

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

**SENIOR ECONOMIC DEVELOPMENT OFFICER GRADE VII
FOR LOCAL ENTERPRISE OFFICE (LEO)**

Closing Date: 4.00 p.m. on Thursday 20th May 2021

Kildare County Council is committed to a policy of equal opportunity.

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
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Oifig Fiontair Áitiúil 
Local Enterprise Office



JOB DESCRIPTION

THE JOB: SENIOR ECONOMIC DEVELOPMENT OFFICER

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Senior Economic Development Officer for our Economic Development & Enterprise Department.

The Council proposes to form a panel of qualified candidates for the post of Senior Economic Development Officer, from which it will fill any vacancy which may arise.

BACKGROUND TO THE POSITION:

Kildare County Council, as the primary statutory development organisation, works closely with its development partners and the private sector to collectively maximise the economic development opportunities of the county.

Through these partnerships we strive to contribute to maintaining the economic and social fabric of our towns and villages, maximising opportunities presented under Ireland 2040 and to create new, and maintain existing, employment opportunities in the County.

THE ROLE:

The Senior Economic Development Officer will report to the Head of Enterprise & Economic Development.

The main role will be to identify, manage and promote specific programs to the business community in Kildare. They will be a key point of contact for businesses in the county, will engage with all stakeholders to understand how we can support their needs and enhance Kildare's attractiveness to existing and new businesses.

The ideal candidate will:

- Possess a relevant third level qualification in business or equivalent discipline;
- Possess a minimum of five years relevant post graduate experience in development;
- Possess excellent knowledge and understanding of economic development and the evolving economic development landscape both nationally and locally.
- Demonstrate the ability to work in partnership with a broad range of internal and external stakeholders.

- Have experience in data analytics to include the collection, interpretation, application and presentation of data from a wide variety of sources.
- Have experience in developing, promoting, and delivering relevant strategic and sustainable programs.
- Demonstrate a very strong competence in the management of staff and working and leading multi-disciplinary teams.
- Be highly organised with an ability to prioritise tasks and work in a dynamic environment.
- Have very strong interpersonal and communication skills;
- Demonstrate a very good understanding of financial systems and procedures, identifying funding streams and grant sources;

RESPONSIBILITIES/DUTIES:

The Senior Economic Development Officer will be responsible for the delivery of a range of assigned functions within the division including:

- Assisting the Head of Economic Development with engaging existing and new stakeholders regionally & nationally in the realisation of the Annual Service Delivery Plan (ASDP)
- Participating at local and national level meetings which impact on the delivery of the objectives and associated actions of the ASDP;
- Reporting to the Head of Enterprise & Economic Development on the implementation and progress of the ASDP;
- Working collaboratively with the Local Enterprise Office (LEO), and other Council Departments, to ensure consistency of service and a coordinated approach towards supporting businesses in the County.
- In collaboration with local stakeholders, identify and develop capital projects to create new, and enhance existing proposals, that support local business growth, create new jobs and attract employers;
- Assist in the implementation of the 2025 Economic Development Strategy for Kildare County Council;
- Contribute to the development of the Annual Service Delivery Plan, manage the implementation and evaluation of the key Economic Development objectives and associated actions.
- Supervision, monitoring and reporting on targets, budgets and other key performance indicators on a quarterly basis;
- Work as part of a team to develop, collaborate and deliver Kildare Economic Forum's Strategy for Kildare, which will promote Kildare as an investment ready location of choice, for new and expanding businesses. Key areas include, but are not limited to, developing Kildare as a Growth Centre Mid East, developing opportunities for entrepreneurship education and up-skilling, the development of Creative Industries and Micro Business Sector and the development and promotion of Communications, ICT and Smart City Concept.

- The preparation of reports, submissions and audits on matters of relevance to the future growth of Kildare and its position within the Mid-East Region e.g. County Development Plan and Regional Spatial Economic Strategies and relevant competitions of national significance such as Enterprising Towns Award.
- Analysis of relevant key papers and statistics to inform and influence the development and direction of Kildare on matters of economic importance e.g. National Planning Framework.
- Engaging with catchments and clusters outside of Kildare to maximise the economic potential of the County.
- Working with stakeholders from the private and public sectors and the wider community to develop the strengths and assets of our communities
- Ensuring alignment between government legislation and inter-agency policy to maximise economic development in the area;
- Carrying out all functions of the Mid East Regional Action Plan programme
- Participation in the network between the relevant local authorities to support the work of the Mid East Enterprise Group and sub-groups to develop and implement strategies along agreed themes including Digital Communications, Infrastructural, Tourism, Culture and Energy etc.
- Identifying potential opportunities for funding and investment and engaging with the relevant agencies/authorities to help realise these opportunities.
- Working co-operatively with all stakeholders, in particular the Chambers Group, Regional Assemblies and Educational and Economic Development Agencies.
- Working with Enterprise Hubs in Kildare and other suitable spaces to promote options for remote working and ensure the Hubs viability for attracting economic and enterprise activity and remote working for Kildare.
- Investigating and seeking funding opportunities for Kildare including EU funding and liaising with other staff and sections on grant schemes and funding opportunities.
- Supporting and advising local organisations, businesses and individuals to take advantage of Economic Development Opportunities;
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders.
- Deputising for the Head of Enterprise & Economic Development or other senior grade when required.
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

QUALIFICATIONS

On the latest date for receipt of completed application forms, candidates shall meet the following minimum essential requirements:

CHARACTER: Each candidate must be of good character.

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

EDUCATION/EXPERIENCE, ETC.:

It is desirable that each Candidate should, on the latest date for receipt of completed applications have:

- A recognised third level qualification (level 7 in the National Framework of Qualifications) in a business or equivalent discipline;
- A minimum of 5 years relevant post graduate experience in development; this may include development experience in Local Government or equivalent;
- 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;
- An ability to demonstrate an understanding of the challenges and opportunities (International, National and Local) facing businesses in Kildare;
- Satisfactory experience of developing and maintaining effective partnerships and of engaging and influencing various stakeholders;
- Satisfactory experience in managing projects;
- An understanding of the roles and duties of managers in safety management in the workplace;
- Excellent communication, interpersonal and reporting skills;
- Excellent team building skills and demonstrated leadership skills, including experience in supervising staff.

DRIVING LICENCE

Applicants should at the latest date for receipt of applications hold a full unendorsed driving licence for **Class B** vehicles, be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€50,832 per annum to €61,654 per annum (maximum)

€63,863 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€66,082 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (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 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 assessment(s) during the probationary period;

Working Hours (37 Hour Week)

The hours of work are 9.00 a.m. to 5.24 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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

You may be required to work overtime on various occasions.

All hours of work 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.

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

APPLICATION PROCESS

It is preferable that completed application forms be e-mailed to jobs@kildarecoco.ie. Postal applications (4 copies) should be addressed to Kildare County Council, Human Resources, Áras Chill Dara, Devoy Park, Naas, Co. Kildare. **Closing date is Thursday 20th May 2021 at 4.00 p.m.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

Senior Economic Development Officer Grade VII – Permanent & Contract Posts - Kildare County Council

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the required qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills and experience** required for the role. Candidates will also be assessed under the following key competencies as they relate to this specific role:

Management and Change	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. Political Awareness Has a clear understanding of the political reality and context of the organisation. Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders. Builds networks of relevant contacts. 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.
Delivering Results	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. 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>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</p> <p>Delivering Quality Outcomes Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>
Performance through People	<p>Leading and Motivating Motivates 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 Communicates effectively & professionally with diverse range of internal and external stakeholders. Presents ideas effectively to all audiences.</p>
Personal Effectiveness	<p>Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Manages their time effectively, focusing on essential tasks and responsibilities Engages in regular critical reflection to identify how own performance can be improved.</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>Qualifications and Knowledge Keeps up with current and emerging developments, trends and best practice in the area of economic development.</p> <p>Integrity Demonstrates a strong commitment to delivering an effective service. Behaves in an honest, trustworthy, and respectful manner and is transparent, fair and consistent in dealing with others.</p>

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks including references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons 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 such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.