



## **NAME OF POSITION: HEAD OF DEVELOPMENT (TEMPORARY), HUGH LANE GALLERY INFORMATION BOOKLET**

**CLOSING DATE: 5.00PM THURSDAY, 1<sup>ST</sup>  
JUNE 2017**

### **POSITION No. 30**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, ON THE OFFICIAL FORM, FROM SUITABLY QUALIFIED PERSONS WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR HEAD OF DEVELOPMENT (TEMPORARY), HUGH LANE GALLERY, FOR A PERIOD OF THREE YEARS. MAY BE FILLED.

Please note that the successful candidate will be subject to Garda Vetting prior to any appointment being confirmed.

#### **BACKGROUND:**

Dublin is an international capital city and is the economic engine of the region and state. Dublin City Council seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. Dublin City Gallery The Hugh Lane is a world class institution with a unique collection of modern and contemporary art committed to the display, care, enjoyment and appreciation of visual arts. It holds over 2,000 of Ireland's best examples of modern and contemporary art, including works by Bacon, Monet, Renoir, Manet and Degas as well as many accomplished Irish artists. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie).

#### **THE JOB:**

The Head of Development (Temporary) will report to the Director of the Gallery. They will develop and execute a clear, ambitious and sustainable strategy of fundraising for the Gallery's current and longer term development, informed by the Gallery's strategic plan (2017 – 2022). They will frame the Gallery's attraction for established national and international networks and identify and develop long-term relationships with major donors, both corporate and individual.

#### **THE IDEAL CANDIDATE SHALL:**

- Have an understanding of the role and operation of museums, including knowledge of key deliverable, supports, services and processes;
- Have an excellent understanding of fundraising and a proven track record of same;
- Possess highly developed inter-personal, communication and stakeholder management skills and experience;
- Be self motivated and flexible with strong leadership qualities and an ability to work collaboratively in a small team environment;
- Have strong project management experience and excellent presentation skills.

## **QUALIFICATIONS:**

### **CHARACTER:**

Each candidate 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, EXPERIENCE, ETC.:**

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

- a) hold a qualification at NFQ level 8, or higher, in the field of communications, marketing, or a related field;
- b) have been responsible for the delivery of at least two significant fundraising projects within the last four years.
- c) demonstrate a very good understanding of how their role as Fundraiser will relate to the Hugh Lane Gallery's strategy and programming;
- d) have good social media and IT skills and have experience working with applications including Microsoft packages;
- e) have an awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- f) Have an understanding of public procurement requirements.

It is desirable that each candidate will:

- a) have excellent interpersonal, negotiation and communication skills. Candidates must have the ability to communicate effectively to a range of audiences, make effective presentations and be able to represent the City Council and Gallery in a professional and credible manner;
- b) be capable of developing the necessary strategic relationships required for the role of fundraiser, with particular attention on Irish and international patrons and collectors of art as well as corporations and funding agencies;
- c) have an understanding of the needs and role of the Hugh Lane Gallery;
- d) have strong organisation and time management skills;

## **DUTIES:**

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

- (a) the local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate Head of Development (Temporary), management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or 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 holder of the post will, if required, act for an officer of a higher level.

### **The duties of the post include:-**

The **Head of Development (Temporary)** will report to the Director, Hugh Lane Board of Trustees and the Development Committee, duties shall include, but are not limited to:-

- development and execution of a clear, ambitious, and sustainable strategy of fundraising for the Gallery's current and longer term development. Such strategy being informed by the Gallery's strategic plan;
- framing the Gallery's attraction for established national and international networks and building on those networks;
- Identifying and developing long-term relationships with major donors, both corporate and individual;
- identifying potential new sources of funding and developing networks of funders;
- making applications for funding to appropriate trusts and foundations as well as to public bodies and the EU;
- developing appropriate systems for fundraising administration, devising and maintaining a Hugh Lane Gallery patrons database which is fit for purpose.
- providing appropriate reports as required by the Director, Development Committee and Board on targets and progress;
- membership of the Development Subcommittee under the guidance of the Board;
- meeting fundraising targets as agreed with the Development Subcommittee and Gallery Board;
- maintaining high levels of discretion and confidentiality at all time;
- reporting to the general manager on HR, Finance and other matters;

### **SALARY:**

The salary for the position of **Head of Development (Temporary)** is €60,000 per annum.

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 his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

### **PARTICULARS OF POSITION:**

(a) The post is whole time, temporary and pensionable.

The successful candidate will be assigned as Head of Development (Temporary), Hugh Lane Gallery, subject to satisfactory service, for a period of three years.

The nature of this employment is fixed term in line with sanction received from the Department of Housing, Planning, Community and Local Government.

(b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.

(c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

### **Probation:**

Where a person is permanently appointed to Dublin City 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 one year but the Chief Executive may, at his 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 Manager 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.

### **Superannuation Contribution:**

**A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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).**

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% 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).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme**, effective from 1<sup>st</sup> January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be coordinated with the State Pension Contributory (SPC).

### **Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1<sup>st</sup> 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.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## **SELECTION PROCESS**

### **Application Form:**

**All applications must be typed on the official application form.** This form is available on Dublin City Council's website <http://bit.ly/DCCVacancies>. Alternatively, it may be obtained by emailing [human.resources@dublincity.ie](mailto:human.resources@dublincity.ie) or by contacting the Human Resources Department, Block 4, Floor 4, Wood Quay, Dublin 8, telephone number (+353) 1 **2223041**. Internal applicants may download the form from Dubnet, HR Info, Recruitment, Job Application Forms.

### **Recruitment:**

Selection shall be by means of a competition based on an interview conducted by or on behalf of Dublin City Council. Dublin City Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise

suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning, Community and Local Government sanction, be appointed as an appropriate vacancy arises. The life of the panel shall be for a period of one year from the date of its formation.

The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

**Confidentiality:**

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

**Canvassing:**

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

**Closing Date:**

**Completed application forms must be submitted in sufficient time to arrive in the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, not later than 5.00 p.m. on Thursday 1<sup>st</sup> June 2017.**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.



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**EXECUTIVE MANAGER  
HUMAN RESOURCES DEPARTMENT  
Dated this 12<sup>th</sup> May 2017**

**This document is also available in Large Print, High Contrast Print and Braille on request.**