

Crawford Art Gallery is an Equal Opportunities Employer and is committed to the employment policies, procedures and practices, which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.



Images: Jed Niezgoda

Gailearaí Ealaíne **Crawford** Art Gallery

CRAWFORD ART GALLERY **CANDIDATE INFORMATION BOOKLET**

ABOUT US:

Crawford Art Gallery is a National Cultural Institution, dedicated to the visual arts, both historic and contemporary. The collection comprises over 3,000 works, ranging from eighteenth-century Irish and European painting and sculpture, through to contemporary video installations. At the heart of the collection is a collection of Greek and Roman sculpture casts, brought to Cork in 1818 from the Vatican Museum in Rome.

Our charitable purpose and objectives are:

- A. to advance education by developing and promoting the practice of art, sculpture, and design and in the fine arts and applied arts generally and to promote the Crawford Art Gallery Cork as an educational centre for the arts and as a major cultural and artistic centre.
- B. to advance education by providing facilities for cultural and artistic exhibitions, performances, displays, demonstrations, conferences, lectures, tours, visits, functions, and related activities and to engage in the promotion of such cultural and artistic activities.

Through its exhibitions and Learn and Explore programmes, Crawford Art Gallery is committed to fostering recognition, critical assessment, and an acknowledgement of historical and contemporary Irish and international

art practice. Located in the heart of Cork city, the gallery is a critical part of Ireland's cultural and tourism infrastructure, welcoming over 250,000 visitors a year.

Today, the Gallery is entering a major period of transformation as it begins a significant capital redevelopment under the Ireland 2040 programme. Crawford Art Gallery will close from 2026 until mid-2028 to allow construction to take place, with staff working from a temporary location in the city centre during this time. The granting of planning permission in March 2023 marked an important milestone in the Gallery's ambitious redevelopment.

The redevelopment of Crawford is a flagship project under Minister Patrick O'Donovan, TD, Department of Culture, Communications and Sport. The redevelopment of Crawford Art Gallery as a significant institution in the heart of Cork city is a major project under the Department's programme of National Development Plan investments.

The primary goal of the gallery's redevelopment project is to provide enhanced accommodation that is fit for purpose and reflects its national cultural status. The proposed project will provide significant new additional exhibition and public circulation areas, a new Learn and Explore facility, significant storage for the National Collection at Crawford, a new entrance and a dramatically improved public realm.

For Further Information: www.crawfordartgallery.ie



Laocoön and His Sons

The Belvedere Torso

The Mother of Napoleon the Great

Euphrates Venus

ROLE TITLE:	Head of Finance
REPORTS TO:	Gallery Director
LOCATION:	Crawford Art Gallery/ or temporary accommodation in the City Centre
REMUNERATION:	Assistant Principal - PPC

ASSISTANT PRINCIPAL – PPC

€82,290 €85,320 €88,393 €91,475 €94,553 €96,329 €99,433¹ (LSI1) €102,550² (LSI2)

PURPOSE OF THE ROLE:

An advocate of Crawford Art Gallery's culture and values. The Head of Finance will be part of the Senior Management Team (SMT) and will lead and develop the finance function, creating a high-performing team that delivers effective financial planning, management, control, compliance and reporting. They will support and empower the finance team across the full accounting cycle, from transactional processing through to management and statutory accounts, and will work closely with colleagues across the organisation to inform decision-making, planning and strategy. As a member of the Gallery's Executive, they will play a key role in shaping the future of this leading cultural institution. The successful candidate will play a strategic role in leading, transforming, and modernising Finance practices in line with best practices at Crawford Art Gallery.

The Head of Finance, through inclusive practices, will play an essential role in the continued support, maintenance, promotion and advancement of a diverse, accessible, equitable and inclusive Crawford Art Gallery. They will also be expected to demonstrate strategic leadership qualities and well-developed management and organisational skills, with the ability to manage and develop teams and people, and an innate capability to balance financial obligations with the need to represent the Gallery's interests while ensuring the welfare of its staff.

Note: 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 reviewed in the light of new structures and/or the changing needs of the Gallery.

KEY TASKS & RESPONSIBILITIES

STRATEGIC MANAGEMENT

The role sets direction, influences senior decision-making, and safeguards the Gallery's long-term sustainability.

- Strategic financial management of the Gallery
- Active contribution to organisational strategy, planning and performance
- Leading the annual budgeting process aligned to strategic objectives
- Providing financial insights and analysis to support strategic planning
- Ensuring financial resilience through robust controls, forecasting and cash management
- Embedding strong financial governance across the Gallery
- Championing a culture of compliance, good governance and evidence-based decision-making
- Advising the Director, Chair, Board and subcommittees on governance, risk and compliance
- Supporting Board, FARC and Governance & Nominations subcommittees with assurance and risk insights
- Contributing senior-level expertise for PAC preparation and attendance
- Supporting sustainability objectives through Green Team membership

OPERATIONAL MANAGEMENT

The responsibilities that keep the Gallery compliant, solvent and running day to day, where accuracy, discipline and consistency matter most.

- Production of monthly management accounts and year-end forecasts
- Preparation of annual Financial Statements
- Management of internal audit and C&AG audit processes
- Completion of statutory accounts and regulatory returns
- Monitoring budget performance and variances
- Maintaining financial systems, controls and reporting frameworks
- Cashflow forecasting and financial modelling
- Daily bank monitoring and monthly reconciliations
- Oversight of payroll, pensions and payment runs
- Management of ROS financial administration
- Preparing financial information for drawdowns
- Presenting management accounts and financial statements to the Board and subcommittees

EMPLOYEE RELATIONS

Critical to ensuring trust, pay accuracy and compliance.

- Ensuring payroll accuracy and pension compliance
- Liaising with pension advisors
- Ensuring GDPR, FOI and AIE compliance where staff data is involved
- Providing guidance to managers and staff on procurement compliance

STAFF MANAGEMENT

Providing technical guidance and professional oversight in line with the management of a small Finance Department team

- Supporting continued professional development
- Motivating and leading a high-performing team

CHANGE MANAGEMENT

The role drives structured, compliance-led change.

- Implementing and improving financial controls, systems and policies
- Managing audit recommendations and organisational responses
- Continuous improvement of governance, procedures and internal controls
- Implementing governance improvements agreed with the Board and Executive
- Experience with digital finance systems and ERP solutions
- Leading procurement processes that may involve organisational change

OTHER RESPONSIBILITIES - GENERAL

Leadership & People Management

- Lead and manage the Finance Department team, fostering high performance, accountability and continuous professional development.
- Promote a respectful, professional and collaborative working environment.

Delivery of Results

- Manage time, priorities and resources effectively to meet financial reporting deadlines, governance requirements and organisational objectives.
- Demonstrate strong personal drive, accountability and commitment to high-quality outcomes.

Analysis, Decision-Making & Expertise

- Maintain up-to-date professional knowledge in financial management, governance and regulatory compliance, applying learning to strengthen organisational performance.
- Provide expert advice on financial, audit and governance matters to the Director, Board and subcommittees.

Governance, Ethics & Public Accountability

- Draft, review and implement financial management and corporate governance policies and procedures.
- Support the Director in preparation for Public Accounts Committee engagements, including attendance where required.
- Ensure compliance with GDPR, FOI and AIE obligations and support sustainability objectives through Green Team participation.
- Act as a positive ambassador for Crawford Art Gallery, upholding public sector values and accountability.

PERSON SPECIFICATION

QUALIFICATIONS

Candidates must have the requisite knowledge, skills, and competencies to perform the role to a high standard and have full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA)

SKILLS & EXPERTISE

- A minimum of 7 years relevant post-qualification accountancy experience, including management accounting, financial accounting, financial services or the regulatory environment
- A minimum of 5 years' senior management experience in a comparable role or organisation
- Extensive experience in audit processes, including Comptroller and Auditor General audit requirements, financial reporting, including management and statutory accounts, and managing accounting and budgeting processes and practices
- Comprehensive understanding of the Code of Practice for the Governance of State Bodies and the Charities Regulator requirements.
- Proven ability to produce robust evidence-based budgets and track performance against budget
- Experience in risk management, corporate governance and compliance frameworks
- Demonstrated experience in policy development, and in designing, monitoring and reporting on organisational performance metrics
- Proven experience in leading and managing procurement processes, including appraisal and evaluation techniques, contract negotiation and award, and subsequent management through to implementation
- Strong understanding of Freedom of Information and GDPR requirements, and their practical implementation
- Ability to work both independently and in collaboration with peers, team members and external stakeholders
- High level of analytical, conceptual and problem-solving skills in financial and business management
- Proven record of exercising sound professional judgement
- Flexibility and the ability to work effectively under pressure with accuracy and attention to detail
- Demonstrated project management skills and experience in financial and organisational contexts
- Excellent communication, interpersonal and presentation skills

LEADERSHIP

- Proven experience contributing to or leading organisational strategy at a senior level.
- A minimum of 5 years' senior management experience in a comparable role or organisation.
- Strong leadership and people management skills, with demonstrated ability to motivate and manage a high-performing team.
- Experience leading and managing complex functions including finance, audit, procurement and governance.
- Demonstrated ability to work collaboratively with peers, team members and external stakeholders.
- Strong communication, interpersonal and presentation skills appropriate to a senior leadership role.

COMPETENCIES

JUDGEMENT, ANALYSIS, & DECISION MAKING

- Proven record of exercising sound professional judgement in financial and business management contexts.
- Comprehensive understanding of risk management frameworks, internal control systems and governance requirements.
- Experience operating within complex regulatory environments, including audit, public governance and compliance frameworks.
- Ability to balance competing priorities and work effectively under pressure with accuracy and attention to detail.
- Experience advising senior leaders and engaging with external auditors, Government Departments and funding bodies.
- High level of analytical, conceptual and problem-solving skills in financial and business management.
- Proven ability to produce robust, evidence-based budgets and track performance against budget.
- Extensive experience in management and statutory financial reporting and audit processes.
- Experience designing, monitoring and reporting on organisational performance metrics.
- Demonstrated ability to analyse financial data and provide clear insights to support informed decision-making.
- Experience implementing and managing digital finance systems and/or ERP solutions.

DRIVE & COMMITMENT TO PUBLIC SERVICE VALUES

- **Desirable:** Strong understanding of the Code of Practice for the Governance of State Bodies and Charities Regulator requirements.
- **Desirable:** Experience working within public sector or regulated environments requiring transparency and stewardship of public funds.
- Demonstrated commitment to high standards of governance, accountability and compliance.
- Strong understanding of Freedom of Information and GDPR requirements and their practical implementation.
- Ability to work independently with integrity while collaborating effectively across the organisation and with external stakeholders.
- Commitment to accuracy, professionalism and public accountability in the management of financial resources.

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

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 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, may apply to compete in this competition where they meet all other qualifying 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 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 money. 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 (Circular Letter LG (P) 06/2013) 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 Interests 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. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or an employee of a contractor).

CAREER BREAKS

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a Career Break, provided their Career Break conforms to the provisions of the Department of Finance Circular 04/2013, or on secondment arrangements.

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.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The pay scales applicable to the position are as follows (**rates effective February 2026**):

ASSISTANT PRINCIPAL – PPC

€82,290 €85,320 €88,393 €91,475 €94,553 €96,329 €99,433¹ (LSI1) €102,550² (LSI2)

*LSI 1 is Long service Increment after 3 years on Max of scale.

*LSI 2 is Long service increment after 6 years on Max of scale.

PERSONAL PENSION CONTRIBUTION (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

NON-PERSONAL PENSION CONTRIBUTION (NON-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position is as follows and applies where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

ASSISTANT PRINCIPAL

€79,487 €82,381 €83,975 €86,901 €89,827 €91,517 €94,463¹ (LSI1) €97,422² (LSI2)

IMPORTANT NOTE

- Entry will be at the first point of the scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.
- Subject to satisfactory performance, increments may be payable in line with current Government Policy. (See the Public Service Stability Agreement 2018-2020 paragraph 5.1)
- Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.
- The rate of pay will be paid fortnightly in arrears via Electronic Fund Transfer (EFT) to a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the Payroll Unit.
- Statutory deductions from salary will be made as appropriate.
- You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment, and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

TENURE

The appointment is offered on a full-time basis. This role will include a probationary period of **one year** from the date of appointment. This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- has performed in a satisfactory manner,
- has been satisfactory in general conduct,
- is suitable from the point of view of health, with particular regard to sick leave.

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.

ORGANISATION OF WORKING TIME ACT 1997

The terms of the Organisation of Working Time Act 1997 will apply to this position.

LOCATION

The successful candidate will initially be based at a temporary City Centre location during the Master Development Project period, but after the renovation/refurbishment, will be based at The Crawford Art Gallery premises in Emmet Place, Cork.

HOURS OF ATTENDANCE

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week). No additional payment will be made for extra attendance (over and above 41.25 hours per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

ANNUAL LEAVE

The annual leave allowance will be 31 days per year, rising to 33 days per year after 5 years of service. This allowance is subject to the usual conditions regarding the granting of annual leave and is based on a five-day week and is exclusive of the usual public holidays.

HEALTH

The candidate holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

SICK LEAVE

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Crawford Art Gallery. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

SUPERANNUATION AND RETIREMENT

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Crawford Art Gallery, 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 (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme")

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

A. PENSIONABLE AGE

The scheme's minimum pension age will be linked to the State Pension.

B. RETIREMENT AGE

Scheme members must retire at the age of 70.

C. 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.

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), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government (Circular letter LG(P) 06/2013) which as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of the 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.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 1022007**

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 persons 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 considered in the calculation of the pension payment).

- **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.

D. PRIOR 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 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 at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

E. 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.

F. 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>

SECURITY, CONFIDENTIALITY AND STANDARDS OF BEHAVIOUR: Official Secrecy and Integrity

During the term of the contract an appointee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003.

The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

CIVIL SERVICE CODE OF STANDARDS AND BEHAVIOUR

The appointee will be subject to the Civil Service Code of Standards and Behavior.

CHARACTER

A candidate for and any person holding the office must be of good character.

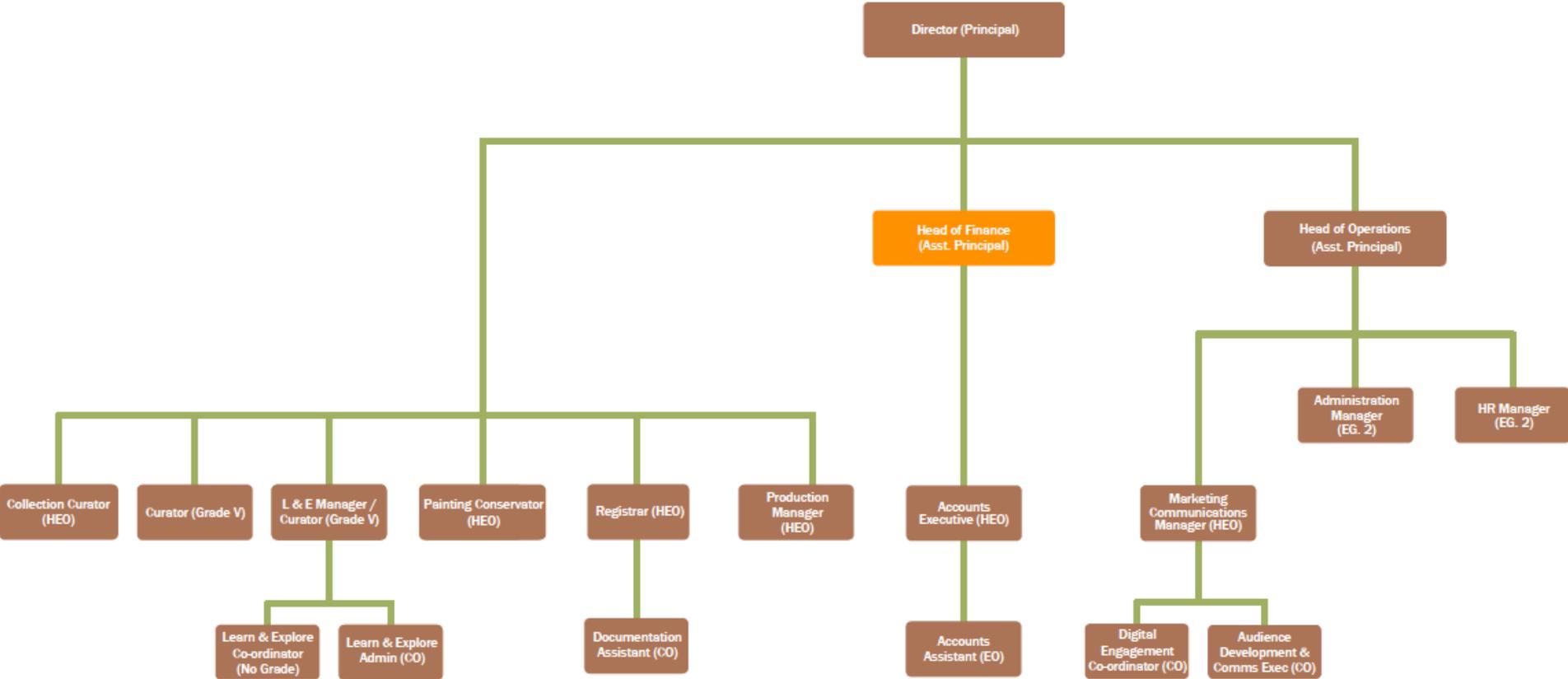
ETHICS IN PUBLIC OFFICE ACT 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

IMPORTANT NOTICE:

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

CURRENT ORG CHART 2026



COMPETITION PROCESS

HOW TO APPLY

- 1** Applicants should submit a copy of current Curriculum Vitae with a letter of interest and the names and contact details of two referees. These should be submitted by e-mail to: hr@crawfordartgallery.ie Please note that all application documentation should be submitted in a single PDF document.
- 2** Applicants will be short-listed based on the information contained in their curriculum vitae and letter of interest.
- 3** It is the responsibility of applicants to be available for interview on the allotted time and date.
- 4** CAG reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post to him/her.
- 5** **CLOSING DATE**
The closing date for receipt of applications is **12:00 NOON, Friday, 27TH MARCH 2026**. This closing date will be strictly adhered to.
- 6** **REASONABLE ACCOMMODATION**
If you require any accommodations in relation to any aspect of this competition, please email us at hr@crawfordartgallery.ie before the closing date.

FORMAT OF THE COMPETITION

The selection methods may include:

- shortlisting of candidates based on the information contained in their application.
- a competitive competency-based interview.
- presentation or other exercises that may be deemed appropriate.

SHORTLISTING

Normally, the number of applications received for a position exceeds that required to fill existing and future vacancies in 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, Crawford Art Gallery may decide that only a number will be called to interview. In this respect, Crawford Art Gallery provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the CV and letter of interest, appear to be most suitable for the position.

An expert board will evaluate the application forms against predetermined criteria based on the position's requirements and decide whether you will be shortlisted relative to other candidates. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather, some candidates, based on their applications, 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 qualifications/ experience on your CV.

DEEMING OF CANDIDATURE TO BE WITHDRAWN

Candidates who do not, when requested, furnish such evidence as Crawford Art Gallery requires regarding any matter relevant to their candidature will have no further claim to consideration.

REVIEW PROCEDURES IN RELATION TO THE SELECTION PROCESS

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie.

Crawford Art Gallery will consider requests (addressed to the head of Operations) for review as follows:

1. informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
2. Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).
3. The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

CANDIDATE FEEDBACK

In accordance with the principles of the above Code of Practice, Crawford Art Gallery is committed to providing clear, specific, and meaningful feedback to candidates. In this regard, it is Crawford Art Gallery's policy to provide written feedback to candidates.

This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

ACCESS TO INFORMATION

THREE hard copies of the application material will be generated from the emailed application for use by the interview board. On completion of the competition, ONE copy will be retained by the HR unit, and the remaining TWO copies will be destroyed. The Data Protection Acts 1988 - 2018 will apply.

CANDIDATES' OBLIGATIONS

Candidates should note that canvassing will disqualify them and result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person, with or without inducements.
- interfere with or compromise the process.

SPECIFIC CANDIDATE CRITERIA

Candidates must meet the following criteria:

- Have the appropriate qualifications, skills, knowledge and ability to fulfil the duties of the relevant position.
- Be suitable for the job on the basis of their character.
- Be suitable in all other respects to be appointed to the relevant post.

And if successful, they will not be appointed unless they do the following:

- Consent to the implementation of the duties related to the job and acceptance of the conditions under which the duties are implemented or under which they may be implemented.
- Be competent and fully available to implement the duties associated with the job and be able to do so.

- Undergo a medical examination with a medical practitioner nominated by the Gallery
- Provide a passport (if the successful candidate currently does not hold a passport, a birth certificate and a form of photographic identification will be required).
- Provide proof of PPS Number (social services card).
- Undergo Garda Vetting clearance (if necessary)