



Role Profile

Details

Position	Head of Dance
Grade	Higher Executive Officer
Whole Time Equivalent	0.5 (18.30hrs per week) based in Dublin
Reports to	Arts Director (Creative Arts & Arts Practices)

Dance is core to the delivery of the Arts Council strategy - Making Great Art Work. We are seeking to recruit an individual with insight, vision and experience to guide the development of this critical area.

A. Department and Role Overview

The purpose of the Arts Department is to lead on policy formulation, development initiatives, funding and relationship management for key artform / arts practice areas, including Dance to deliver on strategic objectives.

Dance is a core Artform of the Arts Council's work as we are committed to increasing public engagement in the arts in Ireland and increasing access to the arts for hard to reach communities, both geographically and demographically. The Head of Dance will lead out on the development of policy, partnerships and development initiatives, to support the development of this important area. The Head of Dance will work with artists, organisations, participants and audiences to deliver the objectives of Making Great Art Work.

In this role, the Head of Dance will collaborate with the Arts Director, the arts teams and the Strategic Development Director and team, to ensure that the Arts Council's commitment to Dance is appropriately incorporated into strategic decision-making and planning.

As a manager, the Head of Dance is expected to effectively contribute to the delivery of the organisation's strategic goals.

Key Responsibilities

As a Manager:

- Drive the values, vision and mission of the Arts Council;

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- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year MGAW strategy - Making Great Art Work;
- Contribute to policy and strategy development across a range of areas.
- Strive to develop and implement ways of working effectively to meet objectives;
- Lead the team/project teams by example, coaching and supporting individuals as required;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Successfully manage a range of different projects and work activities at the same time;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required;
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As Head of Dance

- To provide expertise in relation to Dance matters relating to funded organisation.
- Understand the policy and strategic development needs of Dance practice as it relates to MGAW & the Arts Council's Policy on Dance.
- Assessment management across the range of schemes and funding programmes for Dance
- Represent the organisation within the sector
- Develop and maintain effective relationships with key partners (organisations and individuals), including state agencies and development bodies.
- Collaborate with the Arts Director to ensure the effective delivery of Dance policy objectives;
- Maintain regular two-way communication and collaborate with all artform, arts practice and strategic development managers to capture artform/arts practice input and to ensure there is a consistent approach in the delivery of relevant Dance strategic initiatives across the organisation;
- Draw on expertise and knowledge to support planning and

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- decision-making for the organisation;
- Support the development of processes and ways of working to enable the arts teams to work together in the most effective way;
 - Team management, including but not limited to, the staff of the Arts Council, service providers and other agencies and organisations as required.
 - Contribute to the management of the Human Resources, Professional Development and Performance Management, Health and Safety and Information and Records needs of the Arts Department team.
 - Communications, GDPR, FOI and compliance requirement as they arise.

Any other duties appropriate to the Grade that may be assigned from time to time

Essential Knowledge, Experience and Skills

- Significant relevant experience in the arts of which at least three years should be at management level;
- A demonstrable commitment and interest in the development of Dance;
- An understanding of the policy environment for arts development, in particular for Dance and its related areas;
- An understanding of the key strategic issues relevant to arts development in the current environment;
- An ability to think analytically and communicate complex ideas clearly and effectively;
- Good interpersonal skills, including an ability to listen and negotiate;
- Evidence of experience/ability in strategy development and implementation;
- Evidence of experience/ability in managing funding and other client relationships;
- Excellent standards of written and oral communication;
- A commitment to high standards of public service;
- A proven ability and experience in management and administration.
- Strong team management and project management skills.

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Desirable

- Experience working in an international environment, particularly in a Dance context
- A full driving licence
- The ability to converse in the Irish language, both verbally and in writing.

Qualifications

- The successful candidate will have a primary degree, and preferably a post-graduate or professional qualification in a relevant area. A strong developmental background in the arts is essential.

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Required Competencies for the Role

In addition to the aforementioned duties and requirements, 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

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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