

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

PROGRAMME MANAGER, MID EAST REGIONAL ENTERPRISE PLAN
2.5 YEAR CONTRACT
QUALIFICATIONS AND PARTICULARS

CLOSING DATE 26th January 2023 AT 4.00 P.M.

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

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JOB DESCRIPTION

THE JOB: PROGRAMME MANAGER, MID EAST REGIONAL ENTERPRISE PLAN, 2.5 YEAR CONTRACT

INTRODUCTION

The Government's Action Plan for Jobs when revised and updated in 2019 included a commitment to develop and publish a suite of Regional Enterprise Plans to support enterprise growth and job creation. The Regional Enterprise Plans complement and contribute to the Local Economic and Community Development Plans as developed by the Local Authorities and the regional Spatial and Economic Strategies being implemented by the Regional Assemblies.

The Mid East Regional Enterprise Plan covers the counties of Kildare, Wicklow, and Meath. The plan has been a key policy response for supporting employment growth in the region, with public and private stakeholders currently engaged in driving the range of innovative and practical actions set out in the Plan. The core objective of the Plan is to support the creation of extra jobs in the Region through the delivery of collaborative actions focusing on increasing the number of start-ups, developing the capacity of existing enterprises, and capitalising on the strengths and opportunities of the Region.

Vibrant and competitive regions are important, not just from an economic perspective, but also from a societal point of view. Growing the economic base of regions supports social cohesion and provides opportunities for families to continue to live and work in their local communities.

Like the National Action Plan for Jobs, the Regional Plan for the Mid-East sets out a series of commitments on the part of public bodies and the private sector, which will support enterprise growth and job creation. It is the cumulative effect of these measures – and the collaboration which they will bring about in their delivery – which will make a real and lasting impact on the job creation potential of the Region.

Building on the progress and momentum to date, as well as addressing new and emerging challenges, the Mid-East Regional Enterprise Plan is currently being refreshed and refocused to chart its work through to 2024.

While the Department of Enterprise, Trade and Employment has facilitated the compilation of the MEREP through engagements with stakeholders in the Mid-East, ownership of the Plan – and ensuring its delivery – rests with the people, businesses, education providers and public bodies in the Mid-East Region.

In order to co-ordinate the implementation of the MEREP, a steering committee has been appointed. The Steering Committee is chaired by Mr. Owen Brennan, Executive Chairman, Devenish

THE ROLE

Reporting to a Head of Enterprise of one of the three Local Authorities in the region, the Programme Manager will lead, co-ordinate and manage the implementation of the Mid-East Regional Enterprise Plan. The role will involve assisting with the development, establishment and servicing of appropriate structures and sub-committees to develop specific actions and targets to facilitate the economic development, rebranding and promotion of the Mid East.

Based primarily in Naas County Kildare and travelling across the region the post holder will progress the MEREP under the general direction of the Chairman of the Implementation Committee. Progression of the MEREP will reflect the priorities of the Steering Committee and its Chair.

At a Mid-East Regional level, the Programme Manager will work with an Economic Development Executive Team of the three Local Authorities and the enterprise agencies and will ensure progression of the work of the MEREP, insofar as it aligns with the direct work of the local authorities, in conjunction with that team.

You will be expected to engage at senior level with relevant stakeholders including the DETE, Local Authorities, IDA, Enterprise Ireland, Tourism Agencies, Education Providers, Chambers of Commerce and the business community.

As an ex-officio member of the Steering Committee, you will be required to make a valuable contribution to the strategic economic growth of the Mid East Region through leading the delivery of the actions contained in the MEREP. You will be expected to provide a high level of independence and objectivity. This is an opportunity for an experienced person to fully utilise their professional, technical and management skills in an environment that promotes a high-performance culture. As well as leading the implementation of the MEREP, additional responsibilities involving other function areas of the Local Authorities may be assigned to the Programme Manager from time to time.

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/EXPERIENCE, ETC.:

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

- (a) Hold a recognised degree, or equivalent professional qualification, in a relevant discipline. A post-graduate Management/Business qualification would be desirable.
- (b) Have a good working knowledge of integrated financial management systems.
- (c) possess a good standard of administrative experience and adequate experience in office organisation and in the control of staff.

Essential Skills

- (a) Excellent stakeholder management, networking, client-focus and relationship-building skills.
- (b) Excellent leadership skills; dynamic and highly effective with a demonstrated record of achievement, particularly in complex environments balancing the needs of multiple stakeholders in complex environments.
- (c) Excellent project management and organisation skills.
- (d) High levels of motivation displaying vision and enthusiasm.
- (e) A proactive approach to problem-solving and a demonstrated ability to achieve outcomes in a timely manner.
- (f) Goal focused and confident in measuring performance against targets.
- (g) Strong knowledge/experience of the enterprise sector, with a particular emphasis on the needs of SMEs.

- (h) Excellent communication skills, both written and verbal.
- (i) Proven analytical skills, with an ability to manage research data from multiple sources and assimilate into meaningful action.
- (j) Self-motivation and understanding of private sector business and enterprises.

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

Driving Licence

Applicants should at the date of appointment 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>

Duties

The duties and responsibilities will include the following:

- a) Co-ordinate and manage the implementation of the Mid-East Regional Enterprise Plan
- b) Facilitate and service each stakeholder group and assist it to deliver the actions in the MEREP
- c) Shape key further actions into deliverable steps by responsible agencies.
- d) Clarify timeframes for key actions and targets to be delivered.
- e) Measure, monitor and report on progress of the MEREP both at level of each individual action and at the strategic level of the key major goals and co-ordinate progress updates to DETE.
- f) Engage with relevant stakeholders including the DETE, Local Authorities, Elected Representatives, Regional Business Champions, IDA, EI, Tourism Agencies, Chambers of Commerce, Education Institutions and the wider business community in the implementation of the plan
- g) Prepare progress reports and strategies to facilitate the work of the Steering Committee

- h) Regularly brief the Chair of the MEREP Steering committee on progress, slippages, risks, so that the Chair can, where necessary engage with relevant Chief Executive/Leaders in state agencies and private sector
- i) Lead the development and implementation of a proactive communications, strategy across a wide stakeholder base in order to promote economic development including tourism in the Mid-East.
- j) Support the Project Delivery Team in the overall delivery of the stated objectives and actions.
- k) Liaise with adjoining Regions, as required, to progress mutually beneficial collaborative actions.
- l) Prepare and support local/regional bids for competitive funding when the opportunity arises, with a priority being bids aligned with the refreshed MEREP.
- m) Progress regional disruptive and industry led actions.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: The office is whole time and pensionable on a 2.5 year fixed term contract basis.

SALARY:

€72,780 per annum to €87,753 per annum (maximum)
 €91,005 per annum (LSI 1) (after 3 years satisfactory service at maximum)
 €96,185 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants, who are not currently working in the Public Sector, will commence at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect during which such persons shall hold office on probation:

(b) Such persons shall cease to hold office at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

(c) There will be assessment(s) during the probationary period.

Working Hours (35 Hour 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. This position will require flexibility in relation to evening and weekend work when required.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at the MERITS building, Devoy Park, Naas County Kildare or other council facilities within the county.

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

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 26th January 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the requirements for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills and experience** required for the role.

Candidates will also be assessed under the following key competencies.

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

	Presents ideas effectively to individuals and groups.
Personal Effectiveness	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.