

**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**MUSIC GENERATION DEVELOPMENT OFFICER**  
**TEMPORARY 5 YEAR FIXED TERM CONTRACT**  
**(COMP. I.D. 008488)**

**PARTICULARS OF THE POSITION**

1. The office is temporary whole-time and pensionable.

2. **SALARY:**

Salary Scale: €47,588 - €48,736 - €50,122 - €52,725 - €54,279- €56,213 (1st LSI) - €58,157 (2nd LSI)

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

**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 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 dependant 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 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 37 hours per week and at such other times as are necessary for the delivery of the Music Generation Dún Laoghaire-Rathdown Programme.

## **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority 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;
- b) Such period shall be one year but the Chief Executive may, at 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 Music Generation Development Officer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

## 7. DUTIES

**The duties of the post include the following:**

The Music Generation Development Officer has overall responsibility for delivering the Music Generation Dún Laoghaire Rathdown programme. Duties shall include, but are not limited to:

### ***Leading and Managing a Team of Musicians***

- Participate in the engagement of Music Generation Dún Laoghaire Rathdown team of musicians
- Lead, motivate and manage these musicians in the artistic design, development and delivery of a range of tuition programmes of high artistic and educational standards in response to local need and context
- Plan and manage, on an ongoing basis, a range of professional development and training supports for these musicians which supports and cultivates a community of learning

### ***Leading and Managing Administration Support***

- Line Manage the Music Generation Administrator role
- Establish effective data management systems such as student records, musician records, attendance, purchasing and spending procedures, and timetables

### ***Programme Development***

- Based on the Framework Plan developed by Dún Laoghaire Rathdown Local Music Education Partnership, devise and deliver Yearly Work Plans for Music Generation Dún Laoghaire Rathdown
- Drive the artistic and developmental vision of Music Generation Dún Laoghaire Rathdown and ensure that it is focused on delivering high-quality experiences and outcomes for children/young people
- Generate participation among children/young people

### ***Strategic Partnership Development***

- Build and develop strategic partnerships and close working relationships with a network of stakeholder agencies, organisations, groups and individuals within the public, private, community and voluntary sectors

### ***Public Awareness***

- Raise public awareness about Music Generation Dún Laoghaire Rathdown through a variety of channels and outlets

### ***Finance & Compliance***

- Overall responsibility for budget management, including procurement
- Identify and access additional sources of locally-generated matched funding

- Financial and compliance reporting to Dún Laoghaire Rathdown County Council and the Music Generation National Development Office
- Asset Management
- Ensuring compliance with Child Protection regulations, including Garda Vetting

***Monitoring, Evaluation and Reporting***

- Work closely with and report on a regular basis to Dún Laoghaire Rathdown Local Music Education Partnership Management Group
- Monitor and evaluate progress and development on a continuous basis and ensure standards as set by Dún Laoghaire Rathdown Local Music Education Partnership and the Music Generation National Development Office are being achieved
- Compile indicators and complete progress reports for Dún Laoghaire Rathdown Local Music Education Partnership and the Music Generation National Development Office.

***Participation in the National Programme of Music Generation***

- Work with Music Generation National Development Office in developing Music Generation Dún Laoghaire Rathdown
- Actively participate in the Leadership Network (the professional learning network for Music Generation Development Officers nationally)
- Work with Music Generation National Development Office on public awareness and advocacy initiatives.

**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 office are to give the local authority and

(a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, 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 mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such planning services of an advisory, administrative, supervisory or executive nature 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 including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the planning and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

**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 shall be by means of a competition based on an interview conducted by or on behalf of Dún Laoghaire Rathdown County Council. Recruitment to posts within Dún Laoghaire Rathdown County Council is on the basis of merit as assessed at interview and supported by references.
- ii. Candidates invited for interview will be required to give a verbal presentation outlining their approach to the role of Music Generation Development Officer and their ideas regarding further development of the Music Generation Dún Laoghaire-Rathdown programme.
- iii. The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview.

## COMPETENCIES

- Leadership, Initiative and Managing Teams
  - Drive, Commitment and Delivery of Results
  - Leadership in Effective Partnerships and Networks
  - Managing and Developing Initiatives and Programmes
  - Self- Awareness and Self-Management.
- iv. 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.
  - v. 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.
  - vi. Completed applications, on the official form, should be emailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) and reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **4pm on Thursday 28th November 2019**. Applications received after this date will not be considered.
  - vii. 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.

### 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 DLRCC 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 Dún Laoghaire-Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dún Laoghaire-Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than **4pm on Thursday 28th November 2019**. An automated reply will be delivered to the applicant by return.

#### Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of 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 he/she is seeking.

**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.**