



# **Candidate Information Booklet**

## **Clerical Officer**

**(18 Month Fixed Term Contracts, based in Dublin)**

**Creative Schools Assistant**

**Closing Date – 12.00 noon, Wednesday 9<sup>th</sup> December 2020.**  
**Please note, applications submitted after the closing date will not be considered.**

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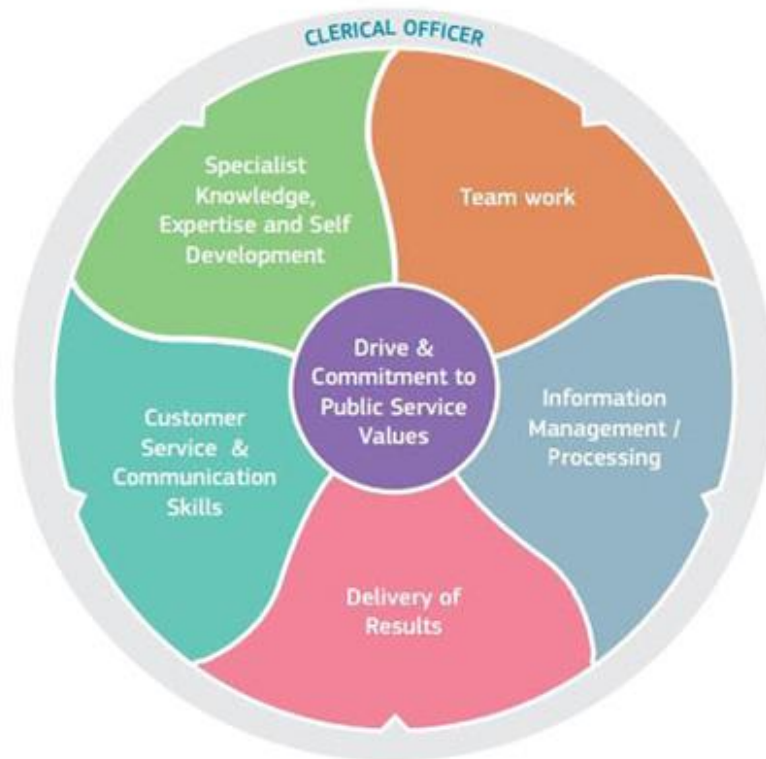
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## 1. Overview

This booklet provides an overview of the competencies, salary scales, application and selection process for candidates wishing to submit an application for a Clerical Office role within the Arts Council.

## 2. Required Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this entry level position. The required competencies for the role of Clerical Officer are:



Source: Public Appointments Service

# Clerical Officer - Candidate Information Booklet

## Clerical Officer Level Competencies

### Effective Performance Indicators

Team work	Shows respect for colleagues and co-workers
	Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
	Offers own ideas and perspectives
	Understands own role in the team, making every effort to play his/her part
Information Management / Processing	Approaches and delivers all work in a thorough and organised manner
	Follows procedures and protocols, understanding their value and the rationale behind them
	Keeps high quality records that are easy for others to understand
	Draws appropriate conclusions from information
	Suggests new ways of doing things better and more efficiently
	Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc
Delivery of Results	Takes responsibility for work and sees it through to the appropriate next level
	Completes work in a timely manner
	Adapts quickly to new ways of doing things
	Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
	Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
	Identifies and appreciates the urgency and importance of different tasks
	Demonstrates initiative and flexibility in ensuring work is delivered
	Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
Customer Service & Communication Skills	Actively listens to others and tries to understand their perspectives/ requirements/ needs
	Understands the steps or processes that customers must go through and can clearly explain these
	Is respectful, courteous and professional, remaining composed, even in challenging circumstances
	Can be firm when necessary and communicate with confidence and authority
	Communicates clearly and fluently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
	Clearly understands the role, objectives and targets and how they fit into the work of the unit
	Is committed to self-development and continuously seeks to improve personal performance
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level and deliver a quality service
	Serves the Government and people of Ireland
	Is thorough and conscientious, even if work is routine
	Is enthusiastic and resilient, persevering in the face of challenges and setbacks
	Is personally honest and trustworthy
	At all times, acts with integrity

Source: Public Appointments Service

### 3. Basis of Employment

#### Salary

The salary scale for a Clerical Officer, including the required pension contribution, is set out below.

Point 1 € 24,586; Point 2 €26,195; Point 3 €26,604; Point 4 €27,401; Point 5 €28,577;  
Point 6 €29,751; Point 7 €30,925; Point 8 €31,781; Point 9 €32,747; Point 10 €33,873;  
Point 11 €34,665; Point 12 €35,779; Point 13 €36,885; Point 14 €38,612

*\*Long Service Increment 1: €39,970; \*\*Long Service Increment 2: €40,592*

*\*After three years' service at Point 14. \*\*After three years' service at Long Service Increment 1.  
(Pay scale as at 1<sup>st</sup> October 2020)*

**Candidates should note that entry will be at Point 1 of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.**

Different pay and conditions may apply, if, immediately prior to appointment the appointee is an existing public or civil servant. Public service pension terms and retirement age conditions will apply in accordance with pension arrangements in the Arts Council depending on the prior status of the successful appointee.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

#### Annual Leave

The annual leave entitlement for this role (based on a full-time role) is 22 days per year, rising to 23 and 24 days after 5 and 10 years' respective service.

#### Probation Period

In accordance with the Arts Council Probation Policy a 12 month probationary period applies.

### 4. How to Apply

To apply, please email a letter (no more than two pages) to [Recruitment@artscouncil.ie](mailto:Recruitment@artscouncil.ie), **with the role title in the subject line**, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the

role. Additionally, please attach a comprehensive curriculum vitae (c.v.) clearly showing the relevant achievements and experience in your career to date.

The Arts Council will acknowledge receipt of all applications. If you do not receive an acknowledgement within two working days of applying please email [hr@artscouncil.ie](mailto:hr@artscouncil.ie).

## **5. Selection Methods**

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview;
- an interview which may/may not include a presentation by the candidate;
- completion of a psychometric personality questionnaire;
- a second interview which may/may not include a presentation or other exercise.

In the event of a short-listing exercise being employed, an expert selection panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your interest to provide a detailed and accurate account of your qualifications and experience in your application.

## **6. Medical and Security**

Candidates who come under consideration for appointment will be required to undergo a pre-employment medical examination in addition to Garda Vetting, which will also have regard to Child Welfare and Protection issues.

## **7. Eligibility**

Candidates should note that eligibility to apply is open to citizens of the European Economic Area (EEA) - the Member States of the European Union along with Iceland, Liechtenstein and Norway. Candidates that are not citizens of the aforementioned countries must have the necessary permissions to work in Ireland. It shall be the responsibility of the candidate to ensure these permissions are in place.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarise themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

## **8. References and Verification**

It would be helpful if you would start considering names of individuals whom you feel would be suitable referees that we might consult (two to three names and contact details). The referees do not have to include your current employer, but he/she should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for appointment.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the Arts Council.

## **9. Enquiries/Further Information**

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email **Recruitment@artscouncil.ie**

## **10. Confidentiality**

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

You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the recruitment process.

## 11. Other Important Information

The Arts Council will not be responsible for refunding any expenses incurred by candidates including preparation for/attendance at interview or relocation.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

**The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.**

## 12. Applicant Privacy Statement

Data Controller – The Arts Council

### Purpose of Processing

The Arts Council conducts recruitment processes to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit documents, e.g. application form, CV and/or cover letter.

This applicant privacy statement has been produced for applicants applying for positions in the Arts Council. Further information on the General Data Protection Regulation (G.D.P.R.) and subject access requests can be found on the Arts Council website

<http://www.artscouncil.ie/privacy-policy/>

There is a legal basis for processing this data and the data is shall be shared as necessary, as outlined below.

Recipient/Shared With	Reason
Arts Council Human Resources Unit	Storing applications, acknowledging applications and corresponding with applicants. Certain information is also required for inclusion in the contract for the successful applicant.
Selection Board	Information required for shortlisting and interview process.
Current/previous employers	For existing Civil Servants: Performance management and sick leave checks Non-Civil Servants: Reference checks.



The Arts Council is compliant with all aspects of G.D.P.R. and all related data is managed in compliance with the relevant regulations.

### **Successful Candidates Information**

The information supplied by successful candidates will be held on their personnel file for the duration of their employment with the Arts Council, and for such other period of time as may be required following their departure from the Arts Council.

### **Unsuccessful Candidates Information**

The Arts Council will hold the information of unsuccessful candidates for a period of 12 months following the appointment of the successful candidate.

### **Applicants Entitlements**

The Arts Council recognises that applicants have the following entitlements in relation to the data that they have supplied as outlined below:

- **Access**

Applicants can request and receive access to their data at any time and can request and receive a copy of this data.

- **Erasure**

Applicants can request to have their data erased.

- **Rectification**

Applicants can have any incorrect information corrected.

- **Objection**

Applicants can object to this information being processed.

- **Complaints**

Applicants can make a complaint to our internal Data Protection Officer (as outlined below):

E-mail: [dataprotection@artscouncil.ie](mailto:dataprotection@artscouncil.ie)

or

Write to: Data Protection Officer,  
The Arts Council,  
70 Merrion Square,  
Dublin 2.

### **Further Information on Data Protection**

For further information on the Data Protection please see [www.dataprotection.ie](http://www.dataprotection.ie) or telephone +353 57 8684800 or 1890 252 231.