Candidate Information Booklet

Higher Executive Officer

Head of Human Resources (People and Skills) – Fulltime based in Dublin
ICT Service Delivery Manager – Fulltime, based in Dublin

Closing date – <u>12noon, Monday 17th August 2020</u>

<u>Please note, applications submitted after the closing date will not be considered.</u>

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1. Overview

This booklet provides an overview of the competencies, salary scales, and application and selection process for candidates wishing to submit an application for a Higher Executive 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 middle management position. The required competencies for the role of Higher Executive Officer (H.E.O.) are outlined below.

Source: Public Appointments Service

Higher Executive Officer Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity

Source: Public Appointments Service

Reporting Structure and Leadership:

The role of Higher Executive Officer is a middle management role within the Arts Council. Candidates must be able to demonstrate that they have the requisite skills, knowledge and experience in order to provide effective team leadership, ensuring a focus on continuous improvement and service delivery to meet the business requirements of the organisation.

3. Basis of Employment

Salary

The salary scale for Higher Executive Officer, including the required pension contribution, is set out below.
Point 1 €48,868; Point 2 €50,297; Point 3 €51,722; Point 4 €53,147; Point 5 €54,577
Point 6 €56,003; Point 7 €57,429

**Long Service Increment 1: €*59,489; ***Long Service Increment 2: €*61,545

*After three years' service at Point 7. **After three years' service at Long Service Increment 1.
(Pay scale as at 1st January 2020)

<u>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.</u>

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 29 days per year, rising to 30 days after 5 years' 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, 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. (Please save your document in one of the following formats .doc, .docx, .rtf or .pdf)

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.

5. Selection Methods

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application (letter and CV) to reduce the list of candidates to a more manageable number for interview;
- an interview which may include a presentation by the candidate;
- completion of a psychometric personality questionnaire;
- a second interview which may also 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

Citizenship Requirements

Eligible Candidates must:

a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or

d) 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

e) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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's 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
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.dataproctection.ie or telephone +353 57 8684800 or 1890 252 231.