



Policy Officer (With special focus on Paying the Artist)

Role Profile

A. Details

Position:	Policy Officer - (with special focus on Paying the Artist)
Grade	Executive Officer (EO)
Whole time equivalent	0.6 (equivalent to 3 days per week)
Reports to:	Strategic Development Manager
Duration:	Permanent

B. Department & Role Overview

As a Policy Officer you will support the development and implementation of the Arts Council's Policy work including the Paying the Artist Policy. You will work across a range of connected projects which include research, developing capacity, monitoring, and advocacy.

C. Key Responsibilities

As an Officer you will:

- Support the values, vision and mission of the Arts Council;
- Support the objectives of your Department, the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop, implement and support new ways of working effectively to meet objectives;
- Actively share information, knowledge and expertise to help the team to meet its objectives;
- 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;
- Maintain a strong focus on delivering high performance and service delivery;
- Create and maintain collaborative internal and external relationships;
- Utilise and promote project management guidelines and templates;
- Provide cover to other Teams/Departments as required.

As a Policy Officer you will:

- Engage with and develop specific knowledge around relevant areas of policy;
- Manage and carry out day-to-day project management activities including planning and scoping, progress tracking and status reporting, updating project management logs;
- Support the building and maintenance of key research and information resources and accompanying systems and protocols;
- Both lead on and provide support to research and developmental project initiatives;
- Support the preparation of presentations/ documents for internal and external distribution;
- Create, manage and maintain relevant data sets;
- Organise and contribute to meetings and events with internal stakeholders (staff/advisers and Council) and also externally with partners, service suppliers, state bodies and the arts sector;
- Take and issue minutes at meetings, consultations etc.;
- Track budgets and manage payments and service supplier related paperwork;
- Support and actively contribute to the preparation and delivery of communications including updating AC website with relevant materials;
- Act as key link person with other arts Council departments and teams and with external strategic partners;
- Act as a point of contact for enquiries relating to relevant areas of policy and research.

D. Skills Knowledge and Experiences

- An understanding of Arts Council Policies available on the Arts Council's website;
- An understanding of the work of the Arts Council and its strategic objectives - as set out in its 10-year Strategy Making Great Art Work - available on the Arts Council's website;
- An understanding of the arts sector infrastructure;
- Excellent analytical skills, including the ability to gather and analyse research, engage in critical analysis and express complex information in a clear, concise way;
- Excellent administrative skills and a proven ability in the area of project management;
- An ability to be methodical and thorough and pay attention to detail;
- Excellent communication skills with an ability to express yourself self in a clear and articulate manner when speaking and in writing;
- Excellent interpersonal skills, including the capacity to deal with a range of different people in varying positions and to deal with situations requiring diplomacy and tact;
- Good IT competencies - allowing you to operate the various elements within the Arts Council's IT systems; including its online services, CRM, EDM, the Microsoft Office suite of programmes. The ability to use the functionality of excel is particularly important;
- Experience of multi-tasking across projects and programmes of work;
- Experience of working on your own initiative on projects and programmes of work;
- A commitment to high standards of public service.
- Ideally have Irish language, verbal and written skills, although this is not an absolute prerequisite for the role.