



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**SENIOR ENTERPRISE DEVELOPMENT OFFICER PERMANENT WHOLETIME
COMPETITION ID 011490**

**OIFIGEACH SINSEARACH FORBARTHA FIONTAIR LÁNAIMSEARATHA BUAN
COMÓRTAS 011490**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO
CAREERS@DLRCOCO.IE**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON
THURSDAY 27TH FEBRUARY 2025**

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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 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) Have a third level and/or professional qualification in a technical or business discipline. (at least level 7 on the National Framework of Qualifications).
 - I. Have 5 years relevant experience supporting the micro SME/ start-up community,
or
 - II. have more than 5 years' experience at a mid/senior level in a startup or SME in the technology sector.
- b) Have at least 5 years' experience of project and budget management.
- c) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.
- d) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.
- e) Hold a full driving licence Category B free from endorsements.

*** Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

It is desirable that the ideal candidate shall:

1. Have demonstrated experience in advising companies around grants, strategies and business models.
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 3 companies that they have mentored.
6. Have experience in the use of financial management systems both from an administrative and reporting perspective.

THE ROLE

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 high standard quality system of co-ordinated and cohesive state support to SMEs and startups. 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 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.

COMPETENCIES – SENIOR ENTERPRISE DEVELOPMENT OFFICER

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:

<p>Strategic Management & Change</p>	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Have a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a broad range of internal and external stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services and projects. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>
<p>Performance through People</p>	<p>Leading and Motivating Motivate others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Be enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>

Knowledge & Experience

- Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role.
- Have experience in data management to include the research, analysis, collection, interpreting and communicating of data from a wide variety of sources to enable the Enterprise division to rollout the most appropriate supports to the wider Community.
- Be competent in the use of analytical software, presentation and social media.
- An ability to demonstrate an in-depth understanding of the principles of enterprise generally, and, specifically, the role of Local Government.
- An ability to demonstrate an understanding of the challenges and opportunities (International, National and Local) facing businesses in DLR.
- Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

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PARTICULARS OF THE POSITION

1. The office is permanent, whole-time and pensionable.
2. **SALARY:**

Salary Scale:

**€58,252 - €59,677 - €61,341 - €63,011 - €64,680 - €66,172 - €67,700 - €69,179 - €70,656
€73,185 (1st LSI) - €75,728 (2nd LSI) (rates as at 01/10/2024)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and 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 as 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 any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

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 is linked to the State Pension age which is currently 66 but may be subject to change.

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 35 hours per week. Be willing to work at early morning, evening or weekend events as necessary.

5. 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 one year.
- 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

6. 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.

7. DUTIES

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

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

- a. The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The duties of the post include the following:

- Provide critical business advice to our client base particularly in the technology, manufacturing and internationally traded services sectors.
- Proactive engagement with businesses particularly in the technology, manufacturing 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 offices targets set in the Local Enterprise Development Plan, the economic elements of the Local Economic and Community Plan and the Dublin Regional Enterprise Plan 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.

These duties are indicative rather than exhaustive and are carried out under general guidance.

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 interview will be competency based and marks will be awarded under the competency skill sets identified for the position of Senior Economic Development Officer as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dun Laoghaire-Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desktop Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.
- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer recruitment@dlrcoco.ie, the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th 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.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on **27th February 2025**. Applications received after the closing time and date will not be accepted

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.