



Clár Éire Ildánach  
Creative Ireland  
Programme  
2017–2022



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

## NAME OF POSITION: CREATIVE COMMUNITIES ENGAGEMENT OFFICER, (TEMPORARY 5 YEARS)

POSITION No: 49/2023

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT ON  
FRIDAY, 21<sup>ST</sup> JULY 2023

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR CREATIVE COMMUNITIES ENGAGEMENT OFFICER (TEMPORARY – 5 YEARS) MAY BE FILLED.

**Dublin** is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

### BACKGROUND

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](#)

## THE JOB

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 Dublin City 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.

## QUALIFICATIONS

### CHARACTER:

Each candidate shall be of good character.

### HEALTH:

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

### EDUCATION, EXPERIENCE, ETC.:

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. Possess satisfactory knowledge and understanding of the Dublin City and County region and its socio-economic make up.
5. Have leadership skills and experience in collaborating and working cross functionally with other teams and stakeholders and have 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. Have satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
10. Have experience of budget preparation and management.

## DUTIES

**The duties of the post include, but are not limited to, the following;**

- Working with Dublin City Council Culture and Creativity Team to deliver the strategic priorities in Dublin City Councils *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,;
- Supporting 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;
- Supporting engagement between the local authority and the Creative Ireland Programme centrally including via the Creative Ireland portal;
- Arranging and managing yearly schedule of meetings for the Culture and Creativity Team;
- Attending relevant Creative Ireland Programme quarterly meetings and others as they arise;
- Providing data, briefing and updates to senior managers in Dublin City Council and the Creative Ireland Programme officials as requested;
- Undertaking Local citizen engagement campaigns through marketing and social media platforms to ensure greater understanding of Creative Communities programmes locally.
- 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 particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.**

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

## SELECTION PROCESS

- Posts of Creative Communities Engagement Officer (Temporary 5 Years) will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

## INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies.

- **Delivering Results**
- **Leading and motivating and managing performance**
- **Personal Effectiveness**
- **Relevant Knowledge & Experience**

Please see page 7 of the Candidate Information Booklet for more details.

## SALARY

The salary scale for the position of **Creative Communities Engagement Officer** is: -

€47,339; €48,811; €50,285; €51,761; €53,248; (Maximum); €54,981 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €56,721 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

**All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.**

## **PARTICULARS OF POSITION**

- (a) The post is temporary, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## **CITIZENSHIP**

Candidates must, by the date of any job offer, be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

## **CLOSING DATE**

**All applications must be made through Dublin City Council's official Digital Recruitment Platform.**

For any queries please contact [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)

**Applications must be submitted before Midnight on Friday 21<sup>st</sup> July 2023.**

---

**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

Dated this \_\_\_\_\_ 2023

**This document is also available in Large Print, High Contrast Print and Braille on request.**

## COMPETENCY FRAMEWORK

The key competencies for the position of Creative Communities Engagement Officer are as follows;

<b>Delivering Results</b>	<p>Plan and prioritise work and resources effectively.</p> <p>Establish high quality service and customer care standards, particularly with local communities.</p> <p>Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</p> <p>Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures e.g. ensuring harder to reach communities participate in programmed initiatives.</p>
<b>Leading, Motivating and Managing performance</b>	<p>Lead, motivate and engage employees and local communities to achieve quality results and to deliver on operational plans.</p> <p>Effectively manage Team Performance.</p> <p>Lead by example demonstrating through your own behaviour a clear sense of quality service delivery.</p>
<b>Personal Effectiveness</b>	<p>Takes initiative and seeks opportunity to exceed goals.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive, constructive and enthusiastic attitude to the role.</p>
<b>Relevant Knowledge &amp; Experience</b>	<p>Has knowledge and understanding of local government structure including service requirements.</p> <p>Understands key challenges facing the local government sector and Dublin City Council.</p> <p>Understands the role of a Creative Ireland Engagement Officer.</p> <p>Knowledge &amp; Experience of operating ICT systems.</p> <p>Good social media and communication skills.</p>