



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Creative Communities Engagement Officer (Grade V)

5 Year Specific Purpose Contract

**(Joint funded by the Creative Ireland Programme and
Cavan County Council)**

Closing Time and Date: 5.00 pm Monday 3rd April 2023

Cavan County Council is committed to a policy of equal opportunity.

The Competition

The purpose of this recruitment campaign is to form a panel for the post of Creative Communities Engagement Officer for Cavan County Council from which the 5 year fixed-term specific purpose contract post may be filled.

Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

The Position

The Creative Communities Engagement Officer will be a key member of the Culture and Creativity team responsible for engaging proactively with relevant directorates and personnel, internal and external. The person will report to the Creative Ireland Coordinator in Cavan County Council. The position may from time to time require work to be conducted/completed outside of normal office hours. The position will involve day-to-day administrative duties. The salary scale for this post will be analogous to the Grade V clerical administrative pay scale.

The key responsibilities of the post include, but are not limited to:

- Working with Cavan County Council Culture and Creativity Team to deliver the strategic priorities in Cavan County Council *Culture and Creativity Strategy 2023-2027* and Cruinniú na nÓg, through an annual programme;
- Liaison with local creatives, artists, organisations and staff across relevant directorates within the local authority to manage the development and delivery of a programme of projects and events. The aim is to encourage increased participation in creative and cultural activities locally.
- Liaison with local creatives, artists, organisations and local authority staff involved in the delivery *Cruinniú na nÓg*, the national day of creativity for children and young people,;
- Support the Creative Ireland Coordinator and Culture and Creativity Team in their objectives including: broadening creative engagement locally; enhancing the strategic role of culture and creativity within local government; supporting collaborative actions and links to wider local authority policies of relevance to wellbeing, social cohesion and economic development;
- Support engagement between the local authority and the Creative Ireland Programme centrally including via the Creative Ireland portal;
- Arrange and manage yearly schedule of meetings for the Culture and Creativity Team;
- Attend relevant Creative Ireland Programme quarterly meetings and others as they arise;
- Provide data, briefing and updates to senior managers in Cavan County Council and the Creative Ireland Programme officials as requested;
- Local citizen engagement campaigns through marketing and social media platforms to ensure greater understanding of Creative Communities programme locally.

Useful background info

The Creative Ireland Programme is an all-of-government initiative committed to enhancing access to, engagement with, and enjoyment of Ireland's culture and creativity. Within the broad range of available definitions, creativity is considered as a *set of innate abilities and learned skills; the capacity of individuals and organisations to transcend accepted ideas and norms and by drawing on imagination to create new ideas that bring additional value to human activity.*

The vision of the Creative Ireland Programme 2023 - 2027 is to mainstream creativity in the life of the nation so that individually and collectively, in our personal lives and in our institutions, we can realise our full creative potential thereby promoting individual, community and national wellbeing.

The Creative Ireland Programme delivers through collaboration and partnership. It promotes understanding of the value of creativity in all its forms – whether through the arts, culture, heritage, creative industries.

Further details about the Creative Ireland Programme can be found at the following links;

<https://www.creativeireland.gov.ie/>

[Interim review of Creative Communities](#)

[Creative Ireland Progress Report 2021](#)

[Creative Communities information for each local authority](#)

Qualifications For the Post

1. Character:

Candidates shall be of good character.

2. Health:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training Experience etc:

In order to demonstrate that they can deliver the key responsibilities of the post, each candidate must, on the latest date for receipt of completed application forms -

1. Have obtained a qualification at level 7 on the National Framework of Qualifications.
2. Have significant work experience working in a role relevant to this position in the public sector or independent creative sector. This may involve for example experience from the arts, heritage, libraries, community development, or sustainable economic development.
3. Have demonstrable knowledge of relevant national, regional and local policies and strategies of relevance to culture and creativity in local government, or ability to acquire same.
4. Satisfactory knowledge and understanding of the Cavan County region and its socio-economic make up.
5. Leadership skills and experience in collaborating and working cross functionally with other teams and stakeholders and the ability to interact with staff at all levels in the organisation.
6. Have excellent interpersonal, communication, presentation and organisational skills.
7. Have strong understanding of the importance of systems, process and structures in enabling efficient delivery of an effective team with the ability to prioritise and multi-task.
8. Be able to demonstrate competence in influencing and negotiating, delivering quality outcomes and the ability to work in direct contact with a diverse range of stakeholders including agencies/bodies, voluntary groups, creative/heritage organisations, libraries and artists.
9. Satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
10. Experience of budget preparation and management.

Garda Vetting/Child Protection

The successful candidate will be subject to the Garda Vetting Procedures.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Staff Officer Scale of the national wage scales. The present minimum scale is €47,339 increasing to €56,721 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post will be based on a 35 hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

Driver's Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email

address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 3rd April 2023**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Creative Communities Engagement Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Delivering Results	<ul style="list-style-type: none"> • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards, particularly with local communities. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. • Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures e.g. ensuring harder to reach communities participate in programmed initiatives
Leading and motivating and managing performance	<ul style="list-style-type: none"> • Lead, motivate and engage employees and local communities to achieve quality results and to deliver on operational plans. • Effectively manage Team Performance. • Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and seeks opportunity to exceed goals • Manages time and workload effectively • Maintains a positive, constructive and enthusiastic attitude to the role
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • Has knowledge and understanding of local government structure including service requirements.

	<ul style="list-style-type: none"> • Understands key challenges facing the local government sector and Cavan County Council • Understands the role of a Creative Ireland Engagement Officer • Knowledge & Experience of operating ICT systems. • Good social media and communication skills
--	---

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of the Creative Communities Engagement Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of

the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.