

LOCAL ENTERPRISE OFFICE - DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Assistant Business Advisor - OPEN COMPETITION (ID 00818)

OVERVIEW

Local Enterprise Offices (LEOs) provide advice, information and a range of support services to individuals starting up or growing a business. With 31 dedicated teams integrated into Local Authorities across Ireland, Local Enterprise Offices offer a wide range of services designed to promote and support enterprise at a local level. LEO Dun Laoghaire Rathdown is seeking an **Assistant Business Advisor**, who will be required to perform a wide range of duties as appropriate to the position.

QUALIFICATIONS & PARTICULARS

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.

3. EDUCATION & EXPERIENCE:

Essentials:

- (a) A third level and/or professional qualification in a business, economics or financial discipline.
- (b) Have a minimum of three years' experience of providing advice and services to small businesses
- (c) Have a minimum of three years' experience of organising business events and strong project management and event management skills.
- (d) Have excellent computer skills and verbal and written communication skills;
- (b) Hold a full driving licence free from endorsement and access to a car;
- (c) Must be willing to work flexible hours i.e. early morning, evening or weekend events when necessary.

Desirables:

1. Have a strong understanding of the needs of small and micro businesses and the role of the Local Enterprise Office, including knowledge of its supports, services and processes. Demonstrate knowledge of start-up environment and requirements to scale and develop a business.
2. Have a satisfactory knowledge of the LEO supports, services and processes and the range of public and private supports available to small enterprise in Ireland.
3. Have the ability to prepare and present reports in a structured and professional manner.
4. Have experience in the use of financial management systems both from an administrative and reporting perspective (advanced capability on financial management systems and Excel is highly desirable)
5. Be familiar with the interpretation of data and financial information.
6. It is also desirable that the candidate will possess strong business acumen with experience of understanding the phases of business development including a demonstrated ability to analyse and interpret business proposals from various perspectives, e.g. finance, marketing, process/operations, etc.

THE ROLE

The Assistant Business Advisor (ABA) is a specialist role within the Local Enterprise Office in Dun Laoghaire Rathdown. The ABA will facilitate the delivery of a high standard quality system of co-ordinated and cohesive state support to the micro and small business sector. The successful candidate will be required to make a significant contribution to the implementation of business supports, entrepreneurship and job creation at a local level. Success will be measured by the impact of LEO supports provided to small businesses and the extent to which micro business and start-ups in the region are developed.

The appointee will be prohibited from engaging in or having any connection with any outside business or activity that would interfere with the performance of the duties of the position and/or lead to a conflict of interest.

Responsibilities to be discharged by the Assistant Business Advisor will include:

Reporting to the Senior Enterprise Development Officer in the Local Enterprise Office, or such designated person as may be assigned from time to time, will be responsible for the programme delivery for the Local Enterprise Office. He/she will work as a member of a small dynamic team providing support and assistance to small and micro businesses particularly in the digital and technology sectors. He/she will also assess grant applications and provide advice and guidance to loan applicants and those who receive grant support as required.

The Assistant Business Advisor will report on targets and metrics as set out in the Local Enterprise Development Plan and update the Enterprise Ireland systems established to keep track of progress on these key metrics.

While the role will involve significant client engagement at the individual and/or business level, it will also entail broader engagement with the wider business community and other business support agencies. The premier responsibilities of Assistant Business Advisor in the functioning of the LEO are in the provision of professional support in terms of **Business Services, Events and Marketing** related activity.

More specifically, the role and responsibilities of the Assistant Business Advisor encompass the following key areas:

1. Evaluation and assessment of funding applications
2. Lead on the administration of client funds and addressing any client queries in this regard
3. Engaging with funding bodies on financial queries
4. Working with providers to introduce efficiencies to the grant administration system
5. Management and delivery of Customer Services and provision of one-to-one business advice and guidance to anyone thinking about starting a business or any existing business in Dun Laoghaire Rathdown
6. Contribute to the delivery of national initiatives within the Local Enterprise Network and participating on national committees
7. Liaise with clients of the LEO and provide a range of aftercare services, in particular to small business operators receiving financial support from the LEO
8. Facilitate the delivery of all commitments between Enterprise Ireland and the Local Authority and any protocols with other Government Departments and State Agencies
9. Provide a best in class service to our clients with a particular focus on the post grant experience
10. Pro-actively encourage owner-managers of small business and intending entrepreneurs to avail of supports provided by the LEO (as appropriate)
11. Provide business information and advice to small business promoters, and advise them on business planning and management capability, as well as of the incentives and support services available to small and micro business particularly in engaging with the digital, high-tech and internationally traded sectors
12. Evaluation and assessment of project proposals for financial assistance, including carrying out due diligence and ensuring that applications are up to the standard required
13. Manage and deliver data on agreed KPIs, Customer Service activities and programmes and the maintain systems to track and monitor same
14. Promote and implement innovation and continuous improvement in the processes and programmes of the Local Enterprise Office
15. Contribute to the delivery of national initiatives within the Local Enterprise Network as required
16. Carry out such other duties as may be assigned by the Head of Enterprise from time to time

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Assistant Business Advisor OPEN COMPETITION (ID 00 8108)

PARTICULARS OF OFFICE

1. The office is wholetime, permanent and pensionable. The Assistant Business Advisor will be an employee of the Local Authority and subject to the terms and conditions of the Local Authority including re-assignment within the Authority.

2. SALARY

Salary Scale: €42,041 - €43,378 - €44,717 - €46,055 - €47,392, €48,942 (1st LSI) - €50,490 (2nd LSI)

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. 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 determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council 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 service which they are required by or under any enactment to perform

3 SUPERANNUATION CONTRIBUTIONS:

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

5 ANNUAL LEAVE

Annual leave entitlement for the position of Assistant Business Advisor is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6 DUTIES:

- The duties of the office are to give to the local authority and to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, is Chief Executive and
- 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 officer as the Chief Executive may from time to time determine, such appropriate technical, management, 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, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

7 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 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.

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 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 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 their suitability for appointment, relevant knowledge and experience.**
- ii. 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.

- iii. 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.
- iv. Completed applications, on the official form, should be typed and should reach Human Resource, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than deadline. Applications received after this date will not be considered.
- 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. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of postage from the appropriate postal authority.

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 Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Thursday 30th May 2019**

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.

**Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**