



Candidate Information Booklet

Higher Executive Officer

Creative Schools Manager
Full Time – Permanent

Closing date – 12noon, Friday 30th of August 2024
Please note, applications submitted after the closing date will not be considered.

The Arts Council is committed to a policy of equal opportunity and encourage applications from all sections of the community under all ten grounds as set out in our [Equality, Diversity and Inclusion Policy](#). For more information, visit: [Equality, Diversity and Inclusion | The Arts Council | An Chomhairle Ealaíon](#)

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1. Overview

This booklet provides an overview of the competencies, salary scales, and application and selection process for candidates wishing to submit an application for a Higher Executive Office role within the Arts Council.

The Arts Council is the government agency for developing the arts in Ireland. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life. The post of Creative Schools Manager is a full-time role and will report to the Creative Schools Programme Director. The role is a key part of the Creative Schools Department.

Initiated in 2018, [*Scoileanna Ildánacha/Creative Schools*](#) is led by The Arts Council in partnership with the Department of Education, Creative Ireland and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. The initiative is also informed by the Arts Council's ten-year strategy (2016–25) *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

Creative Schools supports schools/centres to put the arts and creativity at the heart of children's and young people's lives. This initiative provides opportunities for children and young people to build their artistic and creative skills; to communicate, collaborate, stimulate their imaginations, be inventive, and to harness their curiosity. It empowers children and young people to develop, implement and evaluate arts and creative activity throughout their schools/centres and stimulate additional ways of working that reinforce the impact of creativity on children and young people's learning, development and well-being. To date, more than 1000 schools across Ireland have engaged with the programme.

2. Role profile

Key responsibilities of the **Creative School Manager** will be to:

- Oversee, support and inspire contracted Creative Associates ensuring the Creative Schools initiative is performed effectively and delivers the required outcomes;
- Oversee contracted Regional co-ordinators, who support the work of Creative Associates. This includes scoping and assigning of work packages as well as regular and structured liaison on all regional issues related to schools and Creative Associates;
- Support the recruitment and induction of new Creative Associates and/or Regional co-ordinators where needed;
- Develop, lead out and deliver training for Creative Associates, school coordinators and others, including developing any relevant resources, materials and guidelines;
- Plan, design and deliver of a range of Creative Schools national projects including leading project teams, budget oversight and close coordination with Creative Schools team members and others in the Arts Council;
- Develop, co-ordinate and deliver other Creative Schools training and networking as

- needed;
- Carry out and contribute to research and analysis to monitor and evaluate the programme as it continues to develop;
- Ensure the effective development, implementation, and monitoring of Creative Schools in schools and other relevant education settings;
- Follow procurement processes for the selection and engagement of external service providers to the Creative Schools programme;
- Visit schools to celebrate achievements, observe best practice as well as identify innovative and emerging practice;
- Build relationships with partners and collaborators involved in education and arts/creative/cultural sectors.

In carrying out his/her work, the Creative Schools Manager will:

- Line manage assistant(s) and/or officer(s) within the Creative Schools department to a very high standard
- Keep abreast of and make links with artists, arts organisations, cultural institutions and arts practitioners who are working at local, regional and national levels;
- Keep abreast of and make links with arts/creative learning initiatives and examples of best practice at a regional, national and international level;
- Remain up to date on curricular and other education developments;
- Identify opportunities that might increase the scope, quality and reach of Creative Schools;
- Support equity and equality within the Creative Schools programme as well as the Arts Council;
- Prepare, monitor and report on projects including project budgets; project charters and project reports;
- Develop documentation for the assessment, delivery, and reporting of Creative Schools;
- Plan for and maintain effective communication both internally and externally;
- Undertake administrative tasks to ensure the efficient delivery of the project

The responsibilities of the Creative Schools Manager may vary in accordance with emerging needs and priorities.

Range of knowledge, experience and skills required:

The ideal candidate will possess a range of competencies and skills to support the role. Essential requirements for this role:

- Experience in delivering or planning high quality arts engagement in primary/post-primary schools and/or alternative education settings;
- Experience in all stages of project management from planning to delivery, and including budgeting and working within diverse teams;
- Experience in line management of staff;

- Experience in contract management of external suppliers;
- Good knowledge of national curricula in primary/post primary education, in particular with regard to the arts;
- Good knowledge of the operation of schools, alternative education settings and relevant legislation;
- Good knowledge and experience of current national educational priorities including school self- evaluation and school improvement strategies;
- Excellent interpersonal skills;
- A strong work ethic, combined with an enterprising approach, and the capacity to undertake innovative and challenging projects;
- Excellent organisational, management and ICT skills;
- A full driving license.

In addition, the ideal candidate will also be able to demonstrate the following:

- Flexibility to meet the needs of the project, including a willingness to engage in travel and/or evening work/weekend work as necessary;
- Competence and willingness to work in Irish is desirable.

3. Required Competencies for the Role

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

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

Source: Public Appointments Service

4. Reporting Structure and Leadership:

The role of Higher Executive Officer is a middle management role within the Arts Council. Candidates must be able to demonstrate that they have the requisite skills, knowledge, and experience in order to provide effective team leadership, ensuring a focus on continuous improvement and service delivery to meet the business requirements of the organisation.

5. Basis of Employment

Salary

The salary scale for Higher Executive Officer, including the required pension contribution, is set out below:

Point 1 €56,556; Point 2 €58,209; Point 3 €59,860; Point 4 €61,509; Point 5 €63,164
Point 6 €64,812; Point 7 €66,464

**Long Service Increment 1: €68,849; **Long Service Increment 2: €71,227*

**After three years' service at Point 7. **After three years' service at Long Service Increment 1.
(Pay scale as at 1st June 2024)*

Candidates should note that entry will be at Point 1 of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Different pay and conditions may apply, if, immediately prior to appointment, the appointee is an existing public or civil servant. Public service pension terms and retirement age conditions will apply in accordance with pension arrangements in the Arts Council depending on the prior status of the successful appointee.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Annual Leave

The annual leave entitlement for this role (based on a full-time role) is 29 days per year, rising to 30 days after 5 years' service.

Probation Period

In accordance with the Arts Council Probation Policy a 6-month probationary period applies.

6. Office Location

You will be based at the Council offices at 70 Merrion Square, Dublin 2, but you may occasionally be required to work at other locations. The Council reserves the right, at its discretion, to change this location to any other place within Ireland. You will be required to travel from time to time in performance of your duties.

Please note we are working on a hybrid-working policy.

7. How to Apply

To apply, please complete the attached application form and upload it to: [Click Here](#). Please save your document in one of the following formats .doc, .docx, .rtf or .pdf.

If you prefer not to submit your application through Hirehive, please email your application form to recruitment@artscouncil.ie with the role title in the subject line.

Note: please complete and upload the application form that you will find at <https://www.artscouncil.ie/about/Creative-Schools-Manager/>. Please note that you should NOT attach a curriculum vitae or additional pages to your application form.

The Arts Council will acknowledge receipt of all applications. If you do not receive an acknowledgement within two working days of applying, please email hr@artscouncil.ie.

8. Selection Methods

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application (letter and CV) to reduce the list of candidates to a more manageable number for interview;
- an interview which may include a presentation by the candidate;
- completion of a psychometric personality questionnaire;
- a second interview which may also include a presentation or other exercise.

In the event of a short-listing exercise being employed, an expert selection panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your interest to provide a detailed and accurate account of your qualifications and experience in your application.

9. Medical and Security

Candidates who come under consideration for appointment will be required to undergo a pre-employment medical examination in addition to Garda Vetting.

10. Eligibility

Citizenship Requirements

Eligible Candidates must:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- d) 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
- e) 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 Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Candidates that are not citizens of the aforementioned countries must have the necessary permissions to work in Ireland. It shall be the responsibility of the candidate to ensure these permissions are in place.

It is the individual's responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarise themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

11. References and Verification

It would be helpful if you would start considering names of individuals whom you feel would be suitable referees that we might consult (two to three names and contact details). The referees do not have to include your current employer, but he/she should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for appointment.

Candidates will be required to provide verification of citizenship eligibility and educational qualifications in a form acceptable to the Arts Council.

12. Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email **Recruitment@artscouncil.ie**

13. Confidentiality

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

You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the recruitment process.

14. Other Important Information

The Arts Council will not be responsible for refunding any expenses incurred by candidates including preparation for/attendance at interview or relocation.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

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

15. Applicant Privacy Statement

Data Controller – The Arts Council

Purpose of Processing

The Arts Council conducts recruitment processes to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit documents, e.g. application form, CV and/or cover letter.

This applicant privacy statement has been produced for applicants applying for positions in the Arts Council. Further information on the General Data Protection Regulation (G.D.P.R.) and subject access requests can be found on the Arts Council website

<http://www.artscouncil.ie/privacy-policy/>

There is a legal basis for processing this data and the data shall be shared as necessary, as outlined below.

Recipient/Shared With	Reason
Hirehive	Cloud based recruitment tool - Candidates upload their application to Hirehive for review throughout the recruitment process. Acknowledgement/Decision letters are generated through platform. Members of the HR team, Line Managers and external panellists will be given access to information.
Arts Council Human Resources Unit	Storing applications, acknowledging applications, and corresponding with applicants. Certain information is also required for inclusion in the contract for the successful applicant.
Selection Board	Information required for shortlisting and interview process.
Current/previous employers	For existing Civil Servants: Performance management and sick leave checks

The Arts Council is compliant with all aspects of G.D.P.R. and all related data is managed in compliance with the relevant regulations.

Successful Candidates Information

The information supplied by successful candidates will be held on their personnel file for the duration of their employment with the Arts Council, and for such other period of time as may be required following their departure from the Arts Council.

Unsuccessful Candidates Information

The Arts Council will hold the information of unsuccessful candidates for a period of 12 months following the appointment of the successful candidate.

Applicants Entitlements

The Arts Council recognises that applicants have the following entitlements in relation to the data that they have supplied as outlined below:

- **Access** - Applicants can request and receive access to their data at any time and can request and receive a copy of this data.
- **Erasure** - Applicants can request to have their data erased.
- **Rectification** - Applicants can have any incorrect information corrected.
- **Objection** - Applicants can object to this information being processed.
- **Complaints** - Applicants can make a complaint to our internal Data Protection Officer (as outlined below):

E-mail: dataprotection@artscouncil.ie

or

Write to: Data Protection Officer,
The Arts Council,
70 Merrion Square,
Dublin 2.

Further Information on Data Protection

For further information on the Data Protection please see <https://www.dataprotection.ie/> or telephone +353 57 8684800 or 1890 252 231.