



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Senior Economic Development Officer – Local Enterprise Office (Grade VII)

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 28th March 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 Senior Economic Development Officer with Kildare County Council.

The Position & Role

Kildare County Council, as the primary statutory development organisation, works closely with its development partners and the private sector to collectively maximise the economic development opportunities of the county.

Through these partnerships we strive to contribute to maintaining the economic and social fabric of our towns and villages, maximising opportunities presented under Ireland 2040 and to create new, and maintain existing, employment opportunities in the County.

The Senior Economic Development Officer will report to the Head of Enterprise & Economic Development.

The main role will be to identify, manage and promote specific programs to the business community in Kildare. They will be a key point of contact for businesses in the county, will engage with all stakeholders to understand how we can support their needs and enhance Kildare's attractiveness to existing and new businesses.

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 Senior Economic Development Officer Grade as vacancies arise.

The Candidate

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

- Possess a relevant third level qualification in business or equivalent discipline;
- Possess a minimum of five years relevant post graduate experience in development;
- Possess excellent knowledge and understanding of economic development and the evolving economic development landscape both nationally and locally.
- Demonstrate the ability to work in partnership with a broad range of internal and external stakeholders.
- Have experience in data analytics to include the collection, interpretation, application and presentation of data from a wide variety of sources.
- Have experience in developing, promoting, and delivering relevant strategic and sustainable programs.
- Demonstrate a very strong competence in the management of staff and working and leading multi-disciplinary teams.
- Be highly organised with an ability to prioritise tasks and work in a dynamic environment.
- Have very strong interpersonal and communication skills;
- Demonstrate a very good understanding of financial systems and procedures, identifying funding streams and grant sources;

Duties and Responsibilities

The Senior Economic Development Officer will be responsible for the delivery of a range of assigned functions within the division including:

- Reporting into and assisting the Head of Enterprise, Tourism & Economic Development in the implementation and evaluation of the key objectives and associated actions emanating from the Annual Service Delivery Plan (ASDP) for the Economic Development Directorate;
- Assisting in the monitoring and reporting on targets, budgets and other key performance indicators on a quarterly basis Working collaboratively with the Local Enterprise Office (LEO) to deliver a range of innovative economic development and job creation initiatives and opportunities;
- Work as part of the team to develop key sectoral areas and clusters in the county such as Retail, Tourism , Craft & Food in collaboration with all key stakeholders;
- Assisting to convene and support Council Committees assigned to the Enterprise, Tourism and Economic Development Division including the relevant Strategic Policy Committee, and, when required from time to time, contribute to

other Council Committees including the Municipal Districts and the Plenary Council;

- Assisting to develop the Councils portfolio of property solutions with a view to supporting economic development and job creation;
- Work as part of the team and key partners promote Kildare & Mid East Region as an ideal location for investment and business development;
- Work as part of the team to activate the Kildare place brand including implementing an integrated marketing and communications strategy to build the reputation of Kildare as a great place to live, work, invest and visit;
- Drive initiatives to deepen and strengthen ties with the diaspora;
- Implement and continuously review existing and emerging strategies including the Kildare Remote Working for Business Strategy,
- Assisting with informing relevant policy and strategy ensuring alignment with EU, national, regional and local government policy and strategy to maximise economic development and job creation opportunities for the county and region
- Oversee the administration of funds and grants to other bodies ensuring full compliance with all necessary regulations and obligations
- Assisting with preparing and developing funding bids to external funding bodies including EU and national funding programmes to secure funds for the delivery of priority projects and initiatives.
- Identifying potential opportunities for funding and investment and engaging with the relevant agencies/authorities to help realise these opportunities.
- Working co-operatively with all stakeholders, in particular the Chambers Group, Regional Assemblies and Educational and Economic Development Agencies.
- Investigating and seeking funding opportunities for Kildare including EU funding and liaising with other staff and sections on grant schemes and funding opportunities.
- Supporting and advising local organisations, businesses and individuals to take advantage of Economic Development Opportunities;
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders.
- Deputising for the Head of Enterprise & Economic Development or other senior grade when required.
- Undertake other tasks or activities as may be directed under the auspices of the Director of Service by the Head of Enterprise , Tourism & Economic Development

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:

- A recognised third level qualification (level 7 in the National Framework of Qualifications) in a business or equivalent discipline;
- A minimum of 5 years relevant post graduate experience in development; this may include development experience in Local Government or equivalent;
- An ability to demonstrate an in-depth understanding of the principles of Economic Development generally, and, specifically, the role of Local Government in advancing Economic Development;
- An ability to demonstrate an understanding of the challenges and opportunities (International, National and Local) facing businesses in Kildare;
- Satisfactory experience of developing and maintaining effective partnerships and of engaging and influencing various stakeholders;
- Satisfactory experience in managing projects;
- An understanding of the roles and duties of managers in safety management in the workplace;
- Excellent communication, interpersonal and reporting skills;
- Excellent team building skills and demonstrated leadership skills, including experience in supervising staff.

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

Competencies for the post of Senior Economic Development Officer

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:

Performance 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. Evaluates capacity and performance against objectives. 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
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	<p>approach with all stakeholders. Builds networks of relevant contacts.</p> <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"> • Can pinpoint critical information and address issues logically. 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. Delegates, tracks and monitors activity. 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 Engages in regular critical reflection to identify how own performance can be improved. • Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. • Keeps up with current and emerging developments, trends and best practice in the area of economic development.

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

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.

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, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

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

Senior Economic 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

€55,847 per annum to €67,739 per annum (maximum)

€70,164 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€72,602 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 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. Performance 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 5, 6 and 7.

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