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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Assistant Arts Officer**

**Oifigeach Cúnta Ealaíon**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services. Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

The 2021 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €150 million is proposed for 2021.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **The Position** |

Kerry is a county with a wealth of culture, and a diverse arts sector and our Arts Office is responsible for the development and implementation of services which provide support for the arts in the county and provide information, promotion, advice, programming and policy. Accessibility and inclusivity are key and all art forms are represented; music, visual arts, literature, drama, dance, film, community arts and public art.

The Arts Office is responsible for implementation of the Kerry Arts Strategy 2016-2021 to support the arts across Kerry, to grow Kerry’s profile as a centre for arts and to enhance quality of life for our citizens through access to and engagement with the arts. Our Arts Strategy focuses on supporting youth arts and arts in education, supporting professional artists in Kerry, and developing strategic partnerships to support the arts countywide. The Office is also responsible for grant administration to best support the arts sector (artists, arts venues, arts festivals, & events) and wider community to ensure that Kerry retains and grows its creative base and cultural positioning capacity.

The Arts Office manages the delivery of the Arts Programme, co-funded by The Arts Council to deliver our Memorandum of Understanding ‘Framework for Collaboration’, a strategic partnership with shared objectives & agreed delivery; supporting artists, communities, fostering development, access, audiences and standards of practice across artforms. Support to arts festivals, events, providers, individual artists & groups across the MD areas. Arts Office work programme, across all Municipal Districts includes many initiatives led by the Arts Office, co-funded by the Arts Council – Artists in Residence (writer, dancer, filmmaker, visual artist) Culture Night

**Appointments:** The position is a 3 year fixed-term contract on a wholetime and pensionble basis.

Subject to the availability of suitability qualified candidates a panel will be formed on the basis of this competition (including interview), from which offers of employment may be made.

**Salary:** €43,633 - €52,401 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 37 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post. A flexible working hours system is in operation.

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| **The Person** |

The Assistant Arts Officer will have a key role in carrying out administrative and operational responsibilities and their work will involve strategic planning for the development and delivery of arts services, delivery of countywide community focused arts programmes including Culture Night, developing greater focus on diversity of participation and audiences across the arts sector, the artist in residency projects, arts in education, arts festival support and development etc.

**Character:**

**Each candidate must 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, etc.:**

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

1. hold a third level qualification (Level 8 in the National Framework of Qualifications) or equivalent professional qualification in Fine Art, Arts & Humanities, Arts Administration or a related discipline, and/or
2. have substantial experience and achievement in arts management/development or another relevant field

The ideal candidate will: -

* have knowledge of National Arts Policy and Kerry Arts Policy and sector.
* have proven experience of, or direct involvement in, at least one of the following: any artform discipline, work in community arts, youth arts, arts development , project management or other relevant area
* have a solid understanding of artistic best practice
* have a proven ability to manage a diverse workload, multi-task, and have initiative and drive to work alone and also take direction and engage as part of an effective team
* demonstrate ability to achieve successful delivery of tasks within prescribed deadlines and budgets
* possess excellent verbal and written communications skills
* demonstrate an ability to foster positive relationships with a broad range of individuals, groups and organisations
* be familiar with standard office information, communication and data processing technologies and ability to use Word and Excel applications
* have knowledge of public administration and Local Government in Ireland

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| **Duties & Responsibilities** |

The key responsibilities of the post include, but are not limited to: -

* supporting Kerry County Council in the ongoing development and delivery of arts services provided by the local authority
* taking responsibility for the delivery of Culture Night, growing diversity in the arts, arts projects, programmes and tasks that will be assigned from time to time at the discretion of the local authority
* organising and managing events held by the Arts Office in accordance with appropriate Health & Safety guidelines and event plan management
* managing the delivery of projects to a high artistic standard within budget and within prescribed timeframes as determined by the local authority
* working with the Arts Office team to compliment and support the design and delivery of Arts Office led programmes and policy initiatives
* representing the Arts Office at public meetings, across departments and national agencies where appropriate
* engaging with the public, artists, and members of the community in a professional manner at all times
* supporting engagement between the local authority and other national and local agencies in the development of arts provision for the county
* providing written, comprehensive administrative reports relating to all undertaken arts activity for Council Management, National partners or designated committees of the local authority
* assisting in the preparation of plans for the development of the arts as may be required by the local authority

In addition, the appointee will be required to:

* ensure compliance with all regulations relating to procurement of services
* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* attend training as required
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above. If an application is deemed valid, it will be considered for interview.

Depending on the number of applications received, shortlisting may apply based on information supplied on the application form.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills, and experience: -

* Understanding of the role
* Relevant experience of value
* Knowledge an understanding of the delivery of arts services provided by the local authority
* Problem Solving and Decision-Making skills
* Interpersonal/Communication Skills
* A strong customer service ethos
* Experience of working as part of a team

Candidates will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles and must have access to an appropriately insured and licensed car for the purpose of the duties of the position.

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 result in disqualification from the competition, withdrawal of employment offered, or dismissal.

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to [recruitment@kerrycoco.ie](mailto:recruitment@kerrycoco.ie) and must be received before **5.00pm on Thursday, 09 September 2021.**

Please ensure that **Assistant Arts Officer** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**