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**Candidate Information Booklet**

**Arts Officer**

**(Open Competition)**

**(analogous to Administrative Officer / Grade 7)**

**Closing Date: 4:00 pm Thursday 5th June 2025**

**Applications should be emailed only to** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) **with the subject line as: Arts Officer - 2025“First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest.

Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,105 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr, Clara and Portarlington. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operate through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 500 staff and has an estimated revenue and capital spend of over €97m and €53m respectively in 2025 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and Directors of Service and a Director of Finance who currently hold the following briefs:

1. Director of Services – Climate Action, Environment, Transportation and Active Travel, NWCPO, Water and Tullamore Municipal District

2. Director of Services – Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Director of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services – Housing and Ukrainian Response

**JOB DESCRIPTION**

County Offaly is endowed with a remarkable history, heritage and culture, along with communities that actively contribute to the wealth of collective and individual creative talent and the ongoing vitality of the county and the Midlands. Promoting broader access to the arts and creativity, while fostering artistic creation and production, is essential in nurturing and enriching County Offaly’s unique sense of place and people as a cultural county. In this regard the role of Arts Officer is an important role in Offaly City Council.

Offaly Arts Office is charged with developing and delivering high quality, imaginative Arts, with and for the people and visitors of Offaly. In doing so the Arts Office advocates for and clearly communicates the significant role that the arts play in enriching the wellbeing of society, our citizens and in enhancing the public realm. Offaly Arts Office continues to work closely with key local, regional and national partners in creative, public, private, community and voluntary sectors, collaborating on shared agendas. The Arts Office currently comprises of a staff of four. The Arts Officer, Film Officer (Temp Post), Assistant Arts Officer and Clerical Officer. The Arts Office functions within the directorate of Community and Culture, aligning with the Strategic Policy Committee of Community, Culture and Emergency Services.

The ideal candidate for the Arts Officer Position shall have:

* Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders
* Knowledge and understanding of good corporate governance practices
* Excellent facilitation, project management and event management skills
* Strong analytic, report writing and IT skills
* Experience in preparing both strategic and operational plans and programmes
* Managing and administering budgets, compiling funding applications
* Delivering quality customer service
* Working effectively as part of a multi-disciplinary team
* Planning and prioritising workloads
* Dealing effectively with conflicting demands
* Working under pressure to tight deadlines
* Adapting to change
* Managing projects
* Managing a team
* Ability to communicate effectively across different levels within the organisation
* Maintaining confidentiality

**ROLE & DUTIES OF THE POST**

The primary role of the Arts Officer will be to manage the Arts team to implement and measure the priorities of both the Offaly’s Art Strategy 2024-2028 *Celebrating Communities through Creativity*, and the Arts Infrastructure Strategy 2023 – 2028.

**Key duties and responsibilities of the post of Arts Officer include (but are not limited to):**

* Management of the Arts Office team
* Advising Offaly County Council on all matters to relating to Arts/Culture including but not limited to:
  + Strategies for effective development and management of the Arts & Culture.
  + Fundraising and applying for funding from a variety of sources.
  + The development of the arts/artists in the social, cultural and economic life of the county.
  + The disbursement of grants under the terms of Section 12 of the 1973 Arts Act.
  + Informing of any initiatives which may affect funding and/or policy developments and working towards implementation of proposals.
* Leading a well-motivated and focused team to deliver the Council’s arts/culture programme including Offaly’s Creative Ireland’s Arts focused projects.
* Communicating, implementing and managing all change within the section,
* Determining nature, level and pattern of demand for services.
* Devising, implementing & managing the Council’s Arts Strategy and Arts Infrastructure Strategy to include on-going monitoring and measurement of implementation and impact.
* Developing annual service delivery plan for the arts in line with the Corporate Plan priorities and in collaboration with the Senior Management Team having regard to available budgets.
* Identifying and responding to opportunities for the arts, through liaison with a variety of Government Departments, State Agencies, European Institutions and Arts Bodies, collaborating with colleagues to progress the broader cultural and economic development remit of the Council.
* Imputing into the work of Strategic Policy Committee and other local authority committees, as appropriate.
* Establishing & overseeing arts/culture policies that will underpin plans for development, which will be integrated with other aspects of local authority work.
* Devising proposals and responses to national & international policy documents, which will influence the development of arts/culture in the County.
* Sustaining a consultative process with those involved in arts and culture in the county.
* Ensuring balanced arts provision for the county, through identifying, supporting and developing the existing professional, voluntary, community and amateur arts sectors and through harnessing existing regional and national networks.
* Managing and developing the Council’s Public Art policy and collection.
* Providing information and advice to artists and the community in general on arts/culture related matters.
* Creating strategic partnerships with a range of key institutional stakeholders and partners,
* Liaising and work with a wide range of community/voluntary groups and promote the inclusion of all sectors of society in participation of the arts.
* Developing key metrics to better measure, the impact of investment in the arts in the county
* Supporting artists to create work of excellence.
* Responsibility for day-to-day financial management within the section to include budget preparation, identify potential funding opportunities, preparation of funding applications, timely drawdown or recoupment of monies due to the local authority.
* Delivering projects within agreed budget and deadlines.
* Attending meetings and represent the local authority on internal or external committees, working groups or other fora when required.
* Researching, analysing, disseminating and communicating essential information on relevant policies, procedures and legislation.
* Compiling, preparing and presenting reports as necessary.
* Communicating effectively with senior management.
* Planning and prioritising work effectively and be proactive and self-directed.
* Implementing all Health and Safety management systems within the local authority.
* Working outside of normal office hours, i.e., at evenings and/or weekends, as required.
* Any other duties which may arise in the provision of arts services, and are assigned by the Chief Executive, Director of Service or his/her appointed nominee, from time to time.

**COMPETENCIES FOR THE POST**

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

|  |  |  |
| --- | --- | --- |
| **Requirements:** | |  |
| **Knowledge, Experience and Skills** | | * Understanding of the role of Arts Officer * Have a good knowledge and experience of the Arts, the Arts environment and Arts policy in Ireland * Have a good knowledge of the range of public and private supports, available for local arts development * Have a good knowledge and understanding of the Local Government sector in Ireland * Have the capacity to interact effectively with elected members and representatives from a broad range of sectors and groups including local Arts interests, local development organisations, social partners and funding agencies and institutions * Demonstrate an understanding of national arts policies and have the creative and management expertise to drive the development and delivery of arts policies and the Arts Programme on a county level * Possess good presentation/communication and interpersonal skills * Demonstrate an ability to achieve delivery of competing demands within prescribed deadlines and timelines * Have an ability to work alone and within a multidisciplinary team and to work on his/her own initiative * Have a good knowledge and awareness of Health and Safety Legislation and regulations, their implications for the organisation and the employee and their application in the workplace * Ability to work as part of a team |
| **COMPETENCIES** |  | |
| **Management and Change** | * Think and act strategically. * Develop and maintain positive, productive and beneficial working relationships. * Effectively manage the introduction of change and demonstrate flexibility and openness to change. | |
| **Delivering Results**  **and**  **Communicating Effectively** | * Contribute to the development of operational plans and lead the development of team plans. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed and effective decisions and  show good judgement and balance in making decisions or recommendations. * Have effective verbal and written communication skills. | |
| **Leading and Motivating and Managing Performance** | * Lead, motivate and engage employees to achieve quality results and to deliver on operational plans. * Effectively manage performance. * Can manage and resolve potential conflict / disagreements in a positive & constructive manner * Works effectively within the political process, recognising & managing any tension that may arise from differing stakeholder’s perspectives. * Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals. * Proactively engage with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks * Has the confidence to put forward own opinion when s/he feels it is right to do so | |
| **Performance Through People** | * Is able to present ideas effectively to individuals and groups and deliver presentations suited to the nature and needs of the audience * Shows ability to actively listen to others and look for feedback on the messages being communicated * Relates well to others and maintains positive working relationships * Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers | |
| **Personal Effectiveness** | * Take initiative and seek opportunities to exceed goals. * Is self-motivated and responds positively to the challenges of the role * Looks to meet the needs of the broader organisation rather than focussing on own specific responsibilities * Demonstrates and encourages innovation and new thinking * Manage time and workload effectively and operates in an environment with significant complexity and pace. * Maintain a positive, constructive and enthusiastic attitude to their role. | |

**QUALIFICATIONS**

1. **Character**

Candidates shall be of good character.

1. **Health**

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

1. **Citizenship**

Candidates for any of the above panels must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
2. A citizen of the United Kingdom (UK); **or**
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
4. 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**
5. 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**

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.

1. **Education**

* Hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts or Cultural discipline.

1. **Experience**

The ideal candidate shall have a good knowledge of current arts practice and the organisation of the arts in Ireland especially as it applies to the professional development of artists, arts organisations and festivals. Essential qualities include:

1. Have a good knowledge and experience of the Arts, the Arts environment and Arts policy in Ireland
2. Have a good knowledge of the range of public and private supports, available for local arts development
3. Have a good knowledge and understanding of the Local Government sector in Ireland
4. Have the capacity to interact effectively with elected members and representatives from a broad range of sectors and groups including local Arts interests, local development organisations, social partners and funding agencies and institutions
5. Demonstrate an understanding of national arts policies and have the creative and management expertise to drive the development and delivery of arts policies and the Arts Programme on a county level
6. Candidates shall also:
7. Have at least five years’ satisfactory relevant arts development and administration experience at management level in the area of team leadership, programme development and budget management

and

1. Have satisfactory knowledge of a public service organisation

and

1. hold a full clean, Class B driving licence and have access to their own vehicle.

**PARTICULARS OF OFFICE**

1. **The Post:**

The post is permanent, whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate positions that may arise for its duration. Positions will be offered in order of merit as per the panel.

1. **Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   Starting pay for new entrants will be at the minimum of the scale.  Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee’s current point of scale.  The rate of remuneration may be adjusted from time to time in line with Government pay.

**The current salary scale applicable to the post is €59,417 - €77,243 (LSI 2).**

1. **Duties:**

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

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. 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 mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him/her 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 post holder will, if required, act for an employee of a higher level. The post holder may be required to work outside his/her normal job description from time to time.

**4. Work Base:**

Offaly County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**5. Working Hours:**

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remunertation will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours system is in operation subject to the terms and conditions of the Time and Attendance Policy.

**6. Annual Leave:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**7. Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

**8. Probation:**

Appointees will be on probation for the first year of employment. The terms of the Offaly County Council Probation Policy will apply.

**9. Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***: New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5%, of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay, pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (ie. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**10. Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**11. Travel:**

Holders of the post shall hold a full driving licence for class B vehicles and shall drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department circulars and Local Authority Travel and Subsistence Policy.

Offaly County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**12. Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**13. Recruitment & Selection Processes:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position.  While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same.  In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position **based on the specific competencies identified in the job description**.  An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.  This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.  It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.   On occasions a short listing interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority.  The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled.  Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview.  Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Right to Review:**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at www.offaly.ie/careers . This document includes details of the review procedure available to applicants for each stage of the recruitment process.

**14. Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**15. Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

**16. Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

If required, the successful candidate shall wear protective clothing and have on his/her person at all times a valid SafePass card. Should he/she not hold a valid SafePass card, a course shall be undertaken to attain the card.

**17. Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**18. Reference/Documentary Evidence:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**19. Garda Vetting/Child Protection:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

**20. Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate’s favour, any member or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer**

**Applications from people with disabilities are welcome**

**Special requirements for interview purpose may be arranged if required.**

**Application for the Post of: Arts Officer**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday the 5th June 2024**

**IMPORTANT CHECKLIST AND NOTES:**

* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) not later than **4:00pm on Thursday 5th June 2025**

with the subject line as: – Arts Officer – “First Name, Surname”

* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Please provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**NOTE: PLEASE RETURN THE APPLICATION FORM PORTION ONLY WITH SUPPORTING QUALIFICATION , RETAIN THE BOOKLET FOR YOUR OWN RECORD**

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**Offaly County Council**

**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800**

**Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie)

**Application for Arts Officer**

**Closing Date for receipt of applications Thursday the 5th of June 2024**

|  |
| --- |
| **SECTION A – PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Surname:** BLOCK CAPITALS | **Forename (s):** BLOCK CAPITALS |
|  | **Known As:** |
| **Address for correspondence purposes:**  BLOCK CAPITALS | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:   
Please provide copy of qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Academic, Professional or Technical Qualifications (cont):**

**Please provide copy of qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **College** | **Title of Qualification Attained:** | **Grade** | **Level in the National Framework of Qualifications** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Awarding Body:** | |  | | **Date Awarded:** |  |
| **Final Year Examination Subjects:** | | | | | |

**Training Courses Undertaken:**

|  |
| --- |
|  |

**membership of professional institutions:**

|  |
| --- |
|  |
| **SECTION C – EMPLOYMENT RECORD** | |

*Please give below, in date order* ***(starting with your current employer)*** *full details of all employment between*

*the date of leaving school or college and the present date. Please do not leave any period between these*

*dates unaccounted for.*

***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

1. **Specialist Knowledge, Expertise & Self Development**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. **Management and Change**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. **Delivering Results and Communicating Effectively**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. **Leading, Motivating and Managing Performance.**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

***V. Performance Thorugh People***

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. ***Personal Effectiveness***

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

***ACHIEVEMENTS/SUPPORTING INFORMATION:***

Please outline briefly any particular achievments or supporting information you consider relevant to your application:

|  |
| --- |
|  |

**SECTION E – ADDITIONAL INFORMATION**

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address:*** |  |
| ***Nature of Relationship:*** |  |
|  | |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**  If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have Access to a vehicle? **Yes/ No**

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**