



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Business Development Officer (Just Transition Tourism Activator)

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 22nd May 2025.**

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





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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 Development Officer - Just Transition Tourism Activator with Kildare County Council.

The Position & Role

Activator is about empowering others, drawing out ideas and potential and getting results through activating other people. The role requires a proactive approach to engaging businesses and communities by a person with the ability to blend strategic thinking with one-to-one and one-to-many engagement. The person will have the capacity to tap into the creativity and innovation of the communities and businesses and create a space for these to grow and take root.

The ideal candidate has a keen understanding of the Just Transition Fund and the related opportunities and challenges. They have a strong sense of community spiritedness and are motivated by catalysing others to pursue opportunities and create new ventures.

They have the capacity to work effectively with people from a broad range of sectors and groups, including the local, regional and national tourism industry and local development organisations.

They are results-driven and ambitious for the role they can play in the economic regeneration of Kildare. They are committed to collaborative working with a strong emphasis on quality service and effective project implementation

The role of Just Transition Tourism Activator is to activate the JTF programmes and grant schemes and to support and build the capacity of communities and enterprises within the area to develop innovative projects.

The objectives of the role are to

- Direct SMEs and potential grantees towards the right funding and enterprise supports based on their needs
- Respond to queries from potential grantees and support quality grant proposals from communities and enterprises
- Nurture high-functioning clusters of SMEs that increase collaboration and cross-promotion in the region
- Build capacity at SME and cluster levels to avail of further tourism opportunities within the region.
- Build belief and confidence in the potential of tourism for communities and businesses of the Midlands
- Identify and support champions and ambassadors within communities and businesses who can sustain the investment momentum over the longer term.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which Contract posts may be filled at Business Development Officer - Just Transition Tourism Activator Grade as vacancies arise.

The Candidate

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

- Deliver results on time, within budget and to a high standard.
- Effectively engage with and manage diverse stakeholder groups and develop communication strategies and approaches to drive collaboration and project delivery.
- Complete projects as assigned to deadline.
- Work independently and in teams to devise and meet deadlines.
- Motivate and inspire others, to listen and communicate effectively.
- Present and speak in public.
- Be responsive, flexible and agile.
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.

Duties and Responsibilities

Working as part of Kildare County Council's Economic Development Team the successful candidate will be expected to perform duties in support of the JTF Activator Programme of Fáilte Ireland. They will become the visible and identifiable JTF point of

contact for communities and businesses in Kildare. They will maintain a strong presence in the county, building trust and relationships with stakeholders and between stakeholders.

The list of duties and responsibilities outlined below are not intended to be exhaustive, and as such, may be supplemented or amended from time to time as considered necessary.

Communication & Engagement

- Communicate the JTF and how to leverage it, supporting engagement and applications
- Keep businesses and communities informed about grants and funding opportunities
- Undertake PR and promotional activities concerning the JTF. This may include organising information sessions, promotional activities, public speaking, webinars, radio interviews, press releases, town hall meetings, one-to-one meetings.

Mentoring

- Help people turn their ideas, insights and actions into practical projects and realities
- Provide mentoring and guidance to expand potential choices and pathways, build networks and identify relevant opportunities
- Work with project promoters in order to build their capacity to participate in the JTF and to access the benefits available
- Help candidates to prepare and present projects for grant approval
- Work with project promoters post approval to ensure successful grant activation
- Research and deliver ‘Ideas Generation’ workshops with the network members

Training and Professional Development

- Develop and co-ordinate specific targeted training opportunities to enhance the capacity within the region.
- Identify support training to emerging businesses and idea

Cluster & Network Development

- Work with county tourism officer to strengthen collaboration and clusters within the county
- Participate in the JTA Network to help support knowledge development and sharing of best practice at regional level
- Build relationships and mutual buy-in between state agencies, local authorities and other public stakeholders on the one hand and local businesses and communities on the other.
- Work with and engage
 - Local Authorities
 - Rural and Local Development Companies
 - Local Destination Marketing Organisations
 - Universities and other educational establishments in the region
 - Other agencies: OPW, Coillte, Waterways Ireland, NPW, Rural Development companies

Sustainable & Regenerative Tourism

- Communicate principles of sustainable and regenerative tourism to community and business applicants, providing training and mentoring where useful
- Participate in training, upskilling and professional development opportunities provided for the County Activator through the programme.

Administration

- Provide progress reports and budget reports as required.

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.:

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

- a) A professional qualification at degree level, preferably in tourism, marketing, business or a related area of economic development, culture, planning, rural or community development.
- b) A minimum of 3 year's relevant experience that may include:
 - supporting enterprise and business plan development
 - supporting community and voluntary groups in needs analysis and project development
 - stimulating, facilitating and supporting local innovation
 - local capacity building and supporting communities and enterprises
- c) Strong project management and budget management skills
- d) Qualifications or experience in facilitation, public consultation and community engagement
- e) A track record of delivering work to a high standard within agreed deadlines
- f) Evidence of exceptional organisation
- g) The ability to effectively and creatively communicate information and ideas in written and verbal format
- h) Experience of working within a team or a multi-disciplinary environment.
- i) Excellent ICT skills

- j) Excellent written and verbal communication skills
- k) Familiarity with the tourism industry, sustainable tourism or regenerative tourism is an advantage
- l) Ability and willingness to work outside of normal office hours, in some instances in evenings or during the weekend.

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

*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

Driving Licence.

Applicants should at the date of applying hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

Competencies for the post of Business Development Officer- Just Transition

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:

Management and Change	<ul style="list-style-type: none"> Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Demonstrates innovation and creativity to secure successful strategic outcome Has a clear understanding of the political reality and context of the organization Develops and maintains positive and beneficial relationships with relevant interests. Ability to negotiate and influence and adopt a partnership approach with all stakeholders. Builds networks of relevant contacts.
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	<ul style="list-style-type: none"> • Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
Performance through People	<ul style="list-style-type: none"> • Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan. • Communicates effectively & professionally with diverse range of internal and external stakeholders. Presents ideas effectively to all audiences.
Delivering Results	<ul style="list-style-type: none"> • Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Establishes high quality service and customer care standards. • Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. • Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required
Personal Effectiveness	<ul style="list-style-type: none"> • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Manages their time effectively, focusing on essential tasks and responsibilities. • Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. • Demonstrates a strong commitment to delivering an effective service. Behaves in an honest, trustworthy, and respectful manner and is transparent, fair and consistent in dealing with others.
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local government including service requirements. • Knowledge of current local government issues.

	<ul style="list-style-type: none"> • Understanding of the role of a Business Development Officer. • Understanding key challenges facing the local government sector and Kildare County Council. • Knowledge and experience of operating ICT systems.
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Particulars of Employment

The Post

The post is wholtime (i.e., 35 hours per week) and appointment is a fixed-term contract and 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.

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 your hours of work from time to time.

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

Business Development Officers report 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

€56,754 per annum to €64,716 per annum (maximum)

€67,020 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€69,337 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 1st January to 31st 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 co-operate 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. 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 6 and 7 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. Performance through People**

3. Delivering Results

4. Personal Effectiveness

5. Knowledge, Experience and Skills

A list of these competencies and key indicators are included on pages 7, 8 and 9.

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