

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

SENIOR ENTERPRISE DEVELOPMENT OFFICER – GRADE VII – PERMANENT (COMP ID 007628)

OVERVIEW

Local Enterprise Offices (LEOs) provide advice, information and a range of support services to individuals starting up or growing a business. With 31 dedicated teams integrated into Local Authorities across Ireland, Local Enterprise Offices offer a wide range of services designed to promote and support enterprise at a local level.

LEO Dun Laoghaire Rathdown is seeking **Senior Enterprise Development Officer**, who will be required to perform a wide range of duties as appropriate to the position.

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before the person is appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must:

1. Have a third level and/or professional qualification in a technical or business discipline.
2. Have more than 5 years' experience at a senior level in a startup or SME in the technology sector.
3. Have at least 5 years' experience of project, budget and people management.
4. Have demonstrated experience working in a team across multiple projects meeting the needs of multiple stake holders.
5. A demonstrated ability to network.
6. Have a demonstrated ability to deliver results.
7. Have the ability to assess, prepare and present financial and strategic reports in a structured and professional manner.

8. Have excellent communication skills.
9. Have the ability to understand the local political landscape and support the office in meeting the needs of the local political representatives.
10. Be a Car-owner with a full driving licence free from endorsement.
11. Be willing to work at early morning, evening or weekend events when necessary.

It is desirable that the ideal candidate shall:

1. Have demonstrated experience in advising companies around grants, strategies and business models in the technology sector.
2. Have success in securing or administrating grants and raising finance.
3. Have direct experience in marketing or launching a product/ service.
4. Have good knowledge of the start-up and SME supports available in Ireland.
5. Be able to provide references from at least 5 companies that they have mentored.
6. Have experience in the use of financial management systems both from an administrative and reporting perspective.

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| THE ROLE |
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The Senior Enterprise Development Officer (SEDO) is a management role within the Local Enterprise Office in Dun Laoghaire Rathdown. The SEDO will facilitate the delivery of a system of co-ordinated and cohesive support to SMEs and startups with a focus on the technology sector. The successful candidate will be required to make a significant contribution to the implementation of a strategic plan to support enterprise, entrepreneurship and job creation at a local level. Success will be measured by the impact of LEO supports provided to small businesses, the extent to which SMEs and start-ups in the region are developed and sustained and the building of a strong regional entrepreneurial culture.

The position will be a whole-time, permanent post. The appointee will be prohibited from engaging in or having any connection with any outside business or activity that would interfere with the performance of the duties of the position and/or lead to a conflict of interest.

The primary role of the Senior Enterprise Development Officer is to support the Head of Enterprise in Dun Laoghaire Rathdown, in the management of operations, support of local businesses and in the achievement of the LEO's business and strategic goals.

KEY DELIVERABLES:

S/he will support the offices agenda of delivering value add to its client base. Specific duties will include the following:-

- Provide critical business advice to our client base particularly in the technology and internationally traded services sectors.
- Proactive engagement with businesses particularly in the technology and internationally traded services sectors to support them in their growth.
- Deliver as part of a team our annual targets of job creation and supports to local businesses and start-ups.
- Evaluation and assessment of project proposals for financial assistance and other supports, including carrying out due diligence to qualify the funding requests.
- Developing innovative strategies to add maximum value to our client base.
- Presenting, networking and representing Dun Laoghaire Rathdown County Council at key enterprise events and business sectoral events
- Design and delivery of relevant business development initiatives for owner-managers of SMEs, to include the organising and overseeing of enterprise training courses, seminars and the LEO's mentoring and Specialist Support programmes, Enterprise Week and other events as they occur.
- Facilitate the delivery, as part of the team of all commitments between Enterprise Ireland and the Local Authority and any Protocols with other Government Departments and State Agencies

- Make a significant contribution, as part of the team towards the targets set in the Local Enterprise Development Plan, the economic elements of the Local Economic and Community Plan and the Dublin Action Plan for Jobs at local level in line with national government policy objectives and commitments on enterprise and entrepreneurship
- Input into promotional activities including the preparation of promotional material (e.g. press releases, e-zines, brochures etc.)
- Preparation and presentation of reports to the Head of Enterprise, Evaluation & Approvals Committee, Strategic Policy Committee, dlr County Council, Enterprise Ireland and the Department of Jobs Enterprise and Innovation as required
- Support the function of financial management and budgeting in the office.
- Deputise for and carry out such other duties as may be assigned by the Head of Enterprise from time to time.
- Establishing and maintaining strategic alliances and close exchanges with other business support agencies and institutions
- Supervision of the operational management of assigned staff of the LEO office
- Co-ordinating as part of a team the procurement and monitoring external contracts placed by the LEO

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PERSON PROFILE

Candidates should:

1. Be highly motivated, committed and be a good team player and people manager
2. Be results orientated and enjoy working on own initiative
3. Be innovative, adaptable and creative
4. Be of good character and integrity
5. Have excellent interpersonal, persuasive and negotiation skills with an ability to communicate effectively at all levels
6. Be well organised with the ability to keep records and present progress reports as required

PARTICULARS OF THE POSITION

1. The office is a whole-time, permanent contract. The Senior Enterprise Development Officer will be an employee of the Local Authority and subject to the terms and conditions of the Local Authority including re-assignment within the Authority.

2. SALARY

€48,493- €49,679- €51,065- €52,454- €53,846- €55,086- €56,358- €57,590- €58,817 (max) –
€60,925 (1st LSI) - €63,042 (2nd LSI)

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of service which they are required by or under any enactment to perform.

3. SUPERANNUATION CONTRIBUTIONS:

Persons who become pensionable officers 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 (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).

Persons who become pensionable officers 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 officers of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department 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.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week. The Council reserves the right to alter your hours of work from time to time.

5. ANNUAL LEAVE:

Annual leave entitlement for the position of Senior Enterprise Development Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;

- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

7. DUTIES

The duties shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.

The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an employer. Said employer must not be related to the applicant.

Appointment may also be subject to satisfactory Garda Vetting being sought in accordance with the National Vetting Bureau Act, 2012 – 2016.

Dún Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. which may include shortlisting on the basis of qualifications and experience. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of you qualifications / experience on the application form.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than the 27th of April 2018 at 4pm.

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

Note Re: Canvassing

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

***Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities***