



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Creative Communities
Engagement Officer
(Grade V)
5 year Fixed Term Contract**

Information for Candidates

May 2023

1. The Competition

The Council is seeking applications from dynamic, creative and motivated individuals with relevant experience for the position of Creative Communities Engagement Officer (Grade V, 5 year fixed term contract), who will assist in fulfilling our vision to embed culture and creativity in all aspects of daily life in Donegal.

The holder of the post will be required to serve in the Directorate of Housing, Corporate and Cultural Services.

2. Role, Duties & Responsible

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 Creative Communities Engagement Officer will work under the direction of the Creative Ireland Coordinator. 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 the Donegal County Council Culture and Creativity Team to deliver the strategic priorities in the *Donegal 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 monthly meetings and others as they arise;
- Provide data, briefing and updates to senior managers in Donegal 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.

The Creative Ireland Programme

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:

[Interim review of Creative Communities](#)

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

[Donegal Culture & Creativity Strategy 2023 - 2027](#)

3. QUALIFICATIONS & REQUIREMENTS OF THE POST

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it will be necessary for each successful

candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

(c) Education, Training, Experience, Etc.

Each candidate must, on the latest date of receipt of completed application form:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,
- AND**
- (b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),
- OR**
- (ii) have obtained a comparable standard in an equivalent examination,
- OR**
- (iii) hold a third level qualification of at least degree standard.

(d) Desirable requirements:

It is desirable that candidates should be able to demonstrate:

- 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.
- knowledge of relevant national, regional and local policies and strategies of relevance to culture and creativity in local government, or ability to acquire same.
- Satisfactory knowledge and understanding of the Donegal County region and its socio-economic make up.
- 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.
- excellent interpersonal, communication, presentation and organisational skills

- An 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.
- 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.
- Satisfactory ICT skills with comprehensive working knowledge of office productivity tools.
- Experience of budget preparation and management.
- Experience of ensuring high standards of Health and Safety and Child Protection.

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 instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Donegal County Council.

(e) Key Competencies

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.

	<ul style="list-style-type: none"> • 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, resources 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. • Understands key challenges facing the local government sector and Donegal County Council • Understands the role of a Creative Ireland Engagement Officer • Knowledge & Experience of operating ICT systems. • Excellent verbal and written communication skills.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Creative Communities Engagement Officer from which it will fill any vacancy that may arise.

(b) Base

The base for the post of Creative Communities Engagement Officer shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Creative Communities Engagement Officer may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(c) Remuneration

The current annual pay-scale for the position is: €47,339 min to max €56,721(as per Circular EL 03/23).

Holders of the post will be paid at the appropriate salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

(d) Probation

The successful candidate shall be required to be on probation for an initial period of nine months. This period may be extended at the discretion of the local authority.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The successful candidates' normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time. 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-in-lieu will be available.

(g) Requirement to Drive

Holders of the office shall be required:

- a. To possess a full current category B Driving Licence.
- b. To have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.

- **Please do not submit a CV with your application.** Only information contained in the application form will be considered as part of the assessment of a candidate's suitability for the post.
- Applications must be submitted in word or PDF format **by email only** to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short-Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the HR Dept, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie