



Role Profile

Details

Position	Head of International Arts
Grade	Higher Executive Officer
Whole Time Equivalent	.5 (18hrs 30mins per week)
Reports to	Arts Director

International Arts 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. This will encompass working with artists, organisations, participants and audiences.

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 art-form / arts practice areas, including International Arts, to deliver on strategic objectives.

International Arts is a core value across all areas 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 International Arts leads on the development of policy and partnerships to support the development of this important area.

In this role, the Head of International Arts 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 International Arts is appropriately incorporated into strategic decision-making and planning.

As a manager, the Head of International Arts 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;
- 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;

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- 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;

As Head of International Arts:

- Understand the policy and strategic development needs of international arts practice as it relates to MGAW & the Arts Council's International Arts Policy.
- Represent the organisation within the sector nationally and internationally.
- Develop and maintain effective relationships with key partners, including state agencies and development bodies.
- Collaborate with the Arts Director to ensure the effective delivery of International Arts policy objectives;
- Maintain regular two-way communication and collaborate with all art-form, arts practice and strategic development managers to capture art-form/arts practice input and to ensure there is a consistent approach in the delivery of relevant international arts strategic initiatives across the organisation;
- Draw on expertise and knowledge to support planning and 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;
- 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.
- Any other duties appropriate to the Grade that may be assigned from time to time

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Essential Knowledge, Experience and Skills

- Knowledge of national and international development in the arts.
- High level of credibility and a strong network of connections within the arts community.
- Significant relevant experience in the arts of which at least three years should be at management level.
- Specific practice area expertise, nationally and ideally internationally in the field.
- Ability to gather and analyse research and express complex information in a clear, concise way.
- Ability to formulate and contribute to policy and strategic development needs
- Strong team management and project management skills.

Additional Experience and Skills (ideal, but not essential)

- Ideally the candidate will have the ability to converse in the Irish language, both verbally and written, although this is not an absolute prerequisite for the role.

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