



Comhairle Contae  
Ros Comáin  
Roscommon  
County Council



# Candidate Information Booklet

**POST OF**

**ASSISTANT ARTS OFFICER  
(GRADE V)**

**Closing Date: 4.00pm on Thursday, 26<sup>th</sup> February 2026**

Roscommon County Council is committed to a policy of equal opportunity.

## **The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Arts Officer. The initial post to fill is permanent Assistant Arts Officer; however, if a panel is formed it may fill any permanent or temporary post that may arise during the lifetime of the panel.

The Assistant Arts Officer (Grade V) is a key post within the Arts Office. The person appointed to this permanent full-time position will have significant remits in coordinating the Public Art Programme and the Creative Places Ballaghaderreen Programme. The post holder will work with internal and external partners to create opportunities for artists and the public to engage in the arts throughout the County. This will involve elements of project management, administration, artist development, report writing and funding applications. The post holder will also support the wider work of the Arts Office, reporting to the Arts Officer and is expected to use initiative, work to a high standard, and have excellent interpersonal and communication skills.

## **QUALIFICATIONS**

### **Character**

Candidates shall be of good character.

### **Health**

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

### **Education, Training & Experience**

Candidates must have on the latest date for receipt of completed application forms the following: -

- An ordinary Degree (level seven or higher on the National Framework of Qualifications) in an Arts or Cultural discipline from a recognised awards authority.
- At least three years relevant arts development and administration experience, including administration of Public Art projects.
- Demonstrate a depth of understanding of current arts practice and policies, and the organisation of the arts in Ireland.
- A demonstrable passion for the arts, culture and creativity.
- Excellent organisational and administrative skills.
- Excellent budgetary and IT/multimedia skills.
- Project management skills and experience of report writing
- Excellent communication, interpersonal, problem solving and team skills.
- Satisfactory knowledge of public service organisation or the ability to acquire such knowledge.
- Hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification

The ideal candidate should have:

- Experience of working effectively and autonomously with culture and arts organisations, working in partnership to develop programmes, produce programmes and/or programming arts projects and events.
- Experience of documenting and evaluating arts activities.

### **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

## **Duties & Responsibilities**

The main work of the Assistant Arts Officer in conjunction with the Arts Officer, and based on Roscommon County Council Arts Plan (Current Plan - *Place for Art 2023-2028*) will be to:

- Support the Arts Office with high level administrative skills, working within agreed policy and procedures of Roscommon County Council.
- Administer and manage specific programmes and associated budgets as appropriate, in particular the Roscommon Public Art Programme.
- Develop programmes, support schemes and initiatives in response to funding streams as these arise, in particular the Creative Places Ballaghaderreen Programme, working closely with the appointed external Coordinator.
- Coordinate an artist development programme and capacity building supports, working closely with Roscommon Arts Centre and King House, Boyle.
- Develop and maintain partnerships and close working relationships with appropriate agencies, networks, and individuals including the Arts Council of Ireland, Creative Ireland, Music Generation Roscommon, national arts resource organisations, the HSE/ Healthy Ireland/ Age Friendly Ireland and GRETB.
- Assist in the programming and promotion of national and local initiatives such as World Circus Day, Bealtaine Festival, Cruinniú na nÓg, Culture Night, local festivals etc.
- Champion and support the Arts in Roscommon in line with EDI policies and best practice, working closely with Roscommon Arts Centre.
- Represent the office at public meetings & events, and cross departmentally where appropriate.
- Provide mentoring, information, advice and guidance on all areas of the arts both internally and externally.
- Collect information and evidence to inform decision making and policies across the arts service.
- Carry out other duties as may be assigned from time to time and to deputise for staff at a more senior level when required.

***The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.***

## **Competencies for the Post**

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>Delivering Results</b>	<p><b>Organising Work Programmes and Implementing Solutions</b></p> <ul style="list-style-type: none"><li>• Demonstrates the ability to translate the business/team plan objectives into clear priorities and actions for their area of operation</li><li>• Demonstrates the ability to help establish high quality service and customer care standards</li><li>• Demonstrates the ability to convert operational objectives into specific work plans, program activities and schedules, taking into account the broader operation plan when setting priorities</li></ul> <p><b>Managing Resources</b></p> <ul style="list-style-type: none"><li>• Demonstrates the ability to allocate resources across jobs to ensure that priorities are met, and that work is executed in the most efficient manner possible to deliver quality work and services</li></ul>
<b>Performance through People</b>	<p><b>Leading and Directing</b></p> <ul style="list-style-type: none"><li>• Demonstrates the ability to lead the team/service area in a manner that provides clarity of purpose and a focus on delivery</li><li>• Demonstrates the ability to show visible commitment to the purpose, mission and vision of the organisation</li><li>• Demonstrates the ability to provide a positive sense of purpose for the team in terms of its contribution to Council objectives</li></ul> <p><b>Performance Management</b></p> <ul style="list-style-type: none"><li>• Demonstrates the ability to lead and develop the team and its members to achieve corporate objectives through the effective management of performance</li></ul>
<b>Interpersonal &amp; Communication Skills</b>	<p><b>Communicating effectively</b></p> <ul style="list-style-type: none"><li>• Communicates in a fluent, logical, clear and convincing manner, verbally and in writing</li><li>• Is able to listen effectively and develop a two-way dialogue quickly</li><li>• Maintains a strong focus on meeting the needs of internal and external customers</li><li>• Effectively influences others to take action</li><li>• Works to establish mutual understanding to allow for collaborative working</li><li>• Works effectively</li></ul> <p><b>Knowledge &amp; Understanding of the post / of local government</b></p> <ul style="list-style-type: none"><li>• Demonstrates knowledge &amp; understanding role and of the structure and functions of local government</li><li>• Demonstrates knowledge of current local government issues and future trends</li><li>• Demonstrates understanding of the role of Assistant Arts Officer in this context</li></ul>

<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/organisation</li> <li>• Develops the expertise necessary to carry out the role to a high standard and shares this with others</li> <li>• Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider public service</li> <li>• Consistently reviews own performance and sets self-challenging goals and targets</li> </ul>
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## **PARTICULARS OF EMPLOYMENT**

**1.** The post is whole time and pensionable. A panel will be formed for an initial period of one year and this may be extended at the discretion of the Chief Executive. The panel will be used to fill both permanent and temporary positions that may arise for its duration.

**2. Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**3. Remuneration:** €51,722 – €61,865 per annum

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

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with government policy.

**4. Garda Vetting/Child Safeguarding**

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

**5. Health**

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**6. Residence**

Roscommon County Council reserves the right to assign you to any department, premises or district 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.

## **7. Annual Leave**

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. Annual leave entitlement will be 30 days per annum (inclusive of days pre-allocated for Christmas period). The annual leave year runs from 1st January to 31st December.

## **8. Working Hours**

The successful candidate's normal hours of work will be 35 hours per week, Monday to Friday. The person appointed will be expected to be flexible and will be required to work at evenings or weekends as required.

The Council reserves the right to alter the hours of work from time to time.

## **9. Superannuation**

Candidates will be informed of their superannuation position at the time an offer of appointment is being made.

## **10. Recruitment**

Selection of candidates for appointment shall be by means of a competition conducted by or on behalf of Roscommon County Council.

The Selection Process may include the following:

- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

Please note that Roscommon County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

Panels may be formed on the basis of such a selection process. 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 be appointed to this post.

## **11. Communication**

Applications will not be accepted after the closing date and time. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time for your application.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 1 working day of the date of submission, the applicant should contact [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie) to ensure the application has been received.

Roscommon 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 for all correspondence in relation to this competition. 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 [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from Roscommon County Council. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) 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 Roscommon County Council's privacy statement which can be found [here](#).

## **12. Acceptance of offer of Employment**

Roscommon County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, Roscommon County Council shall not appoint them.

## **13. Candidates Obligations**

Candidates must not:

- knowingly or recklessly provide false information on their application form
- canvass any member of the staff of the County Council or person(s) nominated by the County Council to interview or examine applicants with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

If a person is found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process.
- if already appointed to a post following the recruitment process, they will be removed from that post.

## **14. Sick Leave**

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

## **15. References/Documentary Evidence**

Each candidate may be required to submit as references, the names, and addresses of two responsible persons to whom they are 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 Roscommon 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, Roscommon County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**16. Criminal Convictions**

A candidate who is in receipt of any convictions/prosecutions is responsible for bringing it to the attention of the Human Resources

**17. Your right to information and to appeal**

The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. The Council will consider an appeal in relation to eligibility, shortlisting and final decisions of interview boards. Such appeals must be made by candidates in writing within **5 working days** of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of the review.

**18. 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.

**19. Policies & Procedures**

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Roscommon County Council.

**20. 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.

**21. Travel**

When required to do so, 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. If you are required to travel as part of your official duties, Roscommon County Council as your employer must be indemnified on your insurance policy. 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 Roscommon County Council's Travel and Subsistence 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.

**22. Safety & Welfare**

The holder of the post shall co-operate with the terms of Roscommon County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves 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 their person at all times a valid Safe Pass card. Should they not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

23. Roscommon County Council is an equal opportunities employer.

**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 signed by the successful candidate**

**January 2026**