



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**HEAD OF ECONOMIC DEVELOPMENT - TEMPORARY 3 YEAR CONTRACT - COMP. I.D. 010828**

**CEANNASAÍ FORBARTHA EACNAMAÍOCHTA CONRADH SEALADACH 3 BHLIAIN - U.A. AN CHOMÓRTAIS 010828**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO [CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE  
12 NOON ON THURSDAY 14<sup>th</sup> MARCH 2024**

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**Background to the position:**

This is a great opportunity to work in Dún Laoghaire-Rathdown County Council at a time of transformation and innovation. Managers at this level work within defined parameters relevant to the position, in accordance with the Local Authority's vision and objectives as set out in its Corporate Plan

Dlr, as the primary statutory development organisation, works closely with its development partners and the private sector to, collectively, maximize the economic development opportunities of the county, as a contributor to maintaining the economic and social fabric of all of our towns and villages, and to working towards maximising employment opportunities in the county.

The Economic Development Division forms part of the Planning & Economic Development Directorate and operates alongside the Local Enterprise Office services, the Tourism Unit, and Dún Laoghaire Harbour.

The Head of Economic Development will lead the Economic Development Unit, which works with internal and external stakeholders to create and support a healthy economic environment which will attract and retain business in dlr. It provides direct financial supports, drives strategic projects, acts as an internal council voice for businesses in dlr and generally drives initiatives that foster economic growth in the County. The FULL Management Development Programme, led by the Economic Development Unit, is unique to Dún Laoghaire Rathdown County Council and supports businesses to think and act strategically, achieve scale and grow profitability. The Head of Economic Development will also lead the Tourism Team which includes delivery of the Tourism Strategy for the County and Town Twinning.

**People Profile:**

The successful candidate will be part of a dedicated Economic Development team and will report directly to the Director of Planning & Economic Development. The main role will be to program manage/ promote specific programs to the business community in DLR, provide a point of contact for businesses in the county, engage with businesses to understand how we can support their needs and enhance DLR's attractiveness to existing and new businesses by improving the experience of employers, employees and visitors to DLR. The role will further the aims of the Council building on the efforts to date that have positioned DLR as a great place to work, shop and enjoy. The successful candidate will be part of a team that works with internal/ external stakeholders, elected members and government agencies to enhance the physical environment and support the adoption of best practices in our SME and corporate rate paying base.

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**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 they are appointed, to undergo at their own 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, on the latest date for receipt of completed application forms:

- a) Candidates shall hold a qualification in business, economics, or marketing (at least level 7 on the National Framework of Qualifications)
- b) Have at least ten years satisfactory relevant work experience,
- c) have significant experience at an appropriate level in leading teams and managing resources;
- d) possess a high standard of administrative and management experience at an appropriate level;
- e) have experience of policy / strategy implementation in a complex environment;
- f) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.
- g) Have a minimum of 5 years' experience working in or working with business, demonstrating clear understanding of common business challenges particularly in the area of managing staff with a demonstrated ability to support them.

Candidates must also:

1. Demonstrate strong sense of purpose and strategic long-term thinking
2. Demonstrate ability to:
  - Compile grant applications or raise significant funds for a business or project(s).
  - Influence a broad range of internal and external stakeholders.
  - Work with a broad community at senior level.
  - Deliver projects involving multiple stakeholders
  - Grow in a role through the use of professional development support or by other means.
  - Operate in complex environments.
  - Take a long-term strategic view.
  - Be proactive and strongly represent users' needs internally.

It is desirable that the ideal candidate shall:

1. Have experience in data management to include the collection, interpreting and communicating of data from a wide variety of sources to enable the office to rollout the most appropriate supports to the community.
2. Be competent in the use of social media.
3. Have a working knowledge of LEAN principles
4. Have experience in developing and rolling out similar programs.
5. Have experience in working with Government agencies.

## HEAD OF ECONOMIC DEVELOPMENT COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Head of Economic Development. Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview.** Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
<b>Strategic Management and Change</b>	<p><b>Strategic Ability</b></p> <ul style="list-style-type: none"> <li>• Displays the ability to think and act strategically.</li> <li>• Can translate strategy into operational plans and outputs.</li> <li>• Evaluates capacity and performance against objectives.</li> <li>• Demonstrates innovation and creativity to secure successful strategic outcomes.</li> </ul> <p><b>Political Awareness</b></p> <ul style="list-style-type: none"> <li>• Has a clear understanding of the political reality and context of the organisation.</li> </ul> <p><b>Networking and Representing</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains positive and beneficial relationships with a range of stakeholders.</li> <li>• Builds networks of technical and professional contacts.</li> <li>• Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</li> </ul> <p><b>Bringing about Change</b></p> <ul style="list-style-type: none"> <li>• Demonstrates flexibility and an openness to change.</li> <li>• Develops and initiates change management programmes to meet end objectives.</li> <li>• Influences others and fosters commitment to change.</li> </ul>
<b>Delivering Results</b>	<p><b>Problem Solving and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Can pinpoint critical information and address issues logically.</li> <li>• Understands the context and impact of decisions made.</li> <li>• Acts decisively and makes timely, informed and effective decisions.</li> </ul> <p><b>Operational Planning</b></p> <ul style="list-style-type: none"> <li>• Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.</li> <li>• Delegates, tracks and monitors activity.</li> <li>• Establishes high quality service and customer care standards.</li> </ul> <p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</li> <li>• Drives and promotes reduction in cost and minimisation of waste</li> </ul> <p><b>Delivering Quality Outcomes</b></p> <ul style="list-style-type: none"> <li>• Promotes the achievement of quality outcomes in delivering services.</li> <li>• Organises the delivery of services to meet or exceed the required standard.</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required.</li> </ul>
<b>Performance Through People.</b>	<p><b>Leading and Motivating</b></p> <ul style="list-style-type: none"> <li>• Motivates others individually and in teams to deliver high quality work and customer focused outcomes.</li> <li>• Develops the competence of team members and helps them meet their full potential.</li> <li>• Leads by example in terms of commitment, flexibility and a strong customer service ethos.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develops effective and productive workplace relationships.</li> </ul> <p><b>Managing Performance</b></p> <ul style="list-style-type: none"> <li>• Effectively manages performance including underperformance or conflict.</li> <li>• Empowers and encourages people to deliver their part of the operational plan.</li> </ul> <p><b>Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>• Recognises the value of communicating effectively with all employees.</li> <li>• Actively listens to others.</li> <li>• Has highly effective verbal and written communication skills.</li> <li>• Presents ideas clearly and effectively to individuals and groups.</li> </ul>
<b>Personal Effectiveness.</b>	<p><b>Relevant Knowledge</b></p> <ul style="list-style-type: none"> <li>• Keeps up to date with current developments, trends and best practice in their area of responsibility.</li> <li>• Demonstrates the required specialist knowledge, understanding and training for the role.</li> <li>• Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.</li> </ul> <p><b>Resilience and Personal Well Being</b></p> <ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self confidence.</li> <li>• Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</li> </ul> <p><b>Personal Motivation, Initiative and Achievement</b></p> <ul style="list-style-type: none"> <li>• Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.</li> <li>• Is self motivated and works to keep knowledge and skills up to date.</li> <li>• Anticipates situations and acts to pre-empt problems.</li> <li>• Creates new opportunities, and is persistent when faced with difficulties.</li> <li>• Engages in regular critical reflection in order to identify how own performance can be improved</li> </ul>
<b>Knowledge and understanding of Local Government</b>	<ul style="list-style-type: none"> <li>• An ability to demonstrate an in-depth understanding of the principles of Economic Development generally, and, specifically, the role of Local Government in advancing economic development;</li> <li>• An ability to demonstrate an understanding of the challenges and opportunities (International, National and Local) facing businesses in DLR</li> <li>• Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.</li> </ul>

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**JOB SPECIFICATION**

1. The office is temporary, wholetime and pensionable.

**2. SALARY:**

€75,350 - €76,022 - €78,977 - €81,953 - €84,934 - €87,883 - €90,851 (max pt) –  
€94,217 (1<sup>st</sup> LSI), - €99,582 (2<sup>nd</sup> LSI). Rate at 01/10/2023

**Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.**

**In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

**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 the Local Authority 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 services 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 dependent 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 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.

#### **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.

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

It is a condition of the Incentivized 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. PROBATION:**

When a person is not already a permanent officer of a Local Authority within the public service Ireland 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 **6 Months** but the Chief Executive may, at his 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.

#### **5. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

#### **6. ANNUAL LEAVE**

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

#### **7. DUTIES:**

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

- (a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such planning or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services, or other appropriate professional officer, in the



supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

**The Head of Economic Developments' duties include but are not limited to the following**

- Inform the development of the Annual Service Delivery Plan (ASDP) for the Economic Development Division and manage the implementation and evaluation of the key objectives and associated actions emanating from the ASDP;
- Supervision, directly monitoring and reporting on targets, budgets and other key performance indicators on a quarterly basis;
- Work collaboratively both internally across Council services and externally with Government Bodies and partner organisations, to ensure a co-ordinated and effective approach to a range of economic development and job creation initiatives and opportunities;
- Proactively support the development of key sectoral areas and clusters in the county such as Tech, Film, Marine Economy and Tourism in collaboration with all key stakeholders;
- Convene and support Council Committees assigned to the Economic Development Division including the relevant Strategic Policy Committee, and contribute effectively to other Council Committees including the Area Committee and Council Meetings;
- Develop and activate the Dlr place brand including an integrated marketing and communications strategy to build the reputation of Dlr as a great place to live, work, invest and visit;
- Work with key partners to implement and continuously review existing and emerging strategies including the LECP and Tourism Strategy;
- Inform and develop relevant policy and strategy ensuring alignment with EU, national, regional and local government policy and strategy to maximise economic development and job creation opportunities for the county and region;
- Manage and administer funds and grants to other bodies ensuring full compliance with all necessary regulations and obligations;
- Prepare and develop funding bids to external funding bodies including EU and national funding programmes to secure funds for the delivery of priority projects and initiatives;
- Preparing reports about regional economic conditions and forecasts for business development;
- Meeting with local businesses to discuss their needs and opportunities for growth;
- Promoting new business openings in the local community by contacting media outlets and advertising in newspapers or online;
- Conducting market research to identify potential markets for new products or services;
- Identifying companies that are relocating to other regions or are shutting down operations entirely in order to help them find alternate locations;
- Investigating new industries or markets that could bring new jobs to the area;
- Providing information about available incentives, financing programs, and government regulations related to starting a new business;
- Preparing presentations about economic development plans and strategies to local governments and businesses;
- Ensuring alignment between government legislation and inter-agency policy to maximise economic development in the area;
- Identifying potential opportunities for funding and investment and engaging with the relevant agencies/authorities to help realise these opportunities;
- Supporting and advising local organisations, businesses and individuals to take advantage of economic development opportunities;
- Undertake other tasks or activities as may be directed by the Director of Service.

**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:

- i. 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, relevant knowledge and experience.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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.
- iv. 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.
- v. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on Thursday 14<sup>TH</sup> March 2024

**Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas 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 they are seeking.

**Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.**