****

**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Economic Development Officer**

**Oifigeach Forbartha Eacnamaíochta**

***(Contract position)***

|  |
| --- |
| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services. Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

The 2022 annual revenue budget for the local authority is approximately €177 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €130 million is proposed for 2022.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

|  |
| --- |
| **The Position** |

Local Government plays a key role in local Economic Development and Kerry County Council has developed and adopted a Local Economic and Community Plan (LECP) for County Kerry. This Local Economic & Community Plan is an integrated plan to guide the development of the County from an Economic, Community, Cultural, Sporting and Recreation perspective from 2016 to 2021.

The Economic Development Officer, will be responsible for the further design and development of the Economic Function within the Council, including managing the implementation of the Economic elements of the LECP.

The Economic Development Officer will be responsible for formulating policy, the management of the implementation plans, and the management of the Council’s Economic Development Unit. He/She will work closely with Council Senior Management, the Elected Members, Development Agencies, and local communities to stimulate job creation and to encourage and support investment and entrepreneurship in Kerry.

The job requires a candidate with excellent oral and written communication skills and with the ability to think strategically. Fostering working relationships with a range of statutory, public and private sector partners is a key requirement of the job.

**The ideal candidate shall:**

* have strong interpersonal and communication skills;
* be able to lead multi-disciplined teams;
* be comfortable working in multi-disciplined teams and have the ability to motivate, empower and encourage others to achieve maximum performance, effectiveness and efficiency;
* be highly organised, decisive and disciplined, driven to deliver the required results;
* have experience in delivering and evaluating strategy;
* have the ability to work with and partner other enterprise agencies and employers in the County
* have an ability to:
* prioritise tasks and work to demanding schedules;
* request and collect relevant information, identify potential exposures and gaps, evaluate results, summarise conclusions, and present recommendations;
* understand financial systems/procedures, identify funding streams/grant availability;
* work on his/her own initiative;
* be able to present complex data in easy to understand formats, both written and verbal;
* be comfortable in a culture of continuous learning and improvement.

**Appointments:** Subject to the availability of suitability qualified candidates a panel may be formed on the basis of this competition (including interview), from which offers of employment may be made.

The position is wholetime and temporary for a period of 3 years.

**Salary:** €69,960- €92,459 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 35 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

|  |
| --- |
| **The Person** |

**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:

1. hold a recognised third level qualification (NFQ Level 8) or equivalent professional qualification in business, economics, or a related discipline (applications will be considered from candidates who do not possess such a qualification but who can demonstrate exceptional career achievement in a relevant discipline), and
2. have a minimum of 5 years relevant post qualification experience in a related discipline

Candidates will also be required to demonstrate:-

* significant experience at management level
* a proven ability to work on their own initiative and in partnership with other agencies to promote the economy of County Kerry
* experience of implementing agreed strategies to meet objectives and the ability to expand and improve the range, quantity or quality of existing services
* an understanding and experience of Economic, Social and Community Development, Tourism and Planning
* satisfactory experience of developing and maintaining effective partnerships and of engaging and influencing various stakeholders across the socio-economic and planning spectrum
* satisfactory experience in programme management
* previous experience of creating and promoting funding bids
* proven experience in the development of departmental and corporate long-range plans as well as budget formulation and reporting processes
* proven ability to plan and think strategically
* strong business acumen
* excellent organisational skills and discipline, and possess the drive to deliver the required results
* experience of budget and resource management to drive the effective and efficient use of available resources
* experience of managing internal controls to assure process and legal compliance and fraud prevention
* experience in the management and supervision of staff, building effective teams, developing motivation and commitment and maintaining sound employee relations
* experience of putting in place efficient and effective working structures, performance management arrangements and target based objectives
* a high level of customer focus
* superior verbal and written communication and presentation skills

|  |
| --- |
| **Duties & Responsibilities** |

The key responsibilities of the post include, but are not limited to: -

* developing the Economic function of the Council;
* developing strategies for the development of the local economy through the provision of key infrastructure and strategic sites within the County;
* managing the implementation and evaluation of the key objectives and associated actions emanating from the LECP;
* monitoring and reporting on targets, budgets and other key performance indicators on a quarterly basis
* devising policies to strengthen Kerry as a business location, for example:
* promoting the development of the economy of County Kerry and developing the knowledge economy and knowledge communities of the County
* launching and monitoring a marketing and branding campaign;
* researching and preparing applications for available grants and funding to support objectives and actions
* working within and in association with existing national and regional structures in the area of economic development;
* liaising with agencies such as IDA Ireland, Enterprise Ireland, local development agencies and academia to attract and sustain businesses in the County;
* providing proactive support to the Local Community Development Committee, County Economic Forum and related committees;
* ensuring that elected representatives and local community representatives are engaged in the economic development process;
* attending trade shows, industry events/conferences, seminars and workshops as the Council’s representative;
* responding to information requests from developers and the business community;
* managing day-to-day operations of the Economic Development Unit;
* management and supervision of staff;
* building effective teams, developing motivation and commitment and maintaining sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
* co-ordinating economic development initiatives through identifying and producing materials such as business directories, statistical brochures, community profiles, along with websites and social media;
* implementing the systems necessary and co-ordinating the resources required to support the service. This will include systems to manage finance and budgets and ensuring value for money providing information on the pattern of demand and activity and scheduling of work programmes;
* implementing the requirements arising from the “Putting People First: Action Programme for Effective Local Government” and the Local Government Reform Act 2014;
* undertaking any other duties of a similar level and responsibilities as may be required from time to time;

In addition, appointees will be required to:

* assist in the provision of prudent financial management, budgeting, and resource allocation
* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* prepare reports as required
* attend training as required
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

|  |
| --- |
| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above. If an application is deemed valid, it will be considered for interview. Depending on the number of applications received, shortlisting may apply based on information supplied on the application form. Candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of the following:-

|  |  |
| --- | --- |
| **Strategic 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.**Political Awareness**Has a clear understanding of the political reality and context of the organisation.**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.**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. |
| **Delivering Results** | **Problem Solving and Decision Making**Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.**Operational Planning**Plans projects to determine rationales, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.**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. |
| **Performance through People** | **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.**Managing Performance**Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.**Communicating Effectively**Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups. |
| **Personal Effectiveness** | **Relevant knowledge**Keeps up to date with current developments, trends and best practice in their areas of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.**Resilience and Personal Well Being**Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.**Integrity**Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.**Personal Motivation, Initiative and Achievement**Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved. |

|  |
| --- |
| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the key competencies outlined above and will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

Interviews may be conducted via in-person or remote means as determined most suitable by Kerry County Council at the time.

|  |
| --- |
| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview. Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles and must have access to an appropriately insured and licensed car for the purpose of the duties of the position.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue, or misleading information will result in disqualification from the competition, withdrawal of employment offered, or dismissal. Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

|  |
| --- |
|  |
| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to recruitment@kerrycoco.ie and must be received before **5.00pm on Thursday 07 July 2022.**

Please ensure that **Economic Development Officer** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**