



DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Ráth An Dúin

PUBLIC ART CO-ORDINATOR

Temporary 3 Year Contract (OPEN COMP. I.D. 009288)

ROLE PROFILE:

This position supports the development, management and co-ordination of a public art programme, procured following Dun Laoghaire-Rathdown County Council's Public Art Policy.

The Public Art Co-ordinator will be an experienced Arts specialist with a clear vision for the role artists and community play in the development and delivery of Public Art projects.

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 dlr.

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 through selection/procurement, to delivery stage.

The post holder will oversee care of the Council's Public Art Collection; and advise third party developers in the commissioning of work.

The Public Art Coordinator will report directly to the Assistant Arts Officer: Arts Programme Development and to the Public Arts Steering Group. They will represent the Council at public meetings, across Council departments and to national agencies where appropriate.

This role entails working closely with the Arts Office team and requires an ability and openness to working collaboratively.

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QUALIFICATIONS

The office is temporary whole-time and pensionable. A panel may be formed from which permanent and temporary vacancies may be filled.

1. Character

Each candidate must be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc

Candidates shall on the latest date for receipt of completed application forms for the office:

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

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:

- Demonstrate evidence of excellent IT/multi-media skills
- Have the creative and project coordinator expertise to oversee the development and delivery of the Council's Public Art Policy through a programme of Public Art commissions, projects and opportunities
- Have an in-depth knowledge of contemporary arts practice in Ireland.
- Person must be flexible to attend after hours events as required
- Evidence of excellent communication, organisational, administrative and interpersonal skills.
- Hold a current full Irish/E.U. driving license free from endorsement.
- Have a proven track record in financial administration and project fundraising
- Have experience of socially engaged or community arts practice
- Have a proven track record in documentation and evaluation of arts projects;
- Knowledge of international models of best practice in Public Art.

4. SALARY:

Salary Scale:

€44,133 - €45,520 - €46,909 - €48,298 - €49,685 – €51,302 1st LSI - €52,925 2nd LSI.

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

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

5. SUPERANNUATION CONTRIBUTION:

Persons who become pensionable officers/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 (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 dependent 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/employees 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.

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.

6. 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.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

7. 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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at his/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;

8. ANNUAL LEAVE

Annual leave entitlement for the position of Public Arts Co-Ordinator is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

9. DUTIES

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 post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and

to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

Duties include but are not limited to:

Working in partnership with the Arts Office Team, and supported by the Public Art Steering Group (PASG) and Public Art Working Group (PAWG), the Co-ordinator will:

Manage delivery of a series of new commissions in response to the PASG's Programme Vision and the Council's Public Art Policy

Establish a research based, shared ownership model that enables an informed and community-based approach to commissioning, based on the vision of the PASG.

Produce and event manage a 3-year art programme of scale with relevant support to external suppliers and stakeholders

Advocate for the development of Public Art opportunities and best practices, both internally in support of the Council's Capital Programme, 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.

Care for the Council's Public Art Collection through a programme of condition audits and maintenance.

Work with the Arts Office team to support the delivery of the Council's Arts Development Policies.

The person holding the office will be required to work such hours as may be assigned from time to time and may be required to work outside the normal hours of duty without additional payment.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

10. 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.

11. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority. Please note that the interview will be done **online**. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Facilities Manager as outlined above.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The

shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

- iii. 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.
- iv. 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.
- v. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **12 noon on 9th December 2021**. Applications received after this date will not be considered.
- vi. 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 29th April 2016. The Act places a statutory obligation on DLRC 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.
- DLRC 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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on 9th December 2021**.

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 or 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.