



**Cavan County Council  
Comhairle Contae an Chabháin**

**Candidate Information Booklet**

**Business Advisor  
Local Enterprise Office, Cavan**

**Closing Time and Date:  
5.00 pm on Friday 6<sup>th</sup> May, 2022  
**Extended**  
5.00 pm on Wednesday 18<sup>th</sup> May, 2022**

**Cavan County Council is committed to a policy of equal opportunity**

## **The Competition**

The purpose of this recruitment campaign is to form a panel for Business Advisor from which permanent or temporary positions may be filled.

The successful candidate will be assigned to the Local Enterprise Office of Cavan County Council and will work under the control and supervision of the Head of Enterprise or other designated officer.

## **Purpose of the Role**

The Local Enterprise Offices (LEO) are the first stop shop for any small business looking to start or grow across the country. The vision for the Local Enterprise Office is to develop and sustain a positive enterprise ecosystem at local level throughout the country that will drive new added-value start-ups, facilitate further growth of micro and small businesses and enhance local economies.

A new Business Advisor position has been created to support the delivery of an integrated range of actions and programmes to increase the number of first-time exporters, assist small businesses to innovate, embrace digital transformation and adopt more environmentally friendly practices.

This is a key role that will require the successful candidate to work directly with core LEO clients to improve the management of business processes, introduce innovation that will impact results, enhance performance and assist start-ups and small businesses across the country to grow and create employment.

## **Qualifications For The Post**

### **Character:**

Candidates must be of good character.

### **Health:**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the

requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their own expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**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

**Education, Training, Experience, etc.**

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

- Strong organisational and project management skills and experience and proven ability to manage a range of multiple projects and competing priorities at one time to meet demanding and tight deadlines is essential.
- Have the ability to influence collaborate and connect across internal and external stakeholders to the benefit of clients is essential.
- Financial literacy skills to undertake evaluation and assessment of project proposals for financial assistance and other supports, including carrying out due diligence to qualify the funding requests.

- Excellent communications and business report writing skills with demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential.
- Excellent research capability, analytical skills, writing and presentation skills
- .Knowledge, understanding and comprehension of the key business growth sectors and client categories in which the LEOs operate and an ability to translate this knowledge and understanding into developing supports and initiatives to achieve effective business impacts and results.
- Understanding of compliance and governance requirements as they relate to funding through the LEO.
- Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car.

**Desirable, though not essential:**

- Experience of working with the Microenterprise sector with an in-depth understanding of the issues and challenges facing the sector.
- A relevant third level business qualification

**DETAILS AND PARTICULARS**

**Duties & Responsibilities**

The LEO Business Advisor will perform the following duties and responsibilities, including such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the particular City/County Council for the advancement of the Local Enterprise Office.

The Business Advisor will report to the Head of Enterprise and the Senior Enterprise Development Officer, or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Provide one to one business advice and guidance to anyone thinking of starting a business in County Cavan;
- Develop and manage the procurement and delivery of new and existing training and management development programmes in response to the needs of small businesses, including preparation of programme specifications, procurement documents, recruitment and engagement, recording and managing of all outputs/deliverables and allocated budgets.
- Contribute to the delivery of national initiatives within the Local Enterprise Network as required.
- Manage the delivery of the LEO Mentoring Programme including engagement with clients, assessing client needs, liaising with mentors, managing and recording all outputs and allocated budgets.
- Manage the delivery of the Second Level Schools Enterprise Programme on an annual basis.
- Manage and maintain the LEO website and all social media platforms in line with the National LEO Network Communications Protocol and Guidelines.
- Develop and lead initiatives designed to support microenterprises increase performance and competitiveness, including programmes such as Digital Transformation and Green which will help to build resilience.
- Engage with LEO companies who are growing, to support them in reaching their potential and increase market share by maximising uptake of the full range of LEO supports.
- Develop and identify initiatives that will help LEO clients with their exporting activities and work in collaboration to ensure clients are directed and can have access to the most appropriate support as it pertains to their stage of export.
- Encourage and support LEO clients to invest in R&D and begin a process of incorporating RD&I into their commercial activities.
- Contribute to the delivery of national initiatives within the Local Enterprise Network as required.
- Such other duties as the Head of Enterprise may assign to the role so as to promote and deliver on the objectives of the LEO office.

**Reporting**

- Collect, maintain and update relevant data in line with all reporting requirements of Enterprise Ireland, the Local Authority, the Department of Enterprise, Trade & Employment and any other government department or body, as may be required from time to time.
- Ensure compliance with all required local authority financial, management and governance reporting requirements.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

**Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**Salary**

Remuneration will be at the Business Advisor Scale of the national wage scales. The present minimum scale is €49,530 increasing to €60,512 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

**Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments 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, Cavan County Council shall not appoint them.

**COMMUNICATIONS:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, 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 postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

**Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 13<sup>th</sup> May, 2022.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

### **Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

### **Competency Framework & Requirements**

A Requirement and Competency Framework has been developed for the position of Business Advisor. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<b>Management and Change</b>	
<b>Strategic Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.</li> </ul>
<b>Networking and Representing</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</li> <li>• Demonstrates the ability to sustain a positive image and profile of the local authority.</li> </ul>
<b>Delivering Results</b>	
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to act decisively and make timely, informed and effective decisions.</li> </ul>
<b>Operational Planning</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.</li> <li>• Demonstrates the ability to establish high quality service and customer care standards.</li> </ul>



<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively</li> <li>• Demonstrates effective verbal and written communication skills</li> <li>• Demonstrates good interpersonal skills.</li> </ul>
<b>Personal Effectiveness</b>	
<b>Personal Motivation, Initiative and Achievement</b>	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Does more than is required or expected, anticipating situations and acting to pre-empt problems.</li> <li>• Creates new opportunities.</li> </ul>
<b>Resilience and Personal Well Being</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self-confidence.</li> <li>• Operates effectively in an environment with significant complexity and pace.</li> </ul>
<b>Knowledge &amp; Understanding of the role/of local government</b>	
<b>Knowledge &amp; Understanding of Role</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the role of Local Enterprise Office in the context of wider local authority service delivery</li> <li>• Demonstrates knowledge&amp; understanding of the structure and functions of local government</li> <li>• Demonstrates knowledge of current local government issues, future trends and strategic direction of local government</li> </ul>

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- 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 lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Business Advisor Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**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 candidate's favour any officer 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.**

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 of the successful candidate.