



Comhairle Cathrach Chorcaí
Cork City Council

**Assistant Curator -
Education Officer
(Grade V)**

JOB SPECIFICATION

Please download and read in conjunction with the
Candidate Information Booklet

Closing date: 4pm, Thursday 15th August 2024

BACKGROUND

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City. There are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of nearly €292 million for 2024 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of housing and infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council is establishing a panel for the position of **Assistant Curator- Education Officer (Grade V)** from which permanent and temporary vacancies may be filled from time to time.

THE ROLE

Cork Public Museum

Located in Fitzgerald's Park, [Cork Public Museum](#) houses a diverse collection of exhibits and local artefacts, which recounts the political, military, economic, social and municipal history of Cork City.

The Assistant Curator-Education Officer (Grade V) at Cork Public Museum plays a crucial dual-purpose role, contributing to both curatorial administration and educational outreach. Reporting to the Museum Curator, the Assistant Curator ensures smooth operational management in the curator's absence, overseeing staff, budgets, and student placements.

Simultaneously, the Education Officer role focuses on creating an engaging and educational environment for visitors. This involves developing and delivering innovative education and community outreach programmes, fostering partnerships with educational and community organisations, and ensuring high standards of customer service.

The role demands a dynamic individual who can balance administrative responsibilities with creative educational initiatives, enhancing the museum's role as a vital cultural and educational resource. The successful candidate will contribute to the museum's mission of preserving and promoting heritage while engaging diverse audiences through inclusive and accessible programmes.

DUTIES

The Assistant Curator- Education Officer (Grade V)'s duties shall include but are not limited to the following;

Assistant Curator:

- Perform all administrative duties usually undertaken by the Curator when he/she is absent (annual leave, business absence etc.)
- These duties include but are not limited to staff management, wages/salaries approval, liaising with senior management Cork City Council, as well as overseeing payments and other budgetary requirements.
- An important duty will be overseeing the museum's student placement/volunteer programme – liaising with external institutions/individuals, as well as the museum's curatorial staff, to schedule placements and the range of duties undertaken by the person on placement.

Education Officer:

- Creating a welcoming environment for visitors, conducive to learning, through quality customer service standards.
- Devise education and community outreach programmes for all museum stakeholders based around its permanent and temporary exhibitions, as well as the museum's collections.
- Developing existing relationships with agencies in both the formal and informal education sectors.
- Developing in-house contribution to education and outreach provision through collaboration between museum departments.
- Exploring new initiatives in museum education through membership of professional bodies, attendance at conferences and visits to centres of excellence in museum education both national and international.
- Meeting with both internal and external stakeholders on an annual basis to develop innovative projects.
- Preparing and updating a range of worksheets and guided activities for visitors.
- Developing and delivering outreach provision in partnership with other organisations especially for prominent events like Heritage Week, Traveller Pride Week, Lifelong Learning Festival etc.
- Engage and work with communities and key stakeholders to co-produce exhibitions, events and activities, digital content and performances both in-house and off-site based on identified needs and interests.

- Monitor and evaluate programmes and to use feedback from the audiences to shape new developments and new activities – identify and reduce barriers to participation.
- To identify and work with arts and heritage practitioners to assist in delivering programmes.
- Develop and maintain partnerships with key partners and stakeholders
- Carrying out general administrative work in relation to community engagement programming and activities including the planning and management of bookings for school and group visits to the Museum and outreach work in the community.
- Ensuring relevant procedures are followed including Health & Safety, Risk Assessments and Child Protection.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

QUALIFICATIONS

1. **Character**

Candidates shall be of good character.

2. **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.

3. **Essential Requirements**

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

- a) Have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Accounting, Business Organisation or Economics, and have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three

subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics) **or**

b) Have obtained a comparable standard in an equivalent examination, **or**

c) Hold a third level qualification of at least degree standard.

4. Desirable

The ideal candidate will:

- Hold a degree in a relevant area pertinent to the advertised position such as history, archaeology, education
- Have previous experience in Local Authority cultural administration, education provision or community outreach
- Hold a valid full B drivers licence free from limitations
- Be able to demonstrate a strong ability in the following competency areas:
(Please see *Competency Framework below, page 7*)
 - Delivering Results - Delivery Quality Work and Services
 - Leading & Motivating – Performance Through People
 - Personal Motivation & Initiative

5. 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.

PRINCIPAL CONDITIONS OF SERVICE

Salary

Salary scale for the position of Assistant Curator- Education Officer (Grade V) is:

€49,706 - €51,193 - €52,709 - €54,256 - €55,816 (Max) - €57,633 (LSI1) - €59,456 (LSI2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

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

Hours of Duty

The standard working week will be 35 hours per week. It is important that applicants fully understand that due to the nature of the role, it will be a requirement that the post holder be flexible about evening and weekend work which will be critical to the post for which overtime will not be paid but time-off-in-lieu will be available.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

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 of the successful candidate.

COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date under each of the following specific areas:-

<u>Delivering Results - Delivery Quality Work and Services</u>
Sets and implements high standards of service delivery and closely monitors quality of activities and takes initiatives to improve work processes over time.
<ul style="list-style-type: none"> • Sets out clear standards for the quality of all main work areas. • Demonstrates strong customer service ethic, with both internal and external customers. • Intervenes immediately and decisively where there is a problem with service quality. • Organises the delivery of services to meet or exceed the required standard while managing resources effectively. • Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.
<u>Leading & Motivating – Performance Through People</u>
Leads by example and engages employees to achieve high-quality outcomes and service delivery.
<ul style="list-style-type: none"> • Influences others effectively to get support and commitment to proposals or suggestions. • Leads, motivates, and engages others to achieve quality results. • Builds and leads a positive, diverse and productive team. • Manages underperformance or inappropriate behaviours effectively, openly and directly. • Creates a work environment that encourages team members to seek challenges and to reach their full potential. • Recognises the value of and requirement to communicate effectively with all employees. • Actively listens to others and looks for feedback.

Personal Motivation & Initiative
Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations, and acting to pre-empt problems. Creates new opportunities.
<ul style="list-style-type: none">● Is self-motivated and persistent in face of difficulty.● Responds positively to the challenges of the role.● Keeps up with current developments, trends and best practice in area of expertise and responsibility.● Demonstrates and encourages innovation and new thinking.● Manages own time effectively to achieve objectives.

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