

KILDARE COUNTY COUNCIL

**BUSINESS ADVISOR/ENTERPRISE OFFICER
LOCAL ENTERPRISE OFFICE (LEO)
1 YEAR FIXED TERM CONTRACT**

QUALIFICATIONS AND PARTICULARS

CLOSING DATE 29th SEPTEMBER 2020

OVERVIEW

The Local Enterprise Office (LEOs) is the local first-stop shop for new entrepreneurs and existing micro-enterprise and small business owners. The LEO is the front door through which all information on State supports for small and micro-businesses can be accessed and through which other supports and bodies with programmes relevant to small business as well as important local services and compliance requirements can be provided. The services provided by the LEO include:-

- Financial Assistance Support for eligible Businesses
- Start Your Own Business Courses
- Mentor Programme
- Brexit advisory
- Business and Management Development Training Courses
- Enterprise Network for Women
- Business Development Networks

The Local Enterprise Office is funded by the Department of Jobs, Enterprise and Innovation and operates under a Service Level Agreement (SLA) between the Local Authority and Enterprise Ireland. The aim of the LEO is to support micro enterprise development in their area, thus strengthening the sustainability of local economies to provide employment opportunities within their own communities.

THE ROLE

Reporting to the management team of Economic Development and Enterprise in the Local Enterprise Office, or such designated person as may be assigned from time to time, the Business Advisor/Enterprise Officer will be responsible for developing a strong working relationship with clients, for the financial management, accounting, budgeting and reporting for the LEO, including the grant application process. 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 assess grant applications and work with clients to identify and provide

advice and guidance to loan applicants and those who receive grant support. As a result of Covid-19 and Brexit this post is being created to support a variety of client projects and products.

The Business Advisor/Enterprise Officer will report on targets and metrics as set out by the Head of Enterprise.

The role is a challenging one representing the LEO through front line work with clients and through presenting to varied groups and audiences. It requires engagement, assertiveness and competence in assessing requirements, making recommendations and influencing decisions.

PERSONAL PROFILE

It is desirable that the successful candidate demonstrate through their application form and at interview that he/she;

- have an excellent understanding of commercial business;
- have a strong capability to multitask and work to deadlines;
- be self-motivated with an ability to work on own initiative;
- can develop good working relationships, motivate, empower and encourage other team members.
- hold a professional qualification in Business and/or Financial Management (level 7 in the National Framework of Qualifications) or an equivalent professional qualification.

PRINCIPAL DUTIES

The key duties of the post are as follows:

- meeting with clients and providing one to one business advice relating to Brexit, advising grant and loan applicants, assessing grant applicants based on the business idea, the market, the financials and the skills of the entrepreneur and presenting to the evaluation committee on behalf of the client.
- responding to First Stop Shop enquiries and carrying out duties relating to the grant evaluation process, ensuring clients are meeting draw down requirements and assessing their business needs and recommending relevant supports to grow the business;
- processing payments, monitoring and reporting on all financial and budgeting matters for the LEO;
- reporting to senior management and providing regularly reports and updates on metrics and key indicators while ensuring that work conforms to procedures and standards;

- providing administrative assistance to the Evaluations and Approvals Committee or other groups or networks supported by the LEO;
- managing projects from early stage to delivery, including managing procurement processes and contract management, communicating LEO programmes and activities, and promoting an enterprise culture through the use of social media and other communication tools;
- proactively making suggestions to address challenges and improve operational efficiency;
- learning new IT systems and tools including social media;
- learning about different sectors, attending training courses and updating skills as required
- carrying out such other duties that may be assigned from time to time.

KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

<p>Management and Change</p>	<p>Strategic Ability Is effective in translating the mission of the Local Enterprise Office into operational plans and outputs. Demonstrates innovation and creativity in securing successful strategic outcomes.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with relevant interests and stakeholders.</p> <p>Bringing About Change Demonstrates flexibility and an openness to change.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Acts decisively and makes timely, informed and effective decisions. Considers the implications for those affected by the decisions.</p> <p>Operational Planning Understands the key deliverables and takes accountability for getting things done. Has a strong capability to multitask and work to deadlines.</p> <p>Delivering Quality Outcomes Can identify customers' needs and expectations and deliver a high-quality service.</p>

<p>Performance through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results and to deliver their part of the operational plan.</p> <p>Communicating Effectively Has excellent communication and interpersonal skills. Presents ideas effectively to all audiences.</p>
<p>Personal Effectiveness</p>	<p>Qualifications and Knowledge Have strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and the needs and requirements of owner-managers of small businesses. Have a satisfactory knowledge of the LEO supports, services and processes and range of public and private supports available to small enterprise in Ireland. Have sound commercial awareness and strong business planning, evaluation & research skills. Be familiar with the preparation of accounts and interpretation of financial statements. Have strong project management skills. Have strong interpersonal, report writing, presentation and communication skills.</p>

PARTICULARS OF OFFICE

The post is a 1-year fixed term contract.

1. Character

Candidates shall be of good character.

2. Health

Candidates must 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 –

Essential

- hold a professional qualification in Business and/or Financial Management (level 7 in the National Framework of Qualifications) or an equivalent professional Business qualification.
- have a strong understanding of the needs of small and micro businesses and the role of the Local Enterprise Office in particularly the challenges of both Brexit and Covid on businesses.
- have strong understanding of Financial Management and producing financial reports
- have a career record that demonstrates an ability to manage and supervise staff;
- possess relevant administrative experience at a sufficiently high level;
- possess strong organization and time management skills;
- have strong interpersonal and communications skills and the ability to communicate effectively to a range of audiences, make effective presentations and represent the Council and the LEO in a professional and credible manner;
- possess good IT skills and have experience working with applications including Microsoft Excel, Microsoft Word, Microsoft PowerPoint;

4. Salary:-

€50,000 Fixed point Salary.

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.

5. Working Hours (37 hour week)

The hours of work are 9.00 a.m. to 5.24 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 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.

6. Location

Staff will be based at Áras Chill Dara, 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.

7. 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.

8. Recruitment

The appointment will be made on the result of an interview conducted by, or on behalf of, the local authority.

Candidates may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only will be called for interview.

A panel may be formed as a result of these interviews from which further similar positions arising may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may be appointed as appropriate vacancies arise.

9. Medical

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

10. 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.

The County Council will not be responsible for any expenses a candidate may incur in attending for interview.