

DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Ráth An Dúin

DUBLIN REGIONAL PROGRAMME MANAGER

**Regional Enterprise Plan for Dublin Region for the
Counties of Dublin, Dún Laoghaire-Rathdown, Fingal and South Councils**

Three Year Temporary Fixed Term Contract (Comp ID: 009108)

General Information

The development of Regional Enterprise Plans, an initiative of the Department of Enterprise, Trade and Employment, delivers to the Programme for Government commitment to adopt a coherent policy approach to the enterprise needs of every part of Ireland. Regional Enterprise Plans were first launched in 2019 in nine regions across Ireland, including the Dublin region, and the first 2-year plans concluded at the end of 2020. The Regional Enterprise Plans have succeeded the previous Regional Action Plans for Jobs initiative 2015-2018.

The principle underpinning the Regional Enterprise Plans is collaboration between regional stakeholders on initiatives that can help to realise each region's enterprise development potential, adding value to the core activities being delivered by the enterprise agencies, LEOs and other bodies in the region.

The Regional Enterprise Plans complement and contribute to the Local Economic and Community Plans developed by the County Council and the Regional Spatial and Economic Strategies being developed by the Regional Assemblies.

The Plans are 'bottom-up' in that they are developed by regional stakeholders working collaboratively, including the enterprise agencies, local enterprise offices, local authorities, higher and further education bodies, private sector and others, within each region.

The Regional Enterprise Plan for Dublin is overseen by a Steering Committee of these regional stakeholders and chaired by a senior level private sector businessperson. The Dublin Regional Enterprise Plan Steering Committee has recently commenced the preparation of a new Regional Enterprise Plan to 2024, to be launched in Q3 2024.

The Regional Enterprise Plan for Dublin covers the four Dublin local authorities viz Dublin City, Dún Laoghaire-Rathdown, South Dublin and Fingal Councils. The outgoing Regional Enterprise Plan to 2020 for Dublin was focused around 6 Strategic Objectives to positively influence enterprise and job creation in the region. These were: develop the skills and talent in the region; increase enterprise engagement; build a pipeline of sustainable and scalable start-ups; enhance the attractiveness of Dublin; facilitate individuals to realise their full potential; and support enterprise to adapt to be more sustainable.

The Role of the Programme Manager

The main purpose of the Programme Manager post will be, working with the Steering Committee, to co-ordinate and secure the implementation of the Dublin Regional Enterprise Plan along with measuring, monitoring and preparing relevant progress reports on the implementation process.

The role will also involve developing directly, where required or assigned, and otherwise supporting regional funding bids to various funding opportunities that arise.

The Programme Manager will work under the general direction of the Chair of the Regional Steering Committee and will facilitate and service the steering committee along with ensuring positive collaboration and engagement with the broad range of relevant stakeholders, both state agencies and private business, including the Department of Enterprise, Trade and Employment (DETE), County Councils (particularly their Economic Development Teams), IDA, EI, Tourism Agencies, Education Providers, Chambers of Commerce, Industry Champions and the Business Community.

The Programme Manager will be required to make a valuable contribution to the strategic economic growth of the Dublin Region through driving the delivery of the actions contained in the Regional Enterprise Plan.

The Programme Manager will be expected to provide a high level of independence and objectivity. As well as leading the implementation of the Plan, additional responsibilities involving other functional areas of the constituent County Council that can contribute positively to the plans' implementation, may be assigned to the Programme Manager from time to time.

This is an opportunity for an experienced person to fully utilise their professional, technical and management skills in an environment that promotes a high-performance culture.

While reporting to the relevant Director of Service (or his/her nominee) in regard to contractual matters, the Programme Manager will in the main report to an operational management group consisting of the Chairperson of the Regional Steering Committee and a member of the Executive of each of the three County Council as funding partners. The post will be based in County Hall, Dún Laoghaire-Rathdown County Council.

Duties & Responsibilities

The duties and responsibilities of the Programme Manager role will include the following:

- (a) Co-ordinate and manage the implementation of the Regional Enterprise Plan for the Dublin region, including finalisation and launch of the Plan currently in development.
- (b) Measure, monitor and report on progress of the Plan both at the level of each individual action and at the strategic level of the key major goals, and co-ordinate annual formal progress updates to DETE.
- (c) Prepare and support Regional bids for competitive funding when the opportunity arises, with a priority being bids led by the Local Authority sector if and when required.

- (d) Facilitate and service each stakeholder working group and assist them to deliver the actions in the Dublin Regional Plan.
- (e) Shape key further actions into deliverable steps by responsible agencies.
- (f) Clarify timeframes for key actions and targets to be delivered.
- (g) Engage with relevant stakeholders including the DETE, County Council, Elected Representatives, Regional Business Champions, IDA, Enterprise Ireland, Tourism Agencies, Chambers of Commerce, Education Institutions and the larger business community in the implementation of the Regional Enterprise Plan.
- (h) Prepare reports and strategies to facilitate the work of the Regional Steering Committee and as necessary, the National Oversight Group for the Regional Enterprise Plans overseen by DETE.
- (i) Regularly brief the Chair of the Regional Steering Committee on progress, slippages, risks, so that the Chair can, where necessary, engage with relevant Chief Executive/Leaders in state agencies and private sector where required to maintain momentum and clear up any gaps etc.
- (j) Lead the development and implementation of a proactive communications strategy across a wide stakeholder base in order to promote economic development, including tourism in the Dublin region.
- (k) Support the Industry Champions in their roles.
- (l) Liaise with adjoining Regions, as needs require, and regularly engage with the Programme Manager's group convened by DETE on operational matters relating to the Plans and to seek out opportunities for cross-regional cooperation on mutually beneficial collaborative actions.
- (m) Secure as much funding as possible for the region.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

COMPETENCIES

You are expected to clearly demonstrate in your application your competencies under the following:

Strategic Management and Change	<p>Strategic Ability: Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear and specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness: Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking & Representing: Develops and maintains positive and mutually beneficial relationships. 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: Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change.</p> <p>Demonstrates flexibility and an openness to change.</p>
Delivering Results	<p>Problem Solving & Decision Making: Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</p> <p>Operational Planning: Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Delivering Quality Outcomes: Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
Performance through People	<p>Leading and Motivating: Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance: Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively: Has high effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
Networking People	<p>Resilience and Personal Well Being: Demonstrates appropriate and positive self confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Personal Motivation, Initiative and Achievement: 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.</p>

Networking and Representing

- Develops and maintains positive and beneficial relationships with relevant interests.
- Sustains a positive image and profile of the local authorities.

Establishes, maintains, participates and contributes to networks to enhance service delivery:

- across all agencies, public and private, local, national and the EU
- across jurisdictions
- with the local communities and community fora, including new and emerging communities
- with the private sector, business, industry and unions
- other organisations as appropriate

Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.

Actively supports other leaders within the organisation and across the Public Service.

Articulates and understands the views of stakeholders.

Promotes and sustains an appropriate, positive, cohesive image and profile of the local authority, with commitment to the standards and ethical principles of the Public Service.

Applies appropriate discretion and maintains confidentiality and political sensitivity when representing the local authority.

Maintains appropriate and effective communication with the media.

Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in developing the competence of its key stakeholders.

Empowers local communities through engagement, consultation, education or other innovative means

Responds positively to the changing needs of communities

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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 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.

3. EDUCATION, TRAINING, ETC:

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

(a) Hold a third level degree or professional qualification in a relevant discipline (Business, Finance, Economics, Management etc) with a minimum of two years relevant work experience. A post-graduate Management/Business qualification would be desirable.

OR

(b) Have a good standard of general education with a minimum of four years relevant work experience in one or more of the fields of economic/enterprise development, rural development, project administration of public funded projects etc

(c) Possess a full clean Class B driving licence and have access to his/her own vehicle.

The Ideal Candidate shall have:

- Excellent networking, client-focus and relationship-building skills.
- Excellent leadership skills; dynamic and highly effective with a demonstrated record of achievement, particularly in balancing the needs of multiple stakeholders in complex environments.
- Excellent project management and organisation skills.
- High levels of motivation, displaying vision and enthusiasm.
- A proactive approach to problem-solving and a demonstrated ability to achieve outcomes in a timely manner.
- Goal focused and confident in measuring performance against targets.
- Strong knowledge/experience of the enterprise sector, with a particular emphasis on the needs of SMEs.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Proven analytical skills, with an ability to manage research data from multiple sources and assimilate into meaningful action.
- Understanding of private sector business and enterprises.
- Good working knowledge of integrated financial management systems.
- High level of proficiency with computer programs including word, excel, power point etc.
- Excellent project management skills.
- Ability to plan and prioritise work effectively, to work under pressure to tight deadlines, and be available to work outside normal office hours as required.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

Salary Scale:

€69,267 - €69,886 - €72,518 - €75,151 - €77,788 - €80,396 - €83,022 - €86,000 (1st LSI) - €88,970 (2nd LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of 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 determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is 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 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.

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 37 hours per week.

The duties of the Office may involve activities outside normal working hours, including evenings or weekends as required.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent/temporary 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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at his/her 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;

6. ANNUAL LEAVE

Annual leave entitlement for the position of Dublin Regional Programme Manager 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 him or her 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.

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. Dún 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 on behalf of the Local Authority. Please note that the interview will be conducted **online**. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position as outlined above.
- ii. DLRCC 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. 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.

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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.

Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **12 noon on Thursday 1st July 2021**. Applications received after this date will not be considered.

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 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 he/she is seeking.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.