



Comhairle Chontae Chill Chainnigh  
Kilkenny County Council

## **HUMAN RESOURCES DEPARTMENT**

### **Recruitment Guidance Booklet - Applicants**

**Competition Name:** Assistant Arts Officer – (3 Year Fixed Term Contract)

**Competition ID:** 2023/FT/O/A/15

**Competition Type:** Open

**Competition Closing Date:** Wednesday 15<sup>th</sup> March 2023, at 4.00pm

## 1.0 TABLE OF CONTENTS

1.0	TABLE OF CONTENTS .....	2
2.0	KILKENNY COUNTY COUNCIL .....	4
3.0	JOB REQUIREMENTS .....	5
3.1	Minimum Eligibility Requirements.....	5
3.2	Desirable Requirements.....	6
4.0	JOB DESCRIPTION .....	7
4.1	ROLE .....	7
5.0	JOB DUTIES AND RESPONSIBILITIES .....	8
5.1	Duties of the ROLE shall include:.....	8
6.0	PARTICULARS OF OFFICE.....	9
6.1	Type Of Post.....	9
6.2	Salary .....	9
6.3	Citizenship .....	10
6.4	Superannuation contribution .....	10
6.5	Pension Abatement.....	11
6.6	Pension Acrual.....	11
6.7	Probation .....	11
6.8	Pre-Employment Medical Examination.....	12
6.9	Hours Of Work .....	12
6.10	Annual Leave .....	12
6.11	Travel.....	12
6.12	Location .....	12
6.13	Safety, Health & Welfare .....	12
6.14	Training.....	13
6.15	Policies & procedures .....	13
7.0	SELECTION PROCESS .....	13
7.1	Stage 1 - Submission of Applications .....	13
7.2	Stage 2 - Eligibility & Shortlisting Of Applications .....	13
7.3	Stage 3 - Interviews .....	14
7.4	Notification of shortlisting/interview results .....	17
7.5	Feedback .....	17
7.6	Appeals.....	18
7.7	Offer Letters .....	18
7.8	References / Evidences .....	18
7.9	Clearances (Garda Vetting & Pre-Employment Medical Examination) ..	18
8.0	GENERAL.....	18
8.1	The Importance of Confidentiality.....	19
8.2	Deeming of Candidature to be Withdrawn.....	19

8.3	Quality Customer Service.....	19
8.4	Use of Recording Equipment .....	19
8.5	Applicants' Obligations:.....	20
8.6	Contravention Code of Practice .....	20
8.7	General Data Protection Regulation (GDPR) .....	20

## **2.0 KILKENNY COUNTY COUNCIL**

Kilkenny County Council provides services to a population of over 103,000 citizens in County Kilkenny in areas of housing, roads, transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, arts and water services.

We have over 600 employees and can offer exciting careers across our services in various roles such as engineering, technical, financial, management, administration, library services, fire services and general services. Our headquarters are in Kilkenny City and we have area offices throughout the county.

The Council operates within an annual revenue budget of €96 million and a multi-annual three-year capital budget of €160 million.

### **Our Mission**

Kilkenny County Council is committed to working with the people of Kilkenny to develop sustainable, connected, economically thriving and proud communities with the consideration of climate change embedded into all of our policies and services.

### **Our Values**

#### **1. Accountability and Transparency**

We will communicate openly with people and we will be transparent in all decision-making.

#### **2. Inclusiveness, Equality and Accessibility.**

We prioritise social inclusion, equality of access and opportunity, and we will encourage the people, groups and organisations we work with to take a similar approach.

#### **3. Leadership**

We are committed to providing democratic and civic leadership in guiding the positive development of the City and County.

#### **4. Pride**

We will take pride in our work and in the leadership role of Kilkenny County Council in the economic, social, cultural and environmental development of the City and County.

#### **5. Quality Service**

We will provide an accessible, courteous, consistent, impartial and responsive service and we will strive for continuous improvement in our service delivery.

#### **6. Sustainability**

We will act in a sustainable way in relation to finance, the environment, our heritage, community affairs and socio-economic issues. We will work in ways that will not constrain the current or future needs of the people and communities of Kilkenny City and County.

## 7. Value for Money

We will use resources efficiently and continually assess and evaluate our performance

**For further information on Kilkenny County Council see:**

[Kilkenny County Council Corporate Plan 2019 – 2024](#)

## 3.0 JOB REQUIREMENTS

### 3.1 MINIMUM ELIGIBILITY REQUIREMENTS

Minimum Eligibility Requirements are the minimum requirements required for the position and are set out by the Department of Housing, Local Government and Heritage for administrative and technical/engineering grades.

Applicants will be required to submit scanned images of documentation to establish the applicant meets the following minimum eligibility criteria:

#### 3.1.1 Character

Each candidate must be of good character.

#### 3.1.2 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.

#### 3.1.3 Education, Training, Experience etc.

**The ideal candidate shall have evidence of the following on the latest date for receipt of completed application forms:**

- ***Please enclose copy of Degree Qualification from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document including any documents which are in Latin.***
- ***Failure to upload required documents at submission stage will result in an invalid application.***

- Hold an ordinary Degree in a relevant discipline (*level seven or higher on the National Framework of Qualifications*) in Arts & Culture related disciplines (Arts Management, Youth Arts Development, Visual or Performing Arts, etc.) from a recognised awards authority.
- Have at least three years relevant experience (including practical experience) in arts development, administration, programme development and budget management for community and young people's programmes.
- Have a good knowledge of current arts practice and the organisation of the arts in Ireland especially as it applies to arts participation and engagement.
- Must have excellent organisational, administrative and IT/multimedia skills.

### **3.2 DESIRABLE REQUIREMENTS**

Kilkenny County Council can for any position they advertise, include Desirable Requirements. Desirable Requirements are those that would be beneficial to optimising job performance. Desirable Requirements can be used if necessary to reduce numbers called for interview.

**It is desirable that each candidate shall:**

- Have a good knowledge base of local, national and international policy.
- A good knowledge of national policy development with experience and an understanding of best practice of working with artists across disciplines.
- Knowledge and experience in working with children and young people in community contexts.
- A good knowledge of local, national and international policy relating to Art and Cultural development, including Youth and Community arts as it applies to the Local Authority Arts Service.
- The ability to self-motivate and think and work strategically in order to plan, develop and manage sustainable youth centered, and community focused arts programmes.
- Creative and organisational skills required to devise, drive and deliver arts programmes.
- The ability to progress our ambition for growing and diversifying engagement through both audience and participation.
- The ability to develop programmes that are inclusive and strive to reflect the diversity of the people of Kilkenny.
- The ability to identify and develop relevant partnerships and collaborative relationships in order to develop sustainable programmes.
- Excellent communication, interpersonal and teambuilding skills.
- Ability to sustain a complex workload.
- Experience of working with artists and of professional development programmes for artists.
- Experience in community co-ordination / engagement and in delivery of community programming within an arts context.
- Experience of documenting and evaluating arts programmes.
- Proven track record in financial management.
- Hold a full clean, Class B driving license and have access to his/her own vehicle.
- Have a satisfactory knowledge of public service organisation or the ability to acquire the knowledge.
- A thorough knowledge of the regulatory environment pertaining to children and young people.
- Flexibility to undertake duties outside of normal working hours as required.

Applicants should satisfy themselves they are eligible under the required qualifications. Kilkenny County Council may not be in a position to investigate the eligibility of all candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter, may put themselves to unnecessary expense.

## **4.0 JOB DESCRIPTION**

### **4.1 ROLE**

The Assistant Arts Officer is a specific purpose contract is a key post within the Arts Office for Youth and Community Arts (Grade V). The Arts Office sits within the Directorate of Housing and Community Kilkenny County Council Corporate Plan 2019 – 2024, the Arts & Culture Strategy, Kilkenny County Council’s Culture and Creativity Strategy 2023 – 2027, the role involves developing and implementing programmes and initiatives that increase active participation and learning in arts, paying special attention to social and cultural diversity.

Kilkenny Arts Office is committed to delivering long-term, relevant, sustainable, growth-oriented programmes and working to identify how programmes can remain relevant as they evolve over time for the benefit of all involved. Programming with and for young people and communities necessitates continuing engagement, as relationships and ownership of programmes form such a critical part of their success.

This position will enable Kilkenny County Council Arts Office to further develop, deepen and diversify provision and engagement for young people within formal (educational) and wider community contexts. It will support our progression in delivering excellence in artistic programming for children, young people and young adults, creating, developing, producing and delivering programmes in response to the varied opportunities for arts engagement with this demographic across the county.

The role will ensure a strategic, cohesive and integrated approach to programme development and the enhancement and diversification of existing provision by designing and delivering sustained Child, Youth centred and community programmes. The successful candidate will work closely with the Arts Officer on the provision and delivery of sustained and sustainable programmes that meet both Kilkenny County Council’s Strategic policy areas and our Framework Agreement with the Arts Council of Ireland.

The role will require a knowledge of national policy development within the Arts, Youth and Community arts sector. Experience and understanding of best practice when working with artists across disciplines is vital as are the skills required to work with young people and in community contexts.

#### **Relevant local and National policies:**

##### **Kilkenny Cultural Strategy (2018 – 2022)**

##### **Five overarching policy areas for the Arts - Kilkenny Cultural Strategy (2018 – 2022)**

1. Increasing and diversifying access and participation
2. Supporting the arts in our rural areas
3. Engaging with children and young people
4. Enabling best practice in our delivery
5. Demonstrating the value of the arts.

##### **Kilkenny Framework agreement 2019 - 2026**

Kilkenny County Council and the Arts Council are committed to working together in partnership to promote and develop the arts in Kilkenny in an integrated manner. We

believe that by working more closely together we can strengthen the arts and improve public participation in the arts.

### **Joint priority areas**

1. Supporting Artists
2. Young people and the Arts
3. Community and public engagement

### **Kilkenny County Council's Culture and Creativity Strategy 2023 – 2027**

All of the above will be enhanced and augmented by this role.

## **5.0 JOB DUTIES AND RESPONSIBILITIES**

### **5.1 DUTIES OF THE ROLE SHALL INCLUDE:**

The duties may include but are not limited to the following and 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.

- 5.1.1 Taking an operational and administrative lead on our existing and new arts engagement programmes for children, youth and community arts initiatives.
- 5.1.2 Developing and implementing sustainable participatory arts programmes for children and young people aged 0 - 15 & 16 - 23 (this division of age groups reflects how KCC reports on our activities with young people to the Arts Council).
- 5.1.3 Providing opportunities for artists to engage in children's and youth arts programmes.
- 5.1.4 Devising relevant proposals for new supports, training and interventions for artists / youth workers, where a need has been identified and to implement these proposals subject to available resources and approval.
- 5.1.5 Working across programmes and partnerships to ensure that diversity and inclusion are embedded in these areas of the arts programme.
- 5.1.6 Ensuring that the voice of children and young people is at the core of programme and policy development.
- 5.1.7 Preparing documents and reports as appropriate and providing reliable quantitative data in relation to participation and demographics.
- 5.1.8 Developing, implementing, documenting, monitoring and evaluating all youth and community programmes to inform forward planning and decision making.
- 5.1.9 Designing and implementing appropriate programme developments based on evaluation outcomes.
- 5.1.10 Inputting into the annual Arts Council application process.
- 5.1.11 Managing any grants, awards, bursaries and commissions where they relate to, children and youth arts.



- 5.1.12 Managing the delivery of projects to a high artistic standard within budget and within prescribed timeframes as determined by the local authority.
- 5.1.13 Assisting to demonstrably increase the levels of public engagement in the arts throughout the county, to ensure a growth in diversity in the delivery of arts projects and programme across communities.
- 5.1.14 Developing partnerships and working closely with local, regional and national partners where relevant, to enhance resources, enrich practice and ensure sustainability of programmes.
- 5.1.15 Representing the Arts Service and Kilkenny County Council at internal and public meetings, events and functions as required.
- 5.1.16 Carrying out all duties in compliance with appropriate procedures including the maintenance of records and information.
- 5.1.17 Working in a flexible manner in line with the organisation's corporate objectives and role and be willing to perform such other appropriate duties in relation to the arts in the region as may arise from time to time as assigned by the Council.
- 5.1.18 Travelling throughout the county as required by the role.
- 5.1.19 Taking responsibility for tasks that will be assigned from time to time at the discretion of the Arts Officer or local authority.
- 5.1.20 Integrating youth arts work with other arts programmes, subject to available resources, in order to derive added value from all types of arts projects.
- 5.1.21 Supporting the development of social media communications and promotion of Arts Office initiatives.

## **6.0 PARTICULARS OF OFFICE**

### **6.1 TYPE OF POST**

The post is Assistant Arts Officer (Grade V). This position is a fixed term contract of 3 years. A panel will be formed and any future relevant vacancies arising during the lifetime of the panel may be filled.

### **6.2 SALARY**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to Kilkenny County Council any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is 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. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The current salary scale for the position is €46,411 - €47,854 - €49,299 - €50,746 - €52,204 - €53,903 (LSI 1), €55,609 (LSI 2), Circular EL 05/22 refers.

### **6.3 CITIZENSHIP**

**Candidates must, by the date of any job offer, be:**

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**

A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident.

### **6.4 SUPERANNUATION CONTRIBUTION**

#### **6.4.1 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. It applies to all first-time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3% of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension).

Your normal retirement age under this scheme is the same age at which you can claim the Contributory State Pension. The minimum age for receipt of this pension is Age 66. There is a compulsory retirement age of 70 years.

#### **6.4.2 Persons who commenced in Public Service Employment after 6th April 1995 and prior to 1st January 2013:**

Persons who became pensionable employees after 6th April 1995 and prior to 1st of January 2013, without a break in employment, will join the Local Government (Superannuation) (Consolidation) Scheme 1998. Contributions are payable at the rate of 1.5% of your basic salary, 3.5% of basic salary less twice two times the value of the Contributory State Pension and a further 1.5% is payable for spouse and children's contributions (\*non-officer grades pay a co-ordinated contribution:

'Non-New Entrants' (those who became pensionable after 6th of April 1995 and prior to 1st April 2004) have a minimum retirement age of 60 and a compulsory retirement age of 70.

'New Entrants' (those who became pensionable after 1<sup>st</sup> April 2004 and prior to 1<sup>st</sup> January 2013) have minimum retirement age of 65 with no compulsory retirement age.

**6.4.3 Persons who commenced in Public Service Employment before 6th April 1995:**

Their minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government Circular Letter CL/2/2019. Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's Scheme.

**6.5 PENSION ABATEMENT**

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 (Section 52) includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service Pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Prior to appointment, successful applicants will be obliged to complete a declaration in relation to previous Public Service pensionable employment. Please note: In applying for this position you are acknowledging that you understand the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

**6.6 PENSION ACRUAL**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**6.7 PROBATION**

The following provisions shall apply:

- 6.7.1 There shall be a period after such appointments take effect during which such persons shall hold such office on probation.
- 6.7.2 Such period shall be 6 months but the Chief Executive may at his/her discretion extend such period.
- 6.7.3 Such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

## **6.8 PRE-EMPLOYMENT MEDICAL EXAMINATION**

For the purposes of satisfying the requirement as to health, it will be necessary for each successful applicant, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by Kilkenny County Council. In the event the applicant does not take up the post following the pre-employment medical, he/she will reimburse Kilkenny County Council the cost of the medical examination, as per a previously signed understanding.

## **6.9 HOURS OF WORK**

The person appointed will be required to work a 35-hour week Monday to Friday which equates to a 7-hour day.

## **6.10 ANNUAL LEAVE**

Annual leave entitlement for this position is 30 **days** per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

## **6.11 TRAVEL**

When required to do so holders of the office shall hold a full Irish driving licence for class B vehicles free from endorsement and disqualification 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.

It is Kilkenny County Council policy that all staff using their private cars for work purposes, regardless of the frequency should:

- 1) Indemnify Kilkenny County Council on their personal insurance policy
- 2) Note business class on their personal policy
- 3) It is the obligation of the driver/owner to ensure that the vehicle is fit to be on the public road.

When applicable for specific roles, travelling 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 any other relevant documents.

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.

## **6.12 LOCATION**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

## **6.13 SAFETY, HEALTH & WELFARE**

The holder of the post shall comply with Kilkenny County Council's Safety Management System. He/she shall familiarise him/herself with the Safety statement for his/ her section and all the associated safety & health risk assessments, safe systems of work, and procedures and make proper use of all safety clothing and

equipment. Failure to comply with the Safety Statement and its requirements may result in disciplinary action.

#### **6.14 TRAINING**

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

#### **6.15 POLICIES & PROCEDURES**

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Kilkenny County Council.

### **7.0 SELECTION PROCESS**

The selection process may include:

**Stage 1:** Submission of completed applications and required supporting documents.

**Stage 2:** Eligibility & Shortlisting of applicants on the basis of information submitted in the applications and supporting documents.

**Stage 3:** A competency-based interview which may be conducted face to face or by way of remote interview.

**Stage 4:** Panel formation.

#### **7.1 STAGE 1 - SUBMISSION OF APPLICATIONS**

7.1.1 Applicants should complete the Application Form online via the advert link or through the [www.kilkennycoco.ie](http://www.kilkennycoco.ie) link.

7.1.2 Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their Application Form for their own personal reference.

Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted this information cannot be amended.

When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

7.1.3 The submission of **Photo Identification is an essential requirement** and can include one of the following forms of ID only: Passport, Drivers Licence, Public Service Card or Safe Pass;

#### **7.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS**

7.2.1 Kilkenny County Council will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 4.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserve the right to recheck

eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.

- 7.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications and/or a shortlisting interview. The number of persons to be invited, in these circumstances shall be determined by Kilkenny County Council from time to time having regard to the likely number of vacancies to be filled. Shortlisting can be based on the eligibility criteria (qualifications, relevant experience etc.), as well as the detail provided for the listed competencies and other relevant information submitted on the Application Form.

In this instance, an expert Board will examine the application forms against a pre-determined criteria based on the requirements of the position. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

It is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum eligibility criteria (qualifications and experience) requirements set out for the post.

- 7.2.3 Kilkenny County Council reserves its right to shortlist applicants in the manner it deems most appropriate.

### 7.3 STAGE 3 - INTERVIEWS

An independent interview Board will conduct interviews. The interview will be competency based and the Board will comprise of a Chair and one/two other Board members. The interview duration is competition specific and can range from 20 – 45 minutes. The following is an example of the interview format:

Time	Member of Board	Interview Component	Note Taker
0-10 mins	Chair	Introduction/Application Form etc.	Board Member No. 3
10-20 mins	Board Member No. 2	Competencies x 2	Chair
20-30 mins	Board Member No. 3	Competencies x 2	Board Member No. 2
30-35 mins	Chair	Close out Interview	Board Member No. 3
35-40 mins	All	Score on Current Interview/Prepare for next interview	n/a

#### 7.3.1 Competency Framework

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Frameworks.

Applicants called for interview will be required to demonstrate the following competencies:

Competency Headings		Competency Description
1	<b>Delivering Results / Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Demonstrates and ability to translate needs identified through research into clear priorities and actions for their area of responsibility</li> <li>• Demonstrates the ability to contribute to and convert aims and objectives to specific work plans, programme activities and schedules, taking into account the broader plan when setting priorities.</li> <li>• Ability to develop and deliver programmes and projects and to work to strict deadlines.</li> <li>• Implements high quality service and customer care standards.</li> <li>• Makes decisions in a timely and well-informed manner.</li> <li>• Acts incisively if work activities fall behind schedule</li> <li>• Develops and maintains positive, productive and beneficial working relationships.</li> <li>• Demonstrates effective verbal and written communication skills.</li> <li>• Communicates effectively with diverse stakeholders to contribute to the development of coherent strategies and plans.</li> <li>• Considers factors affecting work delivery and makes allowance for these.</li> <li>• Specifies the key delivery elements within a work program, the expected or required quality, quantity, time frame etc.</li> <li>• Closely tracks and monitors activities to ensure compliance with plans and schedules.</li> <li>• Looks ahead in order to forward plan work activities and schedules.</li> <li>• Ability to put work activities and programs into broader context.</li> </ul>
2.	<b>Leading, motivating and managing performance</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to show visible commitment to the purpose, mission and vision of the organization</li> <li>• Demonstrates the ability to lead the service area in a manner that provides clarity of purpose and a focus on delivery.</li> <li>• Finds the right level and tone in communication across a variety of settings &amp; with a variety of stakeholders.</li> <li>• Listens, clarifies and checks back to understand someone else's perspective.</li> <li>• Gets their message across accurately and concisely.</li> <li>• Makes sure that important information is communicated in a timely manner.</li> <li>• Consults others carefully on sensitive or delicate issues.</li> </ul>

		<ul style="list-style-type: none"> <li>• Influences others effectively to get support and commitment to proposals or suggestions.</li> <li>• Responds in a timely and accurate way to requests for information.</li> <li>• Demonstrates an awareness and understanding of the potential range and contexts involved in collaborative and partnership based programmes</li> <li>• Demonstrates creativity in achieving strategic outcomes and designing programmes</li> </ul>
3.	<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Is positively motivated to deliver a high-quality service.</li> <li>• Learns from experience and seeks to constantly improve performance.</li> <li>• Brings enthusiasm and dedication to the role</li> <li>• Is open to take on new challenges and responsibilities.</li> <li>• Shows a high level of commitment to the wider organisation.</li> <li>• Makes best use of time to complete allocated tasks.</li> <li>• Makes the initiative when he or she sees the opportunity to contribute.</li> <li>• Is proactive in addressing issues and problems.</li> </ul>
4.	<b>Relevant Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of local government structure including service requirements.</li> <li>• Understands key challenges facing the local government sector and Kilkenny County Council</li> <li>• Has very good relevant knowledge of current arts practice and the organisation of the arts in Ireland.</li> <li>• Understanding of the structures and environment within which the local authority sector operates and the role of the arts in this context.</li> <li>• Understanding of the role of the Assistant Arts Officer (young people &amp; community) in this context.</li> <li>• Has understanding, knowledge and experience of strategy and programme delivery of children and young people’s arts.</li> <li>• Has experience of evaluation and preparing reports;</li> <li>• Has knowledge and experience of financial management.</li> <li>• Has knowledge and experience of managing communications, including knowledge and experience of operating ICT, Multimedia</li> </ul>



		<p>Systems, Website management and social media management</p> <ul style="list-style-type: none"> <li>• Understands Child Safeguarding policy, GDPR and statutory obligations of Health and Safety legislation and its application in the workplace.</li> </ul>
<b>5.</b>	<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to allocate resources across programmes/projects to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services</li> <li>• Demonstrates the ability to source, manage and monitor financial resources in a dynamic environment.</li> <li>• Demonstrates the ability to manage people effectively including volunteers and participants.</li> </ul>

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny County Council that they meet the criteria required for the office and that they are otherwise suitable for appointment, may within the lifetime of the panel concerned, be appointed as appropriate/relevant vacancies arise. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council will make all such enquiries that are deemed necessary to determine the suitability of that applicant. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, Kilkenny County Council may at its discretion, select and recommend another person for appointment on the results of this selection process.

#### **7.4 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS**

Shortlisting and Interview results will be issued by Human Resources as soon as possible after the competition administration has been finalised.

You will receive an email advising you when the results are available with details of how to access them. If your results are related to a Shortlisting exercise you will have access to view the shortlisting outcome.

If your results are related to an interview you will have access to view details of each competency score, as well as the Board comments and if successful at interview you will receive details of your Panel placing.

#### **7.5 FEEDBACK**

All applicants will be provided with feedback in relation to the selection outcome, appropriate to the stage they progressed to in the competition.

Interview candidates will be provided with feedback in the form of an individual Marking Sheet regardless of placement on the Panel or not.

## **7.6 APPEALS**

Applicants who are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to the Senior Executive Officer, Human Resources Department within a 5 working day period from the date their results were issued, while clearly outlining their grounds for appeal.

In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process applied to the recruitment competition. Appeals will not be considered in respect to the decision of the interview Board/shortlisting panel, as their decision is final, save any upheld appeal in relation to due process.

## **7.7 OFFER LETTERS**

Prior to accepting an offer of employment candidates need to ensure they have a valid work permit for employment in Ireland. Kilkenny County Council requires candidates to respond within 5 working days to any offer of employment made to them or by the date indicated on the offer letter.

Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month from the date the Contract of Employment was issued. If he/she fails to take up the appointment within such period (or such longer period as Kilkenny County Council in its absolute discretion may determine) Kilkenny County Council shall not appoint him/her.

## **7.8 REFERENCES / EVIDENCES**

Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous employer.

Any offer of employment will be subject to both references being of a satisfactory standard. In the event an unsatisfactory reference is received, Kilkenny County Council reserves the right not to proceed with the offer of employment.

## **7.9 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL EXAMINATION)**

- 7.9.1 **Garda Vetting:** Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.
- 7.9.2 **Pre-Employment Medical Examination:** Applicants will be subject to a pre-employment medical examination as referenced above.

## **8.0 GENERAL**

Kilkenny County Council is an Equal Opportunities Employer.

Kilkenny County Council will not be responsible for any expenses an applicant may incur in attending for interview.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Kilkenny County Council is

satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

## **8.1 THE IMPORTANCE OF CONFIDENTIALITY**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **8.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN**

Applicants who do not attend for interview or other test when and where required by Kilkenny County Council, or who do not, when requested, furnish such evidence as the Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Applicants are expected to provide all requested documentation to Kilkenny County Council, including all forms issued by the Council for completion, within five days of request. Failure to do so will result in the applicant being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

## **8.3 QUALITY CUSTOMER SERVICE**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

On occasion applicants may be requested to part-take in a survey to provide feedback on our services, we would appreciate your co-operation on this matter if requested to do so.

## **8.4 USE OF RECORDING EQUIPMENT**

Kilkenny County Council does not allow the unsanctioned use of any type of recording equipment when conducting business. 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.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any applicant involved in such a breach could be disqualified from the competition

and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of unauthorised use of recording was or is an applicant at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as an applicant; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## **8.5 APPLICANTS' OBLIGATIONS:**

Applicants in the recruitment process must not:

1. Knowingly or recklessly provide false information
2. Canvass any person with or without inducements
3. Interfere with or compromise the process in any way
4. Disrespect or ill-treat Kilkenny County Council staff or Board members
5. A third party must not personate an applicant at any stage of the process

## **8.6 CONTRAVENTION CODE OF PRACTICE**

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. If a person found guilty of an offence was, or is an applicant at a recruitment process:

1. They will be disqualified and excluded from the process
2. Has been appointed to a post following the recruitment process, they will be removed from that post.

## **8.7 GENERAL DATA PROTECTION REGULATION (GDPR)**

### **8.7.1 Basis for Processing Your Personal Information**

The basis for processing your personal data is to progress your application for the position you have applied for with Kilkenny County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit/visa/or work authorisation.

### **8.7.2 Sharing of Information**

Outside of the relevant recruitment teams, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and/or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

### **8.7.3 Storage Period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that

are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Kilkenny County Council will not be able to progress your application form for the competition.

When your application is received, Kilkenny County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, **1988 & 2018** and will be destroyed following the expiry of any panel put in place in respect of this competition.

***Kilkenny County Council's General Privacy Statement can be assessed [here](#).***

**To make a request to access your personal data please submit your request by email to: [dataprotection@kilkennycoco.ie](mailto:dataprotection@kilkennycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).**