



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

**SENIOR ENTERPRISE DEVELOPMENT OFFICER
Local Enterprise Office (LEO)**

(Grade VII)

Closing Date: 4:00 p.m. on Monday, 6th January 2025

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Senior Enterprise Development Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is for an ambitious, thriving, vibrant, sustainable and connected Leitrim with opportunity for everyone. Our mission is to lead with ambition and deliver dynamic, innovative, sustainable and responsive solutions for all our people and communities, making Leitrim the best place to live, work, do business and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

The primary role of the Senior Enterprise Development Officer is to support the Head of Enterprise in the management of operations and in the achievement of the Local Enterprise Office's business goals. This support lies in operational management and the provision of Business Information and Advisory Services; Enterprise Support Services; Entrepreneurship Support Services and Local Enterprise Development Services.

The Local Enterprise Office (LEO) delivers a diverse range of business and enterprise development supports as required under a Service Level Agreement between Leitrim County Council and Enterprise Ireland.

The Senior Enterprise Development Officer, working closely with the Head of Enterprise, will be a key executive staff member of the Leitrim Local Enterprise Office and will help drive the delivery of an integrated range of actions and programmes to promote entrepreneurship, enterprise and economic development within the county and increase the number of micro businesses with ambition and development potential within the county.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

Candidates for any of the above panels must, by the date of any job offer, be:

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

4. Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application form:

- (i) Hold a degree (Level 7 or higher in the National Framework of Qualifications **) in Business or a related discipline. A postgraduate qualification in Business or a related discipline is also desirable;
- (ii) Have at least seven years relevant postgraduate experience in a business environment;
- (iii) Have the experience and skills to be able to critically evaluate business proposals and make recommendations on their implementation – to both their promoters and to the Local Enterprise Evaluation Committee;
- (iv) Have the skills and experience to be able to actively engage with small and micro business promoters and to advise them on the implementation of their plans and strategies;
- (v) Have appropriate skills in relation to marketing and publicity;
- (vi) Be computer literate, be familiar with the use of digital marketing platforms and have strong verbal and written communication skills, including being comfortable speaking in public.

Note: Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

Please ensure that confirmation of Level 7 qualification (or higher) in Business or a related discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.

The Ideal Candidate Shall Have:

- Strong knowledge of the commercial and business Environment on a local and national level.
- Strong knowledge and understanding of economic development and the evolving economic development landscape both nationally and locally.
- Strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and the needs and requirements of owner-managers of small business.
- Satisfactory knowledge of the LEO supports, services and processes and range of public and private supports available to small enterprise in Ireland.
- Experience in advising companies around grants, business supports and growth strategies.
- Sound commercial awareness and strong business planning, evaluation and research skills.
- Understanding of the preparation of accounts and strong skills in the interpretation of financial statements.
- Experience of securing or administering grants and raising finance.
- Experience in the use of financial management systems both from an administrative and reporting perspective.
- Strong analytical skills and good problem-solving experience in contributing to the operations and strategic planning processes.
- Experience in data analytics to include the collection, interpretation, application and presentation of data from a wide variety of sources.
- Strong project management skills.

- Event organisation and management skills
- Strong interpersonal, report writing, presentation and communication skills.
- Proficiency in the use of ICT applications, in particular the packages within Microsoft Office.
- Excellent organisation skills with an ability to prioritise tasks and work in a dynamic environment.
- Experience of building strategic relationships with internal and external stakeholders at all levels and ability to work in close collaboration with key partners and to seek cooperation and consensus with a range of bodies and representative groups.
- Ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- Experience in the management of staff and working and leading multi-disciplinary teams, and the ability to motivate, empower and encourage employees to achieve maximum performance.
- Knowledge of the structure and functions of local government, of current local government issues, future trends and strategic direction of local government and an understanding of the role of Senior Enterprise Development Officer in this context.
- Understanding of the role and duties of managers in safety management in the workplace.
- Ability to deputise at a senior level.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<p>Strategic Management & Change:</p>	<ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies. • Clear understanding of political reality and context of the local authority. • Awareness of current local government issues, priorities, concerns and future direction. • Ability to translate corporate policies and objectives into operational plans and outputs. • Develops and maintains positive and productive professional relationships both internally and externally to the local authority. • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change.
<p>Delivering Results and Communicating Effectively:</p>	<ul style="list-style-type: none"> • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. • Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines. • Allocates resources effectively to deliver on operational plans. • Pinpoints critical information and addresses issues logically. • Establishes high quality service and customer care standards. • Identifies and achieves efficiencies. • Ensures compliance with legislation, regulation and procedures.

Leading, Motivating and Managing Performance:	<ul style="list-style-type: none"> • Ability to build and lead a positive, diverse and productive section/ unit /team effectively. • Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational plans and objectives. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance and identifies and manages conflict. • Understands effective communications and actively listens to others. • Demonstrates excellent interpersonal skills and effective verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
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Personal Effectiveness:	<ul style="list-style-type: none"> • Demonstrates a strong knowledge of the Commercial and Business Environment. • Understanding of the role of the Local Enterprise Office in the context of the wider local authority service delivery and the role of the Senior Enterprise Development Officer in this context. • Relevant management and administrative experience at a sufficiently high level. • Takes initiative and is creative in approaching the delivery of objectives. • Maintains a positive, constructive and enthusiastic attitude to the role. • Manages time and workload effectively and remains calm under pressure. • Understands the importance of corporate governance. • Commitment to integrity & good public service values. • Political awareness.
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The Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Senior Enterprise Development Officer vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

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

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The Senior Enterprise Development Officer will report to the Head of Local Enterprise, or such other officer as may be designated by the Chief Executive.

The key duties and responsibilities of the post of **Senior Enterprise Development Officer** may include, but are not limited to, the following:

- Supporting the Head of Local Enterprise in generating and maintaining an enterprise culture in the Local Enterprise Office’s geographical area.
- Provision of business information and advice to small business promoters, and advising them on business planning and management capability, as well as of the incentives and support services available to small and micro business.
- Evaluation and assessment of project proposals for financial assistance, including carrying out due diligence and ensuring that applications are up to the standard required.
- Preparation and presentation of reports to the Head of Local Enterprise, Evaluation & Approvals Committee, Strategic Policy Committee, County Council, Enterprise Ireland and the Department of Enterprise, Trade and Employment as required.
- Oversight and management of grant offers and drawdown process for approved projects and client progress review.
- Contributing significantly to the attainment of the targets set in the Local Enterprise Development Plan, the economic elements of the Local Economic and Community Plan and the Regional Enterprise Plan - North West at local level, in line with national government policy objectives and commitments on enterprise and entrepreneurship.
- Facilitating 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.
- Designing and delivering relevant business development initiatives for owner-managers of small and micro-enterprises, to include the organising and overseeing of enterprise training courses, seminars, large events and the LEO’s mentoring and Specialist Support programmes etc.
- Proactively encouraging owner-managers of small business and intending entrepreneurs to avail of supports provided by the LEO (as appropriate) and supporting them in their growth.
- Liaising with clients of the LEO and providing a range of aftercare services, in particular to small business operators receiving financial support from the LEO, including supporting business with exporting, sustainability and productivity
- Establishing and maintaining strategic alliances and close exchanges with other business support agencies and institutions.
- Presenting, networking and representing Leitrim County Council at key enterprise events and business sectoral events
- Providing broad administrative support to the Local Enterprise Office management team.
- Supervision of the operational management of the Local Enterprise Office team.
- Leading, coaching and developing the Local Enterprise Office team to deliver a quality service and acting as a point of contact for clients in delivering customer services.
- Providing on-going support to Local Enterprise Office team including handling day to day problems and identifying training and development requirements as appropriate.
- Ensuring full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management.
- Providing assistance in the understanding and interpretation of the Council’s policies and procedures to employees in their area of responsibility and to customers as appropriate.
- Ensuring that Local Enterprise Office operations are in compliance with all Council policies, procedures, practices and standards and in compliance with the principles of good governance, legislative requirements and relevant circulars and guidance.
- Pivotal role in the financial management and budgeting of the Local Enterprise Office.
- Co-ordinating the procurement and monitoring external contracts placed by the Local Enterprise Office.

- Overseeing promotional activities including the preparation of promotional material (e.g. press releases, brochures, newsletters, etc.).
- Conducting research and informational activities as required.
- Identifying opportunities for improvements in the service delivery within their area of responsibility and using key performance indicators or other performance indicators effectively as appropriate.
- Communicating and liaising effectively with employees, managers in other sections, senior managers, customers and elected representatives in relation to operational matters for their area.
- Implementing good practices with transparent reporting and communications to deliver accountable services in their department or section.
- Carrying out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- Assisting from time to time with the development, implementation and review of appropriate strategies/plans/policies for the development of the local authority area which may include relevant research, consultation and interaction with the statutory, local development and social partners.
- Representing the local authority on committees and at meetings, including Council, Municipal District and Strategic Policy Committee meetings and reporting on progress in his or her respective section or department.
- Organising and facilitating internal and external meetings and participating and engaging in discussions as appropriate.
- Carrying out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- Providing specialist administrative assistance and support in the delivery of projects as required.
- Managing and implementing Health and Safety for the section or department.
- Deputising for the Head of Local Enterprise Office or analogous grade as required.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

2. Salary

The salary scale for the post of Senior Enterprise Development Officer (Administrative Officer - Grade VII analogous), applicable from 1st October 2024, is within the range:

**€58,252, €59,677, €61,341, €63,011, €64,680, €66,172, €67,700,
€69,179, €70,656, €73,185 (LSI1), €75,728 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

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 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 services which they are required by or under any enactment to perform.

3. Residence

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

6. Health

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Driving Licence/Travel

Holders of the post will be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and shall drive a motor car and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Garda Vetting

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

13. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department by emailing jobs@leitrimcoco.ie.

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document (not individual scanned documents) via email.

Closing date for receipt of applications is 4:00 p.m. on Monday, 6th January 2025 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Senior Enterprise Development Officer Application' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES: Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.