



**COMHAIRLE CHONTAE LIATROMA
LEITRIM COUNTY COUNCIL**

Candidate Information Booklet

(Please read carefully)

**Post of: Business Advisor (Grade VI)
Temporary Contract**

Confined to Staff of Leitrim County Council

Closing Date: 12 Noon on Friday 11th September 2020

Completed Application Forms should be submitted to:

**ANN WARNOCK
Human Resources Department
Leitrim County Council
Aras an Chontae
Carrick on Shannon
Co. Leitrim.**

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The Role

The primary role of the Business Advisor will be to support the Head of Enterprise in the delivery of services and operations and in the achievement of the LEO's business goals particularly in the context of the current Covid crisis and the challenges of Brexit. The role will involve significant client engagement at the individual and/or business level and requires engagement with the wider business community and other business support agencies. The successful applicant will be required to carry out and manage all their tasks, within the confines of the approved budget of the LEO.

The successful candidate will report to the Head of Enterprise in the Local Enterprise Office, or such designated person as may be assigned from time to time.

The Business Advisor will contribute towards the management and delivery of the Local Enterprise Office supports and programmes in line with the Local Enterprise Development Plan and other programmes as directed by the relevant Department including procurement of services, service and budget management and ensuring full recording of outputs and deliverables in line with the Action Plan for Jobs.

He/she will work as a member of a small dynamic team providing support and assistance to small and micro businesses. He/she will also assist and assess grant/loan applications and will provide key administrative support including to the LEO's Evaluations and Approvals Committee as required.

The Qualifications

1. Character

Each candidate shall be of good character.

2. Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience etc.

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

- (a) be a serving employee in a local authority, or a regional assembly and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post, **and**
- (b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

The Ideal Candidate Shall:

- Have an appropriate business-related acumen and excellent understanding of commercial business and significant experience in working with the business community
- Demonstrate an understanding of the impact of both the COVID Crisis and the challenges of Brexit on all business sectors and individual businesses in the County

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- Have excellent communications skills and experience in client/customer engagement and management
- Have significant experience in event management and/or delivery of projects and special events, including budget, delivery on tight deadlines, project management and reporting of outcomes and results.
- Be self-motivated with an ability to work on own initiative but within a dynamic small-team environment.
- Demonstrate a willingness to support the team in the delivery of and administration for the National LEO unit as directed.
- Have decision making and problem solving skills
- Have ability to manage resources while delivering quality outcomes including an ability to motivate and empower staff under his/her control to achieve maximum performance.
- Have experience 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) and the ability to utilise social media communication and marketing opportunities for both LEO clients and the LEO itself.
- Have a strong capability to multi task, work to deadlines and show flexibility in work practices
- Have an ability to be self-motivated : to work on own initiative but within a dynamic small-team environment
- Have an understanding of the needs of small and micro businesses, knowledge of the start-up environment and available supports, and the role of the Local Enterprise Office, including knowledge of its supports, services and processes.

The Principal Terms and Conditions

A panel will be established for the sole purpose of addressing recruitment requirements for these posts approved by Enterprise Ireland in light of the challenges for small businesses during the Covid crisis. Funding for this position is currently approved to 31st December 2020.

1. Salary:

The salary scale for the post of Business Advisor (Grade VI) is within the range:

€47,588, €48,736, €50,122, €52,725, €54,279, €56,213 (LSI 1), €58,157 (LSI 2).

The successful candidate will be paid an acting allowance in accordance with circular letter EL 2/2010.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

2. Duties

The duties of the office are to give to the local authority and

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- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions and shall include the duty of deputizing for other officers of the local authority, when required.

The key duties include:

- Support the delivery of the enterprise remit of the Local Enterprise Offices including proactively supporting business during the current Covid crisis
- Support the preparation of businesses for the challenges of Brexit
- Provide one to one business advice and guidance to anyone thinking about starting a business or any existing business in Co Leitrim.
- Be able to act as a point of contact for clients; assessing and identifying development needs and advising on relevant supports, qualifying criteria and the application process.
- Evaluating and undertaking due diligence of business / project proposals for financial assistance and making assessments or recommendations.
- Manage, develop and grow the LEO client portfolio
- Contribute to the development, management and delivery of LEO events, programmes and pilot programmes, both local (e.g. training, management development supports and networking), regional and national (e.g. enterprise supports and awards programmes) as directed.
- Research, develop, resource and delivery of new initiatives, events and programmes within the Local Enterprise Office in support of micro-enterprise and economic development in Leitrim.
- Engage in collaborative initiatives and EU programmes as required by the Head of Enterprise.
- Promote and implement innovation and continuous improvement in the processes and programmes of the Local Enterprise Office.
- Contribute to the development and maintenance of the LEO Web Site and social media platforms
- Keeping abreast of new technologies and communications possibilities including the utilisation of social media communication and marketing opportunities for both LEO clients and the LEO itself
- Management of certain LEO external contracts and ensuring best practice in the procurement of goods and services
- Liaising with clients to ensure the provision of a quality customer service and assistance towards the management of the LEO's front-office services
- Contribute to the on-going awareness campaign of LEO Leitrim
- Promotion of an enterprise culture in Co. Leitrim
- Provision of support in any Business Service, Consulting or Research Assignments
- Provision of professional support to the LEO Management Team
- Provision of all administrative support required in regard to their work along with general administrative support including support to the LEO's Evaluations and Approvals Committee

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- Supporting the work of the Senior Enterprise Development Officer
- Contributing to the financial management, accounting, budgeting and reporting for the LEO. This includes financial and other reporting to the Council bodies, to Enterprise Ireland, to the Department of Business, Enterprise and Innovation and to various other government departments and to any other bodies as required from time to time.
- Other duties required to contribute to the successful management of the LEO services may be assigned from time to time by the Head of the LEO and/or other nominated members of the LEO management team.

3. Driving Licence

When required to do so, holders of the office shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

4. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (iv) The local authority 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form circulated with this notice. The application form may also be obtained by contacting the Human Resources Department, Leitrim County Council, Aras an Chontae, Carrick-on-Shannon, Co. Leitrim: Email jobs@leitrimcoco.ie or Telephone: 071 9620005 extn 151.

Completed Application Form together with supporting documentation will be accepted via email, post or by hand.

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Candidates should note that interviews for this position will take place in September.

CLOSING DATE:

Completed Application Forms must be submitted by **12 Noon on Friday 11th September 2020** to

**ANN WARNOCK
HUMAN RESOURCES DEPARTMENT
LEITRIM COUNTY COUNCIL
ARAS AN CHONTAE
CARRICK-ON-SHANNON
COUNTY LEITRIM**

Any claim in relation to the late receipt of Application Forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

NOTES:

THIS COMPETITION IS CONFINED TO EMPLOYEES OF LEITRIM COUNTY COUNCIL

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.