



Comhairle Contae Chill Dara  
Kildare County Council

## **Candidate Information Booklet**

**PLEASE READ CAREFULLY**

# **Business Advisor Grade VI Local Enterprise Office (LEO)/ Economic Development**

**Closing date for receipt of completed application forms is 4.00 p.m.  
on the 26<sup>th</sup> September 2024.**

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



# Comhairle Contae Chill Dara Kildare County Council

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## Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Business Advisor with Kildare County Council.

## The Position & Role

The Local Enterprise Office Kildare was established in April 2014 and involved the amalgamation of the business support unit of Kildare County Council and Kildare County Enterprise Board. Its offices are currently located in The Merits Building, Devoy Park, Naas Co. Kildare.

The Office is responsible for:

- The delivery of the Local Enterprise Office Programme in partnership with Enterprise Ireland.
- The delivery of a variety of Economic Development Projects including Economic Promotion.
- The development and delivery of Special Projects including European Funding, URDF, RRDF, REDF.

The Business Advisor will report to the Head of Enterprise, Economic Development & Tourism or any other officer as designated by the Chief Executive.

### **The Competition**

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at Business Advisor Grade as vacancies arise.

### **The Candidate**

It is desirable that candidates demonstrate through their application form and at the interview that they have:

- Have an excellent understanding of commercial business and significant experience in working with the business community.
- Have an excellent understanding of project development and delivery, (specialisation in any of the below sectors while not essential may be an advantage)
  - EU project Management
  - Food enterprise development
  - Craft & Textile enterprise development
  - Tourism enterprise development
  - Circular economy, social enterprise development
- Have excellent communications skills and experience in client/customer engagement and management.
- Have significant experience in event management and/or delivery of projects.
- Be experienced in the use of financial management systems both from an administrative and reporting perspective.
- Have experience in the management and utilisation of new communications technologies in particular digital marketing.
- Have a strong capability to multitask and work to deadlines.
- Be self-motivated with an ability to work on own initiative but within a dynamic small-team environment.
- 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.
- Have the ability to motivate, empower and encourage staff under his/her control to achieve maximum performance.
- Possess a strong business acumen with experience that demonstrates an understanding of 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.

### **Duties and Responsibilities**

The Business Advisor will report to the Head of the Enterprise, Economic Development & Tourism or any other officer as designated by the Chief Executive.

Roles and responsibilities encompass the following key areas and will depend on assignment:

- Financial management, accounting, budgeting and reporting. This includes financial and other reporting to Council bodies, Enterprise Ireland, The Department of Jobs, Enterprise and Innovation and to various other government departments in addition to European Union.
- Delivery of a variety of projects in Business Support and Economic Development.
- The provision of one-to-one business advice and guidance to new and existing businesses.
- Proactively identify opportunities for Kildare County Council to improve the local economic environment and/or the LEO's offering of services to its client businesses.
- Develop and lead initiatives designed to support microenterprises to increase performance and competitiveness, to support them to increase market share, assist with their exporting activities and to invest in R&D.
- Act as a liaison between local organisations, businesses and individuals and representatives of government, business and industry concerning economic/enterprise development.
- Secure funding for economic development programmes and activities and support the development of funding proposals.
- Represent the council at economic conferences at local, regional, national and international levels. The nature of the role may necessitate overnight travel nationally or internationally.
- Provide advice regarding market analysis and economic opportunities.
- Identify opportunities for joint ventures and assist with any negotiations.
- Research private and public sector economic development funding opportunities and develop cross functional proposals and projects.
- Engaging on collaborative initiatives and EU programmes as required by the Head of Enterprise, Economic Development & Tourism.
- Promoting and implementing innovation and continuous improvement in the processes and programmes of the Local Enterprise Office.
- Other duties required to contribute to the successful management of the Local Enterprise Office services as may be assigned from time to time by the Head of the Local Enterprise, Economic and/or other nominated members of the Local Enterprise Office management team.

## **Qualifications**

### **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, Training and Experience etc.:**

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

- Have a relevant third level business qualification level 7 or greater.
- Have at least 3 years relevant Business experience.
- Have significant experience of working in or working with small and micro businesses and be familiar with the broad range of supports and agencies available to support local businesses.
- Have significant experience of working with a variety of different levels of Stakeholders.
- Demonstrate significant experience in the development of projects from concept to development to delivery stage.
- Have financial literacy skills to undertake evaluation and assessment of project proposals for financial assistance and other supports.
- Have 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).
- Have excellent research capability, analytical skills and presentation skills

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

### **Driving Licence**

Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

## **Competencies for the post of Business Advisor**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Is effective in translating the mission of the Local Enterprise Office into operational plans and outputs.</li> <li>• Demonstrates innovation and creativity in securing successful strategic outcomes.</li> <li>• Develops and maintains positive and beneficial relationships with relevant interests and stakeholders.</li> <li>• Demonstrates the ability to sustain a positive image and profile of the Local Authority and LEO</li> <li>• Demonstrates flexibility and an openness to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions.</li> <li>• Understands the key deliverables and takes accountability for getting things done. Has a strong capability to multitask and work to deadlines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can identify customers' needs and expectations and deliver a high quality service.</li> <li>• Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Leads by example in terms of commitment, flexibility and a strong customer service ethos.</li> <li>• Develops the competence of team members and helps them meet their full potential and to deliver their part of the operational plan.</li> <li>• Communicates effectively &amp; professionally with diverse range of internal and external stakeholders.</li> <li>• Has strong interpersonal, report writing, presentation and communication skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Manages their time effectively, focusing on essential tasks and responsibilities</li> <li>• Demonstrates appropriate and positive self-confidence.</li> <li>• Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</li> <li>• Keeps up with current and emerging developments, trends and best practice in the area.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of the role of the Local Enterprise Office in the context of wider local authority service delivery.</li> <li>• Knowledge and understanding of LEO supports, services and processes.</li> <li>• Knowledge and understanding of LEO's key business growth sectors and client categories.</li> <li>• Demonstrates the required financial and commercial/business acumen required to deliver on requirements for role.</li> </ul>

## Particulars of Employment

### The Post

The post is wholetime (i.e., 35 hours per week) and appointment may be permanent or temporary.

### Location

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

Staff will be based at Kildare Local Enterprise Office, The Merits Building, Áras Chill Dara, or other council facilities within the county.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

### **Commencement**

Kildare County Council shall require a person 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 other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

### **Working Hours**

The current working hours are 35 hours per week, the hours of work are 9.00 a.m. to 5.00 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 the hours of work from time to time in line with Government Circulars.

You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

### **Reporting Arrangements**

The Business Advisor reports directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

### **Probationary Period of Employment**

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- 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 twelve months, but the Chief Executive may, at their 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) 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.

## **Remuneration**

€55,090 per annum to €62,819 per annum (maximum)  
€65,055 per annum (LSI 1) (after 3 years satisfactory service at maximum)  
€67,304 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

## **Superannuation & Retirement**

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:

- Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
- Compulsory retirement age will be 70.

### **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 1<sup>st</sup> January to 31<sup>st</sup> December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence**

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

### **Outside Employment**

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Code Of Conduct/Organisation Policies**

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

### **Training**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Health and Safety Regulations**

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to cooperate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

### **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication 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 being sought.

### **Important Notice**

**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 to be agreed with the successful candidate.**

### **Communications**

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, 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 email address throughout the recruitment and selection campaign. This can be done by emailing [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

### **Before You Proceed**

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Page 5 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

### **Shortlisting**

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council 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.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

## **Interview Stage**

### **Interview Process**

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management & Change**
- 2. Delivering Results**
- 3. Performance through People**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 5 and 6.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

### **Feedback**

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

### **Pre-Employment Checks**

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

### **Confidentiality**

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

### **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