The Arts Council / An Chomhairle Ealaíon
Recruitment of Director

Candidate Information Booklet
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Contact:

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1. The Arts Council

The Arts Council of Ireland is the development agency for the arts in Ireland, supporting and promoting the role of artists and public access to the arts across the country. Established in 1951, the Arts Council works in partnership with artists, arts organisations and offers expert advice to policy makers.

Located in central Dublin with an €80m (2020) budget and a team of over 40, the Council is focused on policy delivery in areas including artist remuneration and equality, human rights and diversity. The Board and Chair of the Council are appointed by the Minister for Arts, Heritage and the Gaeltacht.

The Arts Council now wishes to appoint a new Director to lead the organisation through the next implementation phase of the 2016-2025 Strategic Plan ‘Making Great Art Work’. Reporting to the Board through the Chair, the Director will:

- lead the senior management team to implement the strategic plan, including key objectives such as, increased public access to the arts and developing the role of the artist in Irish society
- advocate the importance and value of the arts and promote their practice and development
- oversee strategic investments in arts organisations and artists to allow them to make ambitious and innovative works of excellence
- partner with national and local government, and other state agencies, to develop the arts.

Integral to the vision of the Arts Council is the prospect of an Ireland ‘where the arts are valued as central to civic life, as a hallmark of local and national identity, and as a sign and signature of our creativity as a people’. In all its activities, the Arts Council is guided by its values:

**Freedom of thought and of expression**
Which is essential to the development of new ideas and new work

**Commitment to excellence**
In all aspects of our own work and of that of artists, arts organisations and others we support

**Integrity, accountability, transparency**
In all our decision-making and especially in our investment of public monies

**Respect for diversity**
Of artistic practice, of public engagement and of social and cultural traditions

**Collegiality**
Communicating and working respectfully with partners, stakeholders and the whole arts sector

For further information, please visit the Arts Council website: [http://www.artscouncil.ie/home/](http://www.artscouncil.ie/home/)
2. Position Profile

Working closely with the Chair and Council members, the Director plays a pivotal role in the management of all activities arising from the Arts Council’s current 2016-2025 Strategic Plan ‘Making Great Art Work’ including the promotion of the role of the artist in Irish society and increasing public access to the arts. The Director will play a central leadership role in delivering on these and other ambitions outlined in the strategic plan and the three-year plan 2020-2022.

The ideal candidate will bring a blend of communication, people and organisational leadership skills together with a deep knowledge of and passion for the arts; strong strategic advocacy, diplomacy, tenacity, a commitment to public service, commercial/financial credentials, change management experience, credibility with artists, arts organisations and funders and finally, an ambassadorial style to strengthen the place of the arts in the lives of individuals, of communities and of society. With the requisite interpersonal skills to work with a diverse range of groups across the arts community, the Director will also have the strategic management skills to deal with a complex range of issues both internal and external to the Arts Council.

This is a key leadership appointment in the arts in Ireland, a chance to create and take advantage of opportunities and to deliver on a shared passion for the role of the arts in the lives of all Irish citizens.

Key Responsibilities

Key responsibilities for the role include but are not limited to:

- **Leadership and Strategic Management**
  - Provide the leadership and direction to implement the objectives of the strategic plan 2016-2025 and the current three-year plan 2020-2022
  - Work closely with the Chair and Council members to ensure the organisation fulfils its governance and leadership functions for the arts community in Ireland
  - Oversee strategic investments to support the future development of arts organisations and artists

- **Organisational, Financial and People Management**
  - Set clear performance management expectations for the senior team that cascade through the organisation
  - Develop, motivate and lead Arts Council staff and associated groups in the delivery of best practice and outstanding performance across all activities and strategic plans
  - Manage all assets and resources effectively; ensuring all statutory reporting, legislative and governance requirements are met, and the Arts Council’s financial affairs are properly managed

- **Stakeholder Management and Development**
  - Along with the Chair, take the lead role in interacting with government agencies and departments on policy, legislation and regulation, as it impacts the arts sector in Ireland
  - Pro-actively build excellent relationships with a diverse range of internal and external stakeholder groups at all levels across the public and private sectors
  - Identify, develop and maintain a broad range of stakeholder relationships across the arts community in Ireland and overseas

- **Representation and Communications**
  - Be the first point of contact and the public face for the arts community in Ireland
  - Develop an effective communications strategy, seeking to increase the profile of the activities of the Arts Council with appropriate audiences using relevant fora, media and platforms.
  - Advocate the importance of the arts and promote the practice and development of the arts at local and national levels
  - Partner with local, national and international bodies that shape the future of the arts in Ireland.
3. Ideal Person Profile

Experience, Skills & Knowledge

- Highly ambitious leader with outstanding communication skills - capable of articulating the Arts Council’s views externally at relevant local/national/international fora and media platforms
- Excellent senior management skills and experience with the ability to oversee the operation of requisite ‘best in class’ processes, procedures, systems and IT infrastructure
- Track record of driving the implementation of strategic plans by motivating teams, building partnerships and promoting a culture of diversity and inclusion
- Proven track record working with a diverse range of stakeholder groups and government bodies to shape debate and inform policy
- Change management experience in a multi-stakeholder environment
- Ability to influence, interact and represent the interests of the arts community at senior levels of business and government at local, national and international levels
- Ability to build trust and earn the respect of the Chair, Board members, Arts Council staff and other partners across Ireland
- Proven leadership skills, while being a team player with the ability to build and develop alliances
- A deep knowledge of the arts sector in Ireland

Personal Qualities

- Takes responsibility for own actions and visibly supports the senior leadership team and their agenda
- Results-focused - understands what is important to senior management and the wider community of employees
- Excellent interpersonal skills - handles complex and difficult situations with thought, resilience and confidence
- Displays integrity - is sincere in own behaviour and in dealings with others
- Sound judgment, in terms of dealing with people, demonstrating good decision making across a broad range of operational areas
- Presence and gravitas to lead the Arts Council and represent its interests at local, national and international levels
- Team player - capable of working across all levels to achieve objectives
- A natural communicator and collaborator - comfortable interacting with members of the arts community, the political system and the media
- A highly motivated individual who is comfortable embracing and delivering change
4. How to Apply

PwC will be managing all aspects of the recruitment process on behalf of the Arts Council. To discuss this opportunity, please call Adrienne Harten at 01 792 7737 or email adrienne.harten@pwc.com. No enquiries or canvassing must be made to the Arts Council.

To be considered, applicants should send a comprehensive CV and personal statement outlining their fit for the role. The deadline for applications is **midday on Friday, 24 January 2020.**

Applications should be submitted to: **ie_recruitment_theartscouncil@pwc.com**

If an applicant does not receive an acknowledgement email within two working days of submission, the applicant should contact PwC Executive Search at 01 792 7737 / 01 792 6163 or email sinead.keaveney@pwc.com.

*The Arts Council is an equal opportunities employer.*
5. Conditions of Service

Salary

The salary scale for the post is at Director, Personal Pension Contribution (PPC) rate. The total remuneration (comprised of salary plus allowance) is as follows:

€106,393  €110,147  €113,919  €117,683  €120,894  €124,276  €127,659

This rate will apply where the appointee is newly recruited to the civil or public service or is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate may apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a personal pension contribution.

Important notes relating to salary:

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation. The rate of total remuneration may be adjusted from time to time in line with Government pay policy as applying to public servants generally.

Subject to satisfactory performance, increments may be awarded in line with current Government policy.

The salary for the purposes of calculating superannuation benefits may differ from the above depending on individual circumstances.

Tenure

The appointment will be on the basis of a fixed term contract of employment for a period of five years.

Location

The headquarters of the Arts Council are currently based in 70 Merrion Square, Dublin 2.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week or 37 hours net of lunch breaks [ensure working hours are correct]. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

In addition to the usual public holidays, the annual leave for this position is 30 working days.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the public service, at the time of being offered an appointment.
In general, this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Single Scheme can be found at http://www.singlepensionscheme.gov.ie/. The maximum retirement age for most Single Scheme members is age 70.

Different terms and conditions related to superannuation and retirement may apply to candidates who have worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment, or is currently on a career break, or is on special leave with or without pay. The pension entitlements and maximum retirement age, if applicable, of such appointees will be determined in the context of their public service employment history.

**IMPORTANT NOTICE**

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is already a serving civil or public servant.

The above outlines the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.
6. Additional Conditions of Service

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced 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. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing body will support an application for an abatement waiver in respect of appointments to this position.

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
7. Eligibility

Citizenship

Candidates should note that eligibility to compete for posts is confined to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Certain Restrictions on Eligibility

Eligibility to compete may be affected where applicants were formerly employed by a Public Sector body and previously availed of a Public Service Redundancy or Incentivised Retirement Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government Circular (Letter LG (P) 06/2013)
- Collective Agreement: Redundancy Payments to the Public Service.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/2009 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.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER scheme that persons will not be eligible for re-employment in any Public Sector body as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful
in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
8. General Information

Confidentiality

Applicant confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to the Arts Council.

Legal Compliance

PwC and the Arts Council are committed to complying with all relevant legislation over the course of this recruitment campaign.

Applicant Obligations

Applicants must not:

- Knowingly or recklessly provide false information
- Interfere with or compromise the process in any way
9. Advertisement

Established in 1951, the Arts Council is the development agency for the arts throughout Ireland and as the expert body for funding and promoting the arts, steers their development and offers expert advice to policy makers. The Council oversees an annual budget of €80m and is focused on policy delivery in areas including artist remuneration and equality, human rights and diversity. The Board of the Council is mid-way through the implementation of its 10-year strategic plan - Making Great Art Work - and wishes to appoint a new Director to lead the 40-strong staff team through the next stage of growth and development of the arts in Ireland.

Reporting to the Board through the Chair, the Director will:

- lead the senior management team to implement the strategic plan, including key objectives such as, increased public access to the arts and developing the role of the artist in Irish society;
- advocate the importance and value of the arts and promote their practice and development;
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The Arts Council is an Equal Opportunities Employer.