



Comhairle Contae Chill Dara  
Kildare County Council

## **Candidate Information Booklet**

**PLEASE READ CAREFULLY**

# **County Arts Officer (Grade VII)**

**Closing date for receipt of completed application forms is 4.00 p.m.  
on the 21<sup>st</sup> August 2025**

***Kildare County Council is committed to a  
policy of equal opportunity.***





# Comhairle Contae Chill Dara Kildare County Council

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## Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration.

Kildare Library Service has a network of 15 branch libraries throughout the county. This network is supplemented by a Mobile Library Service and the County Archives, Local Studies and Genealogy Service. Kildare is a dynamic county that has seen tremendous growth in population. Approximately two thirds of the population reside in the larger towns of Leixlip, Naas, Newbridge, Kildare, Celbridge, Maynooth and Athy. A large full-time library is contained within each of these towns and these libraries act as a network to support 8 part time libraries, the County Archives and Local Studies and a mobile library service. Our vision is to embed the library within the county as an unsurpassable community space; an environment that acts as the gateway to creativity, inspiration and support responding to the needs of its communities.

This is an opportunity to gain employment in the role of Arts Officer with Kildare Library Service, Kildare County Council.

## The Position

The role of the Arts Officer is to deliver on the objectives as set out in the Local Authority Arts Plan and other key strategic and policy areas and enable people of all abilities to experience the arts.

The Arts Officer will be responsible for the management of the day-to-day operations of the Arts Office and will be expected to contribute to the development and implementation of policies and strategies to promote the Arts in the County, and to work closely with senior management and elected members to deliver such services to the highest standard. The Arts Officer will be required to advise and assist new or existing arts projects and other arts related issues and will have a key responsibility in the planning and management of the Council's Arts activities.

The Arts Officer will be required to network with a broad range of stakeholders and agencies, governmental, non-governmental, trade union, business, voluntary, community groups, etc, and will have a vital role to play in maintaining the delivery of a wide range of accessible public services, offering advice, advocacy, initiation of new Arts projects and administration of grants and bursary schemes.

The Arts Officer may be required to represent the Council on committees and at meetings including the Council Municipal District, Area Committee and Strategic Policy Committee meetings and may be asked to report on progress in the Arts section. The Arts Officer will work under the direction and control of the County Librarian or other Senior Officer designated by the Chief Executive or Director of Services as appropriate

## **The Competition**

Kildare County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary and permanent vacancies may be filled.

Persons employed will be required to work in any location within the Kildare County Council administrative area.

### **The ideal candidate will:**

- Demonstrate experience and skills in leadership and management;
- Have a strong sense of commitment to delivering quality public services and be willing to take on a challenges;
- Have an understanding of National Arts Policies and creative and management expertise to drive the development and delivery of Arts Policies and the Arts Programme for Kildare County Council;
- Have an ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally;
- Be capable of working in close co-operation with the elected Council, the Strategic Policy Committees and other Council Departments;
- Have the ability to manage financial resources within a budgetary control framework;
- Have effective problem solving and decision-making skills;
- Have the ability to adapt to change;
- Have the ability to manage project;
- Be able to function on own initiative;
- Ability to communicate effectively across different levels within an organization;

- Have excellent communication and interpersonal skills;
- Have excellent people management and team membership skills;
- Have experience in change management and project management;
- Be committed to the public interest;
- Have satisfactory IT skills including knowledge and understanding of relevant technical ICT packages.

**The ideal candidate will also demonstrate through their application form and at the interview that they:**

- Have a commitment to modern and innovative library service delivery;
- Are able to work within, and where necessary lead multi-disciplined teams and have the ability to motivate, empower and encourage staff to achieve maximum performance;
- Have a career record that demonstrates a high level of competence in the management of staff;
- Have excellent experience in community and stakeholder engagement and be capable of working in partnership with other Kildare County Council Sections and with outside agencies;
- Have relevant administrative experience at a sufficiently high level;
- Are self-motivated with the ability to work on own initiative.
- Have a satisfactory knowledge of procurement and the ability to prepare and manage budgets.
- Have a strong understanding of the professional role of the Arts Officer and of 21<sup>st</sup> century library services;
- Have a satisfactory knowledge of Local Government in Ireland
- Understand the changing environment in which Kildare County Council operates and be capable of adapting to change in order to deliver quality services to our citizens;
- Have the experience of planning strategically to manage and implement initiatives to enhance library services, infrastructure and collections
- Are motivated to achieve maximum performance by supporting the current Performance Management and Development System (PMDS);
- Have strong interpersonal, communications, networking and advocacy skills;
- Have an ability to lead in the provision of excellent customer service
- Have a good understanding of the role of digital technologies in the delivery of public library services;
- Have experience of engaging with and leveraging emerging technologies in library services and operations
- Ensuring full compliance with all organisational policies and procedures.
- Have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- Have the ability to deputise for colleagues if needed at a senior level and represent the Library Service and Kildare County Council.

## Duties and Responsibilities

The key duties and responsibilities of the post of Arts Officer will include but are not limited to;

- Establishing and implementing policies leading to the formation of a plan for arts and cultural development, and implementing same;
- Integrating Arts and Cultural policies with other aspects of the work of the council;
- Advising on the disbursement of grants under the terms of Section 12 of the 1973 Arts Act, and other grant aid programmes as required;
- Developing proposals on the housing of the Arts now and into the future;
- Acting as key advocate for the Arts within the county;
- Liaising with the Arts Council and other arts bodies;
- Representing the Arts agenda both internally (across Departments and within the Strategic Policy Committee and senior management structures) and externally to other key agencies and complementary bodies including The Arts Council, Department of Culture, Heritage and the Gaeltacht, Department of Education, National Arts and Cultural Institutions, Universities and Education providers;
- Preparing and implementing an annual team plan in accordance with the Council's Performance Management Development System (PMDS);
- Developing and delivering programmes, including festivals, arts projects, residencies, public art and capital developments;
- Consult with planners and engineers in the briefing and development of public realm projects and proposals and new housing estates and development to create a more design focused and creativity use of space;
- Managing, leading, and developing, while also supporting, the staff of the Arts service through the planned programme of projects, events, and policy development;
- Monitoring, maintaining, and developing the Arts budget;
- Developing and sustaining relationships to ensure that the delivery of the Arts services is county wide and responsive to emerging opportunities and challenges;
- Working with the Communications Section to promote the sharing of information, marketing, public relations, electronic and web-based information services, and audience development;
- To represent the Council on committees and at meetings and to report on progress in the Arts section as required;
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned from time to time.

The duties shall be such as may be assigned to the officer from time to time by the local authority and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

## Qualifications

### **Character:**

Each candidate must be of good character.

### **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.

### **Education, Training and Experience etc.:**

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

- a) Hold a third level qualification (minimum Level 7 in the National Framework of Qualifications) in Arts or Cultural Discipline
- b) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation, management of financial resources within a budgetary control framework and the control of staff;
- c) Have relevant experience and knowledge of the Arts, working with groups and the organisation of events;
- d) Have strong strategic ability, effective communication, and leadership skills.

Candidates must also:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable in all other relevant respects for appointment to the post concerned;

Please supply copies of any certificates, diplomas or degrees you may have with the application form. If qualifications were obtained outside of Ireland, please supply a comparability statement with your application.

### **Driving Licence**

Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles. They must be competent drivers and shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

## Competencies for the post of Arts Officer

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.</li> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</li> <li>• Effectively and efficiently manages resources in compliance with all governance protocols.</li> <li>• Demonstrates creativity and innovation to secure successful outcomes</li> <li>• Effectively manages the introduction of change;</li> <li>• Fosters a culture of innovation and creativity in employees and overcomes resistance to change.</li> <li>• Has a clear understanding of the political reality and context of the local authority.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.</li> <li>• Ensures best value and efficiency – manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver operational plans.</li> <li>• Drives and promotes reduction in cost and minimisation of waste.</li> <li>• Ability to develop community engagement and ability to communicate effectively in all media and to diverse audiences.</li> <li>• Promotes the achievement of quality outcomes in delivering services with a focus on continuous improvement benchmarks against best practice and monitors performance.</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Leads and motivates staff and provides clear direction to others inspiring high standards of performance.</li> <li>• Identifies, manages and deals with escalated issues of unacceptable or poor performance and conflict to reach beneficial solutions and positive outcomes in line with HR and procedure policies.</li> </ul>



	<ul style="list-style-type: none"> <li>Leads by example in terms of commitment, flexibility and a strong customer service ethos. Nurtures and contributes to a culture of continuing professional development within the library service – promotes the importance of continuing staff development and staff opportunities.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role.</li> <li>Demonstrates appropriate and positive self-confidence.</li> <li>Remains calm under pressure and values the wellbeing of self and others by managing stress levels and work-life balance.</li> <li>Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</li> <li>Manages time and workload effectively and can operate in an environment with significant complexity and pace.</li> <li>Maintains a positive, constructive and enthusiastic attitude to their role.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the structure and functions of local government including service requirements</li> <li>Knowledge of current local government issues.</li> <li>Understanding of the role of an Arts Officer</li> <li>Understanding key challenges facing the local government sector and Kildare County Council.</li> <li>Knowledge and experience of operating ICT systems.</li> </ul>

## Particulars of Employment

### The Post

The post is wholetime (i.e., 35 hours per week) and appointment will be permanent.

### Location

There are seven full-time Branch Libraries in County Kildare: Athy, Celbridge, Kildare, Leixlip, Maynooth, Naas and Newbridge. Library Headquarters is based in Newbridge.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

### **Commencement**

Kildare County Council shall require a 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 the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Candidates, if successful, will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Working Hours**

The current working hours are 35 hours per week, The post entails a wide range of duties which require maximum flexibility, involving regular evening and weekend attendance where necessary. The person appointed may be required to work outside of normal hours on occasion.

Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

### **Reporting Arrangements**

Arts Officer Officers report directly to the Senior Executive Librarians and the County Librarian or to any other employee of Kildare County Council such as the Director of Services or other appropriate employee Kildare County Council may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

### **Probationary Period of Employment**

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;

- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

### **Remuneration**

€60,011 per annum to €72,790 per annum (maximum)

€75,395 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€78,015 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

### **Superannuation & Retirement**

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new 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:

- Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
- Compulsory retirement age will be 70.

### **Annual Leave**

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence**

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

### **Outside Employment**

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Travel**

When required to do so holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification 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.

It is Kildare County Council policy that all staff using their private cars for work purposes, regardless of the frequency should;

- 1) Indemnify Kildare County Council on their personal insurance policy
- 2) Note business class on their personal policy
- 3) It is the obligation of the driver/owner to ensure that the vehicle is fit to be on the public road.

When applicable for specific roles, travelling 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 any other relevant documents.

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

### **Code Of Conduct/Organisation Policies**

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

### **Garda Vetting**

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 Kildare County 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 subject of Garda Vetting'.

### **Training**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Health and Safety Regulations**

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

### **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 of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **Important Notice**

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

### **Communications**

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address

during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

### **Before You Proceed**

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 5 and 6 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

### **Shortlisting**

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

### **Interview Stage**

#### **Interview Process**

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five competencies.

- 1. Management and Change**
- 2. Delivering Results**
- 3. Performance through People**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 7 and 8.

Candidates must achieve a minimum of 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

### **Feedback**

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

### **Pre-Employment Checks**

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

## **Confidentiality**

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

## **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