collections.
- Work with the Arts Office team to support the delivery of the Council's Arts Development Policies.
- Work with the Arts Officer to develop a Public Art Policy and Public Engagement Actions for Roscommon County Council Arts Plan 2022-2027.
- Deliver a series of high profile Public Art & Engagement seminars for artists, curators, policy makers and communities to reflect on the role of public art and public engagement.
- Prepare documentation and reports as appropriate.
- Represent the Arts Office and Roscommon County Council at internal and public meetings, events and functions as required.
- Manage and supervise employees in supporting roles.
- Be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- Deputise for the line manager or equivalent as required.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

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KEY COMPETENCIES

Key Competencies for the post 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:

1. Purpose & Change	<ul style="list-style-type: none"> • Understands the teams purpose and priorities and shows commitment to these • The ability to ensure their work contributes to meeting the Departments purpose and priorities • Develops and maintains positive, productive and beneficial working relationships • Understands and implements change and demonstrates flexibility and openness to change and new challenges
2. Delivering Results	<ul style="list-style-type: none"> • Contributes to delivery of high quality service and customer care standards • Plans and organises workloads in order to meet deadlines • Identifies problems and contributes to solutions • Co-operates with decisions and implements solutions
3. Performance through People	<ul style="list-style-type: none"> • Demonstrated ability to engage with staff and work as part of a team • Ability to resolve conflict situations • Demonstrated ability to lead by example and show initiative • Excellent interpersonal skills • Excellent verbal and written communication skills. • Is effective in communicating a complex or technical message, using language appropriate to the audience.
4. Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of the Local Government system • Personal motivation • Clear communicator • Maintains a positive, constructive and enthusiastic attitude to their role • Commitment to public service values

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PARTICULARS OF EMPLOYMENT

1. The post is temporary, whole-time and pensionable.

2. **PROBATION:**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply: -

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation;
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period;
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. **SALARY:** €44,133 - €52,925 (LSI 2) per annum

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with government policy.

4. **GARDA VETTING/CHILD SAFEGUARDING**

Successful candidates may be subject to the Garda Vetting and Child Safeguarding Procedures.

5. **SUPERANNUATION**

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

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3 YEAR FIXED TERM CONTRACT

6. HEALTH

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, 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 appointment the expense of the medical examination will be refunded to candidates. The authority reserves the right to request further medicals during the period of employment.

7. ANNUAL LEAVE

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector.

The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is 30 days.

8. WORKING HOURS

The normal working week is 37 hours. However, the position may involve additional hours in excess of the standard working week and/or working outside of standard office hours without additional remuneration. The Council reserves the right to alter the hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

9. TRAVEL

Holders of the post shall hold a full driving licence for class B vehicles and shall have access to their own vehicle. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with relevant Department Circulars and Local Authority Travel and Subsistence Policy. Roscommon County Council, as Employer, must be indemnified on your insurance policy.

10. LOCATION

The headquarters of Roscommon County Council is located in Roscommon town. Roscommon County Council reserves the right to assign the successful candidate to any premises in use by the Council, now or in the future.

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11. RECRUITMENT

- (i) Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of Roscommon County Council.
- (ii) A panel may be formed on the basis of such interviews. 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 employment may be appointed to this post. The panel will cease to exist when the post(s) which are the subject of this competition are filled.
- (ii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates short-listed will be called for interview.

12. ACCEPTANCE OF OFFER OF EMPLOYMENT

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.

13. RECEIPT OF APPLICATION FORMS

Any claim in relation to the late receipt of application forms will not be entertained. Applicants are responsible for ensuring that their application form is submitted to the HR Department prior to the closing time and date determined for this competition.

14. CANVASSING

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 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 being sought.

- 15. Roscommon County Council is an equal opportunities employer.

Important Notice

The above represents the main 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 to be signed by the successful candidate

January 2022