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**Candidate Information Booklet**

**Film Resource Officer**

**(2 Year Fixed Term Contract)**

**Closing Date: 4:00 pm Thursday 18th July 2024**

***Hard Copy of Application Form should be returned t*o:**

**The Senior Executive Officer**

**Human Resources**

**Offaly County Council**

**Áras an Chontae**

**Charleville Road**

**Tullamore**

**Co. Offaly**

**R35 F893**

**Or emailed to** [**recruitment@offalycoco.ie**](mailto:recruitment@offalycoco.ie) **with the subject line:**

**Clerical Officer Competition 2024 & Applicants Name**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,150 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr and Clara. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2019. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operates through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 400 staff and has an estimated revenue and capital spend of over €76.2m and €82.5 respectively in 2023 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and three Directors of Service and a Head of Finance who currently hold the following briefs:

1. Climate Action, Environment, Transportation and Active Travel, NWCPO, Water, and Tullamore Municipal District

2. Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Head of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services for Housing and Ukrainian Response

**JOB DESCRIPTION**

The Arts Office forms part of the Community and Culture Section of Offaly County Council and reports to the Council's Housing, Social, and Cultural Strategic Policy Committee (SPC). The Arts Office is responsible with investing and developing high quality, imaginative arts activity, with and for the people of Offaly and visitors to the county.  In doing so, the Arts Office advocates for and clearly communicates the significant role that the Arts play in enriching the wellbeing of society, of our citizens, and in enhancing the public realm. The Art Office fulfils its role through the implementation of the Offaly Arts Strategy 2024-2028. The Arts Office aligns with the Local Economic and Community Plan, together with the areas of focus and opportunity as identified in the Offaly Economic Development Strategy and Action Plan 2022-2027.

The Film Resource Officer will be responsible for the development and implementation of policy and plans specific to film in Offaly as devised and agreed with the Arts Officer. The Arts Office works closely with Council Senior Management, the Elected Members, Development Agencies, and local communities to stimulate job creation and to encourage and support investment and entrepreneurship in Offaly. The Film Resource Officer will work closely with already established structures within the Council such as the Local Enterprise Office to successfully market and promote the county as a place people want to invest in.

The post requires a candidate with excellent oral and written communication skills and with the ability to think both strategically and operationally. Fostering working relationships with a range of statutory, public and private sector partners is a key requirement of the job.

**DUTIES & RESPONSIBILITIES**

The **Film Resource Officer** will have responsibility for:

**Strategic Planning and Implementation**

* Development of a 3-year ‘FilmOffaly’ Strategic Development Plan in consultation with the Arts Officer, FilmOffaly Commission board and key internal and external stakeholders
* Development and implementation of an Implementation Plan for the Film Office
* Creation of a measurement framework to monitor the project’s progress.

**Film Office Management**

* Responsible for the day-to-day management of the Film Office inclusive of:
  + Actively seeking incoming productions and responding effectively and timely to incoming queries **for location and** production support
  + Responding to film enquiries effectively **and timely from** film professionals, organisations, the general public, and communities
  + Managing and coordinating location database and contacts for local industry and available crew
  + Responding effectively and timely to location enquiries and production support
  + Responding to and managing any requests for film production companies with regards to providing licences, film permits and procedures etc. within the responsibility of the county council.
  + Liaise with incoming production on location provision, crew, logistics.

**Promotion**

Promoting Offaly as a film location, locally, regionally, nationally, and internationally including:

* Upkeep and development of the Film Offaly website and social media, includes local crew data base and locations data base and other facilities necessary for a film and TV production cluster.
* Collate up to date databases of crew, locations, logistical support for the sector in the county (ranging from broadband, office space, catering and accommodation to specifics on transport, portable toilets, plant hire, costume, make up etc)
* Act as a promoter to and for the industry and represent Film Offaly, locally, regionally, nationally, and internationally.
* Attending local, regional, and national networking festivals events, as required, promoting Film Offaly at same.
* Training / Networking / Special Projects
* Development and organising group network meetings with local film makers and crew to build film community in County Offaly and provide feedback for the 3-year Strategic Plan
* Establish projects that encourage diversification of employment opportunities for those currently not working within the film sector, but whose skills can be transferred into the film industry e.g. training and re-training opportunities, mentorships programmes across the industry, including but not exclusive to working across digital platforms, advertising, corporate and short film. This will be achieved through the development of targeted training and mentoring opportunities. E.g.
* Build partnerships that will enable future opportunities e.g. with Laois/Offaly Education and Training Board (LOETB), ScreenSkills Ireland etc.
* Co-ordinate training and development opportunities with stakeholders to support the Screen Sector in Offaly.
* Establish a network of former Peat workers and offer training and mentorships programme to this group.
* Co-ordinate funding submissions, in consultation with the Arts Officer and FilmOffaly Commission board where opportunities arise including possible corporate sponsorship, government grant schemes, tax incentives for the Screen Sector.
* Administer and manage film awards, projects and programmes generated from the county. E.g FilmOffaly Awards
* Manage the Offaly County Council’s Arts Office Film budget.
* Liaise with local, regional, and national stakeholders and the film sector.
* Report to the Arts Officer and convene review meetings and Film Offaly Commission board meetings as required.
* Organise regular update meetings with Offaly County Council Departments, Strategic Policy Committee, etc. to help promote the benefits of Film in Offaly
* The Film Officer must have the following knowledge of and experience in:
* A good knowledge and recent experience of working in the film and screen sector/ industry in Ireland. This is essential.
* Have the creative and organisational ability to drive the development and delivery of FilmOffaly and strengthen Offaly as a key location for film within the country.
* Have good marketing and sales capacity in the context of knowing and understanding the needs of the film sector which are specific to the industry and the development of a branding campaign for FilmOffaly.
* Evidence of devising and managing film projects and programmes from concept to delivery.
* Evidence of excellent organisational, administrative and IT / multimedia skills.
* Evidence of excellent communication, interpersonal and teambuilding skills.
* Ability to sustain a complex workload.
* Experience in community co-ordination / engagement and in delivery of community programming.
* Experience in audience and participation engagement and development within a community context.
* Experience of documentation and evaluation in alignment with project objectives and budget.
* Proven track record in financial and budget management.
* Ability to prepare applications for available grants and funding to support objectives and actions.
* Ability to represent FilmOffaly at trade shows, industry events / conferences, seminars, and workshops.
* Ability to represent Film Offaly and the Arts Office to key stakeholders, funders, county council, relevant national/international agencies.
* Ability to produce relevant materials such as film databases, promotional brochures, along with the development of the FilmOffaly websites and social media.
* Flexibility to attend after hour functions as required.
* In addition, appointees will be required to:

Undertake any other duties of a similar level and responsibilities as may be required from time to time.

Comply with Health and Safety legislation at all times.

Attend all training as required.

Participate in corporate activities and responsibilities appropriate to the grade.

**COMPETENCIES FOR THE POST**

Key Competencies for the post of Film Resource Officer (Grade VI) include the following and candidates will be expected to **demonstrate sufficient evidence on their application form** and during the interview process, 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:

|  |  |
| --- | --- |
| **Delivering Results** | **Problem Solving and Decision Making**  Pinpoints the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.  **Operational Planning**  Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.  **Managing Resources**  Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.  **Delivering Quality Outcomes**  Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required. |

|  |  |
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| **Performance through People** | **Leading and Motivating**  Lead and motivate others, individually or through teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.  **Managing Performance**  Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their potential as part of the operational plan.  **Communicating Effectively**  Recognises the value of and requirement to communicate effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups. |
| **Strategic Management & Change** | **Strategic Ability**  Displays the ability to think and act strategically. Thinks long term. Can initiate and devise ambitious and creative strategic thinking and translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.  **Political Awareness**  Has a clear understanding of the political reality and context of the organisation.  **Networking and Representing**  Builds and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts, and sector or community stakeholders. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.  **Bringing about Change**  Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change. |
| **Personal Effectiveness** | **Relevant Knowledge**  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.  **Resilience and Personal Well Being**  Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.  **Integrity**  Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others  **Personal Motivation, Initiative and Achievement**  Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved. |

**QUALIFICATIONS**

1. **CHARACTER**

Candidates shall be of good character.

1. **HEALTH**

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

1. **Citizenship:**

Candidates must, by the date of any job offer, be:

1. a citizen of the European Economic Area (EEA), or

*The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway*

1. a citizen of the United Kingdom (UK), or
2. a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
3. 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
4. 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
5. 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
6. **Education/ experience, etc.:**

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

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

(a) A minimum of level 7 degree in the National Framework of Qualifications in Film Studies, Arts or Cultural Administration, or equivalent,

(b) Proven organisational and administrative ability,

(c) Relevant and demonstrable experience and knowledge of the Irish Film sector in the context of the Arts in Ireland,

(d) At least four years relevant experience of working with external partners, communities, groups and have adequate motivational and communication skills,

(e) At least four years relevant experience (including practical experience) in the field of Film,

(f) A working knowledge of the legislative framework which governs the Arts in Ireland,

(g) Proven experience in establishing and implementing strategic planning,

(h) Budget management experience and knowledge of public procurement procedures.

The ideal candidates shall:

* have strong interpersonal and communication skills
* be comfortable working in multi-disciplined teams
* hold a full driving licence, EU Model for Class B Vehicles
* be highly organised, decisive and disciplined, driven to deliver the identified targets
* have experience in developing and delivering strategic aims and goals
* have the ability to work with and partner other agencies and organisations in the county
* have an ability to:
* prioritise tasks and work to demanding schedules
* demonstrate the ability to be discrete with sensitive and confidential information

**PARTICULARS OF OFFICE**

**1. The Post:**

The post is whole time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year 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. Vacancies will be offered in order of merit as per the panel.

**2. Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   Starting pay for new entrants will be at the minimum of the scale.  Where the appointee has been serving elsewhere in the public service in an analogous grade and pay-scale, and will be moving without break to another part of the public sector at an analogous grade, the appointment may be made at the appointee’s current point of scale.  The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**The current salary scale applicable to the post is €55,090 - €67,304 LSI2.**

**3. Work Base:**

Offaly County Council reserves the right to assign you to any department or premises 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.

**4. Working Hours:**

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time. The working hours may be reviewed at any time by the Council.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time. A flexible working hours’ system is in operation and may be availed of subject to the terms and conditions of the Time and Attendance Policy.

**5. Annual Leave**:

The current annual leave entitlement is 30 days. 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 (as amended)

**6. Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**7. Probation:**

Appointees will be on probation for the first year of employment. The terms of Offaly County Council’s Probation Policy will apply.

**8. Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time 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. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% of their 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). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay, pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (ie. 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 dependent or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

9. **Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a pension may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 70 years.

**10. 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, Offaly 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 Offaly 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 obligd to notify the Council immediately.

**11. Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**12. Recruitment:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same. In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position **based on the specific competencies identified in the job description**. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form. On occasions a short listing interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled.  **Interviews may be held via MS Teams** if possible to facilitate. Candidates will be notified of the means through which the interview will be conducted prior to their interview date.

Candidates will be required to pay any expenses incurred by them in attending the interview. A panel may be formed on the basis of such interview. 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 within the life of the panel be appointed as appropriate vacancies arise.

**Right to Review**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department on the HR page of iPortal or on our website at www.offaly.ie/careers . This document includes details of the review procedure available to applicants for each stage of the recruitment process.

**13. Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**14. Residence:**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Offaly County Council.

**15. Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself 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.

**16. 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.

**17. Reference/Documentary Evidence:**

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

**18. Garda Vetting:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

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

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer.**

**Application for the Post of: Film Resource Officer (2 Year Fixed Term Contract)**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**4.00 pm on Thursday the 18th July 2024**

**IMPORTANT CHECKLIST AND NOTES:**

* **One fully completed copy of this application form with supporting qualifications** should be submitted by email to [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie) or posted to the Senior Executive Officer, Human Resources Section, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore not later than **4.00 p.m. on Thursday the 18th July 2024.** If emailing your application, please send with the subject line as: Film Resource Officer – “First Name, Surname”
* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.
* Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An Post regarding any delays rests with the applicant.
* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Please note that you may be asked to provide evidence of the National Framework of Qualifications level of your qualifications and copy certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**Note: Please return the Application Form portion only, retain the booklet for your own records.**

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**APPLICATION FOR POST OF: Film Resource Officer (Grade VI)**

**Offaly County Council**

**Aras an Chontae, Charleville Road, Tullamore, County Offaly**

**Tel: (057) 93 46800**

**Web:** [**www.offaly.ie**](http://www.offaly.ie) **e-mail:** [recruitment@offalycoco.ie](mailto:recruitment@offalycoco.ie)

**Closing Date for receipt of applications: 4.00pm Thursday the 18th July 2024**

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| **SECTION A – PERSONAL DETAILS** |

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| --- | --- |
| **Surname:**  BLOCK CAPITALS | **Forename (s):**  BLOCK CAPITALS  **Known As:** |
| **Address for correspondence purposes:**  BLOCK CAPITALS | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

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| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

**Please provide copy of qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

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| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination** | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:**  **Title:**  **Level on National Framework of Qualification:** |  |  |  |

**Training Courses Undertaken:**

|  |
| --- |
|  |

**membership of professional institutions:**

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| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full particulars of all employment, including any periods of unemployment, between the date of leaving school or college and the present date. Please do not leave any period between these dates unaccounted for.* ***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason For Leaving:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for Leaving:** | | | | |
| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for Leaving:** | | | | |

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| **Employer:** |  | | | |
| **Address:** |  | | | |
| **Nature of Business:** |  | | | |
| **Position Held:** |  | | **Grade (if applicable):** |  |
| **Temporary or Permanent:** |  | | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** | | | | |
| **Reason for Leaving:** | | | | |

**SECTION D – SUPPLEMENTARY INFORMATION**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

1. **STRATEGIC MANAGEMENT & BRINGING ABOUT CHANGE**

*(****Please limit your answer to 300 words.)***

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|  |

1. **DELIVERING RESULTS**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. **PERFORMANCE THROUGH PEOPLE**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

1. **PERSONAL EFFECTIVENESS.**

*(****Please limit your answer to 300 words.)***

|  |
| --- |
|  |

***ACHIEVEMENTS/SUPPORTING INFORMATION:***

**Please outline any particular achievments or supporting information you consider relevant to your application:**

|  |
| --- |
|  |

**SECTION E – ADDITIONAL INFORMATION**

**Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)**

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes / No** If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid **safe**pass card? **Yes / No** If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Newspapers (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (Please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration:**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Should you wish to have your application form acknowledged, you should complete the return slip hereunder in capital letters and return with your completed application form. Upon receipt of your application form, this return slip will be forwarded to you, as acknowledgement.

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Dear Sir/Madam,

Please note that your application form for the post of **Film Resource Officer has** been received by Human Resources Section, Offaly County Council.

Yours faithfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Executive Officer**

**Human Resources**