



**Cavan County Council
Comhairle Contae an Chabháin**

Candidate Information Booklet

**Senior Enterprise Development Officer (Grade VII)
Local Enterprise Office, Cavan**

**Closing Time and Date:
5.00 pm on Monday 28th November, 2022**

Cavan County Council is committed to a policy of equal opportunity

The Competition

The purpose of this recruitment campaign is to form a panel for Senior Enterprise Development Officer from which permanent or temporary positions may be filled.

The successful candidate will be assigned to the Local Enterprise Office of Cavan County Council and will work under the control and supervision of the Head of Enterprise or other designated officer.

Purpose of the Role

The Local Enterprise Offices (LEOs) are the first stop shop for any small business looking to start or grow across the country. The vision for the Local Enterprise Office is to develop and sustain a positive enterprise ecosystem at local level throughout the country that will drive new added-value start-ups, facilitate further growth of micro and small businesses, and enhance local economies.

The Local Enterprise Offices are funded by the Department of Enterprise, Trade & Employment and operate under a Service Level Agreement (SLA) between Enterprise Ireland and the Local Authorities and are a significant element in the enhanced role which local authorities now have in the area of economic development.

The main functions of the LEO are the provision of:

- Business Information and Advisory Services
- Enterprise Support Services
- Entrepreneurship Support Service
- Local Enterprise Development Services / Economic Development

The **Senior Enterprise Development Officer** will be a key executive staff member of LEO Cavan, reporting to the Head of Enterprise, driving and supporting the delivery of an integrated range of actions and programmes to promote entrepreneurship, enterprise and economic development, increasing the number of micro businesses with ambition and development potential. They will drive and increase the number of first-time exporters,

assist small businesses to innovate, embrace digital transformation and adopt more environmentally friendly practices.

This is a key role that will require the successful candidate to work directly with core LEO clients to improve the management of business processes, introduce innovation that will impact results, enhance performance and assist start-ups and small businesses across the country to grow and create employment.

Qualifications For The Post

Character:

Candidates must be of good character.

Health:

Candidates shall 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 requirements as to health, it will be necessary for successful candidates, 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 appointment the expense of the medical examination will be refunded to candidates.

Citizenship:

Candidates 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

Education, Training, Experience, etc.

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

- Have a good educational background. A third level and/or professional qualification in a business or financial discipline is highly desirable.
- Strong organisational, project management skills and experience and proven ability to manage a range of multiple projects and competing priorities at one time to meet demanding and tight deadlines is essential.
- Have the ability to influence, collaborate and connect across internal and external stakeholders to the benefit of clients is essential.
- Financial literacy skills to undertake evaluation and assessment of project proposals for financial assistance and other supports, including carrying out due diligence to qualify the funding requests.
- The experience and skills necessary to evaluate, critically analyse, write and present recommendations on grant applications to the LEO Evaluations & Approvals Committee;
- Possess strong financial management skills and ability to manage budgets, comply with all local authority financial, management and governance reporting requirements.
- Excellent communications and business report writing skills with demonstrated evidence of robust IT literacy (i.e., MS Office skills including Outlook, Word, Excel and PowerPoint) is essential.
- Knowledge of social media platforms and proficiency of speaking in public.
- Excellent research capability, analytical skills, writing and presentation skills.

- Knowledge, understanding and comprehension of the key business growth sectors and client categories in which the LEOs operate, and an ability to translate this knowledge and understanding into developing supports and initiatives to achieve effective business impacts and results.
- Understanding of compliance and governance requirements as they relate to funding and procurement through the LEO.
- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

Desirable, though not essential:

- Experience of working with the Microenterprise sector with an in-depth understanding of the issues and challenges facing the sector.

DETAILS AND PARTICULARS

Duties & Responsibilities

The **Senior Enterprise Development Officer** will perform the following duties and responsibilities, including such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Cavan County Council for the advancement of the Local Enterprise Office.

The **Senior Enterprise Development Officer** will report to the Head of Enterprise, or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Provide one to one business advice and guidance to anyone thinking of starting or expanding a business in County Cavan;

- Proactively engaging with LEO Portfolio clients, providing information and advice, evaluating their business plans and strategies, recommending the most appropriate actions and supports to help them grow and scale and reach their maximum potential.
- Developing and identifying initiatives that will help LEO portfolio clients with their exporting activities and work in collaboration to ensure clients are directed and can have access to the most appropriate support as it pertains to their stage of export.
- Encouraging and supporting LEO portfolio clients to invest in R&D and begin a process of incorporating RD&I into their commercial activities.
- Develop and lead initiatives designed to support microenterprises increase performance and competitiveness, including programmes such as Digital Transformation, LEAN and Green which will help to build resilience and competitiveness.
- Evaluating and processing applications for grant aid. This will include meeting clients, evaluating their applications, preparation of written appraisals, presentation of appraisals to the LEO Evaluation & Approvals Committee, and the oversight and management of the subsequent grant offer and drawdown process for approved projects and client progress review;
- Management of all financial and operational processes within the Local Enterprise Office, including budgetary and financial management, ensuring all financial practices are in line with the LEOs Operating Processes and Procedures and Cavan County Council's financial and audit systems and requirements.
- Manage all claims and processes for the drawdown of LEO funding from Enterprise Ireland on a quarterly basis. Collect, maintain and update relevant data in line with all reporting requirements of Enterprise Ireland, the Local Authority, the Department of Enterprise, Trade & Employment and any other government department or body, as may be required from time to time.
- Ensure compliance with all required local authority financial, management, and governance reporting requirements, including data protection and procurement.
- Managing the Local Enterprise Office annual performance metrics so as to maximize the delivery of services and quality of service provision, ensuring all targets and metrics are achieved.

- Managing and delivering various LEO local, regional and national initiatives such as National Enterprise Awards and other events/initiatives, whether internal or external to the Local Enterprise Office;
- Representing the Head of Enterprise /Local Enterprise Office, at stakeholder meetings, public and business events and meetings, locally, regionally and nationally;
- Contributing to the development, resourcing and delivery of new initiatives and programmes within the Local Enterprise Office in support of enterprise and economic development in Cavan;
- Engaging proactively on cross border and EU programmes as and when required by the Head of Enterprise;
- Promoting and implementing innovation and continuous improvement in the processes and programmes of the Local Enterprise Office;
- Such other duties as the Head of Enterprise may assign to the role so as to promote and deliver on the objectives of the LEO office.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Senior Enterprise Development Officer Scale of the national wage scales. The present minimum scale is €53,943 increasing to €70,126 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary.

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

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 28th November, 2022.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Senior Enterprise Development Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Management and Change	
Strategic Ability	<ul style="list-style-type: none"> • Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.
Networking and Representing	<ul style="list-style-type: none"> • Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests. • Demonstrates the ability to sustain a positive image and profile of the local authority.
Delivering Results	
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Demonstrates the ability to act decisively and make timely, informed and effective decisions.
Operational Planning	<ul style="list-style-type: none"> • Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources. • Demonstrates the ability to establish high quality service and customer care standards.
Communicating Effectively	<ul style="list-style-type: none"> • Demonstrates the ability to recognise the value of and requirement to communicate effectively • Demonstrates effective verbal and written communication skills • Demonstrates good interpersonal skills.
Personal Effectiveness	
Personal Motivation, Initiative and Achievement	<ul style="list-style-type: none"> • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Does more than is required or expected, anticipating situations and acting to pre-empt problems. • Creates new opportunities.
Resilience and Personal Well Being	<ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. • Operates effectively in an environment with significant complexity and pace.
Knowledge & Understanding of the role/of local government	
Knowledge & Understanding of Role	<ul style="list-style-type: none"> • Demonstrates understanding of the role of Local Enterprise Office in the context of wider local authority service delivery • Demonstrates knowledge & understanding of the structure and functions of local government • Demonstrates knowledge of current local government issues, future trends and strategic direction of local government

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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.
- Information provided by a candidate in their application form will be used for the purpose of the Senior Enterprise Development Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

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 candidate's favour any officer 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.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.