

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
CHOMHAIRLE CHONTAE DHÚN LAOGHAIRE – RATH AN DÚIN
LOCAL ENTERPRISE OFFICE – Oifig Fiontar Áitiúil
BUSINESS ADVISOR (LEO) Analogous Grade VI
(Comp ID: 009748 – Comhairleoir Gnó – LEO
Open Competition – Permanent - Comórtas Oscailte - Buan

PURPOSE OF THE ROLE

The Local Enterprise Offices (LEO) 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.

A new Business Advisor position has been created to support the delivery of an integrated range of actions and programmes to 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.

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QUALIFICATIONS FOR THE POST

CHARACTER:

Candidates shall be of good character.

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 he/she is appointed, to undergo at his/her 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.

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:

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

- Strong organisational and 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.
- 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.
- 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 through the LEO.
- Candidates must hold a clean, current Class B Driving Licence.

Desirable, though not essential:

- Experience of working with the Microenterprise sector with an in-depth understanding of the issues and challenges facing the sector.
- A relevant third level business qualification
- Have a strong understanding of the needs of the SME community and more than 5 years' experience in supporting this community.
- Possess demonstrated ability to assess grant applications and develop a critical understanding of the companies' finances, feasibility of their proposal and projections, competitor landscape and general suitability for being funded.
- 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.
- Have the ability to influence collaborate and connect across internal and external stakeholders to the benefit of clients.

ROLE DUTIES AND RESPONSIBILITIES

The LEO business advisor will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Dun Laoghaire Rathdown County Council for the advancement of the Local Enterprise office

The Business Advisor will report to the Head of the Local Enterprise Office, or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Develop and lead initiatives designed to support microenterprises increase performance and competitiveness including programmes such as Digital Transformation and Green which will help to build resilience.
- Engage with portfolio companies who are growing, to support them to reach their potential and increase market share by maximising uptake of the full range of LEO supports.
- Develop and identify initiatives that will help LEO 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.
- Encourage and support LEO clients to invest in R&D and begin a process of incorporating RD&I into their commercial activities.
- Such other duties as the Head of the Local Enterprise Office may assign to the role so as to promote the objectives of the office.

Reporting

- Ensure compliance with all required local authority financial, management and governance reporting requirements.
- Collect, maintain and update relevant data.

COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

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

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PARTICULARS FOR THE POST

1. The office is whole-time, permanent and pensionable.

2. **SALARY:**

€49,530; €50,713; €52,151; €54,861; €56,478; €58,48 1ST LSI; €60,512 2ND LSI

Rates @ 1ST FEB.2022

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

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. **SUPERANUATION 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 of 66 (rising to 67 and 68 in line with State Pension age changes).

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. 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. The role will involve flexible working hours and may include evening and weekend work.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority 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, 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;

- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

6. ANNUAL LEAVE

Annual leave entitlement for the position of **Business Advisor** is 30 days per annum.

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 engineering services of an advisory, administrative, supervisory or executive nature 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 including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the engineering and cognate 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.

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. OUTSIDE EMPLOYMENT

The position is wholetime 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.

10. 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 competency 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 the competencies listed above and to their suitability for appointment, relevant knowledge and experience..
- ii. DL RCC 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. Completed applications on the official form, in **PDF format only**, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **12 noon on Thursday xxxxx**. Applications received after this date will not be considered.
- vi. An applicant who withdraws his/her 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 29th April 2016. The Act places a statutory obligation on DL RCC 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 his/her candidature, will no longer be considered for selection.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of 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 he/she is seeking.

Applications on the official form in **PDF Format only** should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **12 noon on Thursday 13th of October 2022**

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.