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NATIONAL CONCERT HALL

CANDIDATE INFORMATION BOOKLET:
RECRUITMENT OF CHIEF OPERATING
OFFICER (COO)

October 2024



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A Message from our CEO



Welcome to everyone who has an interest in joining us at the National Concert Hall. As Ireland's National Cultural Institution for music, our journey began in 1981 when the National Concert Hall was opened. Throughout those years we have undergone a number of transformations, continuing to build, diversify and broaden our offering and remit, and most recently becoming the permanent and proud home of our National Symphony Orchestra. If you are successful

through this process, you will be joining us in continuing on this journey, driving the story of music in Ireland forward, and engaging with new and ever more diverse audiences.

We are an organisation full of passionate, ambitious and exceptional people who love all things music and what we collectively strive to be: *an inspiring, world-class music organisation, accessible to all, enriching people's lives and the cultural landscape of Ireland.*

That is a bold and ambitious aim, one that is guided by and dependent upon the excellence of the people who work here. The culture of our organisation is founded on four important values - **Respect, Integrity, Collaboration** and **Excellence**. These values, chosen collectively by everyone who works here, fuel our commitment to deliver for our audiences and achieve our customer promise. They give us the confidence to meet the high expectations that our audience has whenever and however they interact with us. Equally, as a publicly funded arts institution, excellence in public service is always front and foremost in our ambition.

Music captivates us all - it creates emotion and magic all at once. We know how special that can be and we welcome interest from anyone who believes they can contribute to creating that magic as part of the wider team at the National Concert Hall.

Good luck!

Yours,

A handwritten signature in black ink, appearing to read 'R. Read'.

Robert Read, CEO

The National Concert Hall

The National Concert Hall (NCH) is Ireland's national cultural institution for music, proudly serving the Irish public since it opened in 1981 through live music performances, significant educational and cultural programmes.

The NCH is proud home to our National Symphony Orchestra and Chorus, as well as providing residence for a range of other music organisations including Chamber Choir Ireland, Irish Baroque Orchestra, Music Network, Crash Ensemble and Music Generation. We host in excess of 1,000 events each year providing world-class music and entertainment for all ages, enriching people's lives through music and the magic of live performance.

Earlsfort Terrace in Dublin city centre is a site steeped in history going back to 1865, when it hosted the Great Exhibition. After becoming the Royal University in 1890 (later University College Dublin in 1914), it was the stage for significant events surrounding the War of Independence, including the Dáil Éireann debates on ratification of the Anglo-Irish Treaty in 1922, which took place in the College Council Chamber, now the Kevin Barry Recital Room.

In 1981, the long-standing dream of Irish music lovers was realised when President Hillery officially opened An Ceoláras Náisiúnta. It remains one of the nation's finest cultural assets occupying a historic landmark building in the centre of Dublin.



Artist sketches of the North Wing and opened up foyer spaces

Redevelopment of the National Concert Hall

A major priority for the NCH is the redevelopment of our home on Earlsfort Terrace, with the aim to create a globally recognised music campus for Ireland. This ambitious project will transform under-utilised areas of Earlsfort Terrace into additional performance and rehearsal spaces, creating a vibrant campus for music performance, participation and learning, while bringing the building up to 21st century standards in terms sustainability and accessibility.

It is a transformative initiative that will nurture Ireland's musical heritage, add to our cultural tourism offering, and support the development of local musicians, ensembles, composers, producers and promoters to collaborate, create, curate and perform. Above all, it will create a lasting legacy for future generations.

Redevelopment/construction project (2026-2029)

Planning has been submitted to redevelop the National Concert Hall to transform it into a world-renowned music campus for artists and audiences alike which will see the conservation, restoration and upgrade of the National Concert Hall buildings. Works planned include -

- Creating a world-class main auditorium, with an enlarged stage and full engineering and technical support to meet 21st century needs
- Meet universal access standards for the future with enhanced choir and balcony access, utilising wheelchair and mobility-aid friendly design throughout
- A newly installed organ which will be integral to the future of the enhanced venue
- A new dedicated rehearsal studio for the National Symphony Orchestra
- Complete replacement of all mechanical and electrical services and the provision of solar panels and heat pumps
- Extension and restoration of the historic John Field Room and adjoining public foyer and the provision of additional performance and recital spaces
- Improved stage and backstage facilities for musicians and resident organisations including the restoration of the 1865 block adjacent to the main auditorium
- New enhanced creative spaces and studios for early career and emerging artists
- New choir and soloist practice rooms for amateur and professional musicians and groups, along with improved public facilities and civic spaces for our audiences

The National Concert Hall redevelopment will be transformative. It will nurture Ireland's musical heritage by providing state of the art performance spaces and facilities for our National Symphony Orchestra and Chorus and many other ensembles and artists on site. The project will see a complete refurbishment and extension to the main auditorium. The underutilised sections of the NCH campus will be transformed into additional performance and dedicated rehearsal spaces. A new vibrant hub for learning, participation and music education will be built alongside a new civic space within the NCH campus.

Vision for the future of NCH on redeveloped site (2029-onwards)

The reimagined NCH will be a world-class music campus for domestic and global audiences, and an inspirational home for future generations of musicians and music-lovers on this island. The new NCH will be versatile, accessible, and technologically superb. It will be the beating heart of music and music education in Ireland, elevating the profound experience of live music.

Our vision is for this historic site in the centre of Dublin to become a great European campus for music performance and learning, for artistic discovery and musical innovation across multiple genres. The new space will host over 2,000 music events and welcome 500,000 visitors every year. It will build a legacy for the future that will make every citizen proud.



Artist sketch of the proposed Centre for Music Education on Earlsfort Terrace

Our Mission, Vision and Values

MISSION

We champion musical excellence, presenting the best national and international music. We are the home of the National Symphony Orchestra and Chorus and classical music in Ireland. We foster diversity and inclusion, develop new work and ways of presenting, promote lifelong learning and engagement, and reach out to audiences across the country.

VISION

To be an inspiring, world class music organisation, accessible to all, enriching lives and the cultural landscape of Ireland.

VALUES

- **Respect** – we show respect and kindness towards each other
- **Integrity** – we always act with integrity
- **Collaboration** – we succeed through collaboration
- **Excellence** – we strive for excellence in everything we do

Our Employee Benefits

We are pleased to be able to offer several benefits to our employees, which are outlined below.

Government Funded Organisation

In recognition of the importance of music in Ireland, the NCH is a publicly funded organisation, meaning that the people who work here are public sector employees. Public sector employment offers a host of benefits including job security, salary increments, membership of the public sector pension scheme, generous policies related to work-life balance and wellbeing and the opportunity to contribute to Irish culture.

Pensions

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Concert Hall at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Wellbeing

We value our employees' wellbeing and want to make sure it is cared for. From social events and book club meetings to weekly yoga classes in the Concert Hall to help find your zen, we aim to ensure there is a good mix of resources and outlets for teams to build strong working relationships in a safe and caring environment. The SCENE team has a focus on wellbeing for all staff, and organises fun treats for employees, an annual exercise challenge to keep you moving and to raise money for charity, as well as plenty of other activities throughout the year.

Family Friendly Policies

Recognising the importance of maintaining a healthy balance between professional and personal commitments, we have implemented policies to support employees work life balance allowing you to fit in the school run or complete your daily exercise before the workday has begun.

Our Flexible Working policy has core hours of attendance between 10am – 4pm Monday – Friday, with flexibility to start from 8am and finish up to 6pm. A Blended Working policy is also available, with the option of working remotely up to 2 days per week. The Flexible Working and Blended Working policies are available to employees subject to individual role requirements.

We understand that life isn't all about work and that you'll have various responsibilities to juggle as you go through life. Our Maternity, Paternity, Adoption Leave, Parental Leave, and Flexible Working policies, help to facilitate a healthy balance between work and life commitments while enhancing wellbeing and ultimately reducing absences and stress.

Induction

All employees will receive a comprehensive induction upon joining which will ensure a smooth integration into the work environment, promoting a positive start to their employment. This will include information and guidance on living and working in Dublin if the employee is new to Dublin.

Commuting Options

The NCH is easily accessible by Luas, bus and train and has bike and car parking facilities on site. We also offer Bike to Work and Tax Saver Commuter Ticket schemes which can be paid through salary deductions.

The Position

Title of position:	Chief Operating Officer (COO)
Tenure:	Full time, permanent position
Employing Authority:	National Concert Hall
Location:	Earlsfort Terrace, Saint Kevin's, Dublin, D02 N527
Organisation website:	www.nch.ie

Role summary

The NCH wishes to recruit an experienced and skilled Chief Operating Officer (COO) by way of an open recruitment competition. This is a unique opportunity to take on a pivotal leadership role in an internationally recognised cultural institution, playing a leading role in its transformation, ensuring the effective and efficient delivery of operational functions of the NCH and contributing to the on-going strategic and operational development of the organisation.

Reporting to the Chief Executive, the COO will play a central role in the delivery of a wide-reaching Redevelopment Programme as our home on Earlsfort Terrace is redeveloped into an internationally-recognised cultural centre and world-class public amenity for musicians, artists, audiences and visitors to Ireland.

The COO will be accountable for the full remit of the NCH's obligations and responsibilities within the Redevelopment Project. The brief includes the relocation of the NCH team to temporary accommodation and the delivery of the business continuity plan to maintain an engaging programme of performances and outreach activities throughout the period of construction. Central to the role will be the effective monitoring of the rebuild project of the NCH and the supervision of the programme costs, ensuring key milestones are met within the funding structure.

As a key member of the NCH's leadership team, the COO will play a critical role in providing oversight of the NCH's strategic and business planning as well as oversight and leadership of key operational functions within the NCH to include IT, Operations and Strategic Projects.

This role offers an exceptional individual a unique opportunity to lead the largest ever redevelopment of a national cultural institution in Ireland, whilst ensuring the continued operational effectiveness and efficiency of the NCH during a time of significant operational change.

The Role

Key responsibilities

The role of COO is a key Principal Officer (PO) position within the NCH and will be responsible for, but not limited to:

1. NCH Redevelopment

- Leadership of the NCH Redevelopment Project Team
- Working with the Redevelopment Project Lead, Head of Operations and the Project Team to deliver the NCH Redevelopment Master Plan which includes:
 - The relocation of the organisation prior to the build commencing
 - Business Continuity Planning during the period of closure to ensure that NCH fulfils its statutory remit and provides an engaging programme of music and outreach

- Critical milestones plan to ensure key dependencies are addressed and monitored during all three phases of Planning, Construction and Reopening
- The successful re-opening of the NCH post-redevelopment
- Accountability for the management of project funding between the Department and the OPW, in accordance with Department requirements to ensure effective monitoring and supervision of project costs
- Oversight of the governance of the Programme, ensuring the NCH fulfils its role as Sponsoring Agency
- Management of all stakeholder engagement and communications related to the Redevelopment Programme together with the CEO and Head of Marketing and Communications

2. NCH Operations

- Overall responsibility for the Operations Department which includes Technical, Stage Management, Facilities Management, Security, Health & Safety, Front of House teams, third party contract relationships with food and beverage and security providers
- Close collaboration with the Head of Operations to ensure the department is sufficiently resourced with optimum skills and capabilities in place
- Ensure all aspects of NCH operations are working to maximum effectiveness and the highest possible standards driving improvements in customer service and the visitor experience
- Respond to dynamic changes to the operational environment within the NCH, ensuring organisational continuity
- In collaboration with the Senior Leadership Team, develop and nurture key relationships at multiple levels with internal and external stakeholders

3. Compliance

- Ensure that the NCH has robust compliance and policy frameworks in place and that they are fully operational and effective.
- Develop and maintain a framework for ensuring the NCH is compliant with all legislative requirements and best practice, particularly in the areas of procurement, security and safeguarding.
- The COO will develop and maintain up-to-date knowledge of current legislative, regulatory and Government requirements in relevant areas, including awareness of forthcoming changes and trends in EU regulation. They will prepare briefings, presentations and reports to support and advise the Senior Leadership team and Board of NCH for a strategic and proportionate approach to compliance issues.

4. Business Development and Transformation

- With the CEO, lead the ongoing strategic and business planning programme at the NCH
- Oversight of the development of an annual plan which identifies and prioritises areas of the organisation requiring transformation, innovation and process improvement
- Work with the CEO and Senior Leadership Team in the formulation of the delivery of the annual business plans, operational and strategic plans
- Leads initiatives to improve overall management and operational efficiency and effectiveness

The Person

The post holder will have a proven record of achievement at senior level, in a position with a similar range of responsibilities that demonstrates the necessary vision and leadership for this important role.

Key knowledge and skills

- Successful track record of planning and delivering large scale transformation projects and programme management
- Ability to act as a senior representative, point of contact or liaison with a range of stakeholders and suppliers both internal and external
- Motivation with high levels of resilience and perseverance to ensure that targets and key organisational goals are reliably and consistently delivered
- Adaptability and resilience in negotiating and managing change in a fast-changing organisation
- Appetite and desire to lead and contribute strategically to the development of an organisation at a pivotal point in its transformation journey
- Highly effective communication skills – must be able to articulate complex issues to a wide range of recipients
- Experience of overseeing the efficient and effective operations of a medium to large sized organisation
- Strong personal integrity

Essential Requirements

The successful candidate must demonstrate evidence of:

- A minimum of five years' experience in either a similar COO role or equivalent senior management and leadership roles in medium to large sized organisations
- A project management qualification or proven experience of leading extensive business transformation or large-scale change programmes and projects
- Strong interpersonal and negotiating skills, with proven experience of engaging, influencing, building and sustaining relationships
- Proven experience of building and developing high-performing teams and maintaining constructive working relationships at all levels
- Proven experience of Operations, IT and Procurement in the public sector
- Experience of developing compliance processes and structures
- A strong commitment to the ethos, principles and values of the NCH

Desirable Requirements

The successful candidate may also demonstrate:

- Evidence of experience in financial or accounting management
- Evidence of experience in Risk Management
- Evidence of excellent presentation skills with the ability to engage and influence
- A degree or relevant qualifications in business and/or equivalent discipline(s) relevant to the job accountabilities

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the light of new structures or the changing needs of the NCH.

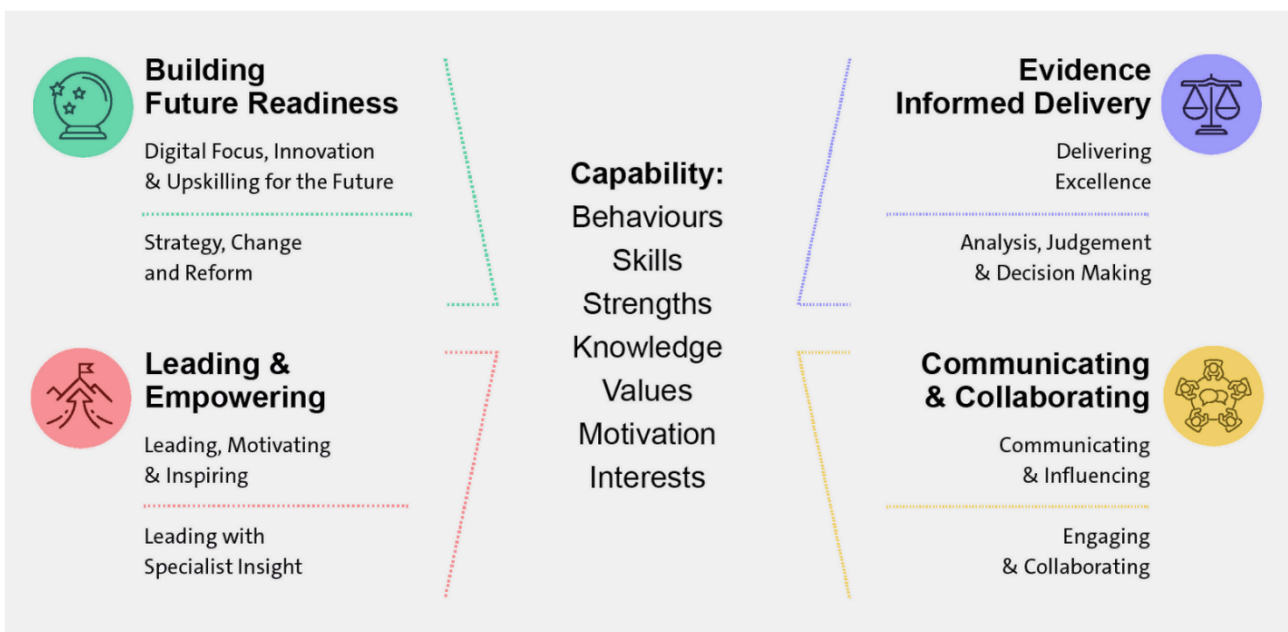
Capability Framework

Candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the behaviours, skills and knowledge required at Principal Officer grade.

The capability framework supports the Civil and Public Service in building the workforce of the future. Our ambition is to attract, empower and develop a diversity of people, with the capability and talent to collaboratively deliver excellence, on behalf of our Government and the people of Ireland.

Exploring and strengthening Capability requires us to consider the whole person, their behaviours, skills, strengths, knowledge, values, motivation and interests. These factors underpin our approach to recruitment and development as we continue to build an innovative, professional, and agile Civil Service.

The capability framework for Principal Officer grade is set out below and further information is available on <https://publicjobs.ie/en/information-hub/capability-framework>



At NCH we are proud to be an inclusive, equal opportunity workplace. We are committed to equal employment opportunities regardless of Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, Membership of the Traveller Community or any other characteristic protected by the Equality Acts.

We are committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, or have any questions regarding building access, please contact us on (01) 417 0077.

How to Apply

The National Concert Hall invites applications from suitably qualified candidates and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

We have partnered with Recruiters on the recruitment of this key role and all queries should be addressed to; Gerard Doyle, Managing Director, Recruiters on 01 6325024 / 086 8253662 / gerard.doyle@recruiters.ie.

To apply for this role,

Please send a comprehensive CV clearly showing your relevant achievements and experience in your career to date to gerard.doyle@recruiters.ie

Closing Date

Deadline for application: 5pm, Monday the 4th of November 2024.

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received.

Format of the Competition

The recruitment process may comprise of several stages, including but not limited to short-listing based on the information submitted, competency-based interview(s), personality / psychometric testing, presentation(s) and any other tests or exercises that may be deemed appropriate.

The process will be held with a selection board, comprised in accordance with the National Concert Hall arrangements for posts at this level.

Interviews

Interviews will likely to be held in November and December 2024, in person at the National Concert Hall.

Candidates should make themselves available on the date(s) specified by the National Concert Hall and should make sure that the contact details specified on their application form are correct.

Reasonable Accommodations

Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements with their application. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to careers@nch.ie

Selection Process

In the event that the number of applications received significantly exceeds that required to fill the position, the National Concert Hall may implement a shortlisting process to select a number of candidates to be invited to interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified, and /or have more relevant experience.

The National Concert Hall does not reimburse the cost of travel to interview.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. In such case, the applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Candidates' Rights - Review Procedures in relation to the Selection Process

The National Concert Hall will consider requests for review in accordance with the provisions of the Codes of Practice published by the Commission for Public Service Appointments. The Codes of Practice are available at <http://www.cpsa.ie/>

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Concert Hall, or who do not, when requested, furnish such evidence as the National Concert Hall requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Conditions of Service

General

The role is offered as a permanent, full-time position.

The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil service. The appointee will be subject to the National Concert Hall's policies in respect of Code of Standards and Behaviour.

Salary and Pay arrangements

The Principal Officer (PPC) salary scale applies (rates effective from 1st October 2024 as follows:

€102,913 - €107,280 - €111,613 - €115,978 - €119,661 - €123,481* - €127,295**

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

* After 3 years satisfactory service at the maximum

**After 6 years satisfactory service at the maximum

Starting Salary

Entry will be at the minimum of the scale - **€102,913 per annum**, the 1st point on the Principal Officer PPC Scale (as at 1st October 2024). The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Probation

The appointment will be a permanent, full-time position and shall be subject to a probationary period of 6 months at which time an assessment of performance will be carried out by Human Resources. The appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

Location

The place of work will be at the National Concert Hall, Earlsfort Terrace, Saint Kevin's, Dublin, D02 N527, however a blended onsite/remote work pattern is available.

The National Concert Hall reserves the right, at its discretion, to change this location to any other place within Ireland.

Hours of Attendance

Hours of attendance will amount, on average, to not less than 39 hours gross and 35 hours net per week. Normal working hours can fall between 08.00 to 23.00 Monday to Sunday. Flexibility within the role is required from time to time within the NCH and externally. This role will require weekend and evening work on occasion. The NCH reserves the right to alter these working hours. The successful candidate may be required to work at other specified times and overtime depending on the requirements of the role and at the discretion of management.

The successful candidate will agree to co-operate in assisting the National Concert Hall to maintain accurate records of your working hours for the purpose of Section 25 of the Organisation of Working Time Act, 1997.

Annual Leave

The annual leave allowance for this role for a full-time employee is 30 days inclusive of the former privilege days. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is exclusive of the usual public holidays.

The Organisation of Working Time Act, 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <https://singlepensionscheme.gov.ie>

The key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age

The minimum age at which pension is payable is at present 66 years (rising to 67 and 68) in line with State Pension age changes. A constraint on pension size for most members is that they must retire on reaching 70 years of age.

Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Ill-Health Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Treatment of Existing Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of

this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.

In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website:

<http://www.per.gov.ie/pensions>

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Eligibility to Compete

Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (d) 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
- (e) 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 Switzerland and has a stamp 4 visa.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available here.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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 the 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 funds. 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.

Department of Environment, Community & Local Government (6/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Department of Education and Skills Early Retirement Scheme for Teachers Circular (102/2007)

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will **immediately cease**. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

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.

Other Conditions of Employment

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



General Information

Pre-Employment Checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory:

- reference verification
- academic and professional qualifications verification
- pre-employment medical

Security Clearances

Please note that Garda Clearance may be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies that could provide you with information on seeking Police Clearance.

Confidentiality

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

confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within the National Concert Hall.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal Compliance

The National Concert Hall are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR Compliance

The National Concert Hall collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Expenses

The National Concert Hall will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Canvassing

Canvassing will result in disqualification from the competition.