



Cavan County Council

Geopark Manager

Marble Arch Caves UNESCO Global Geopark

3 Year Specific Purpose Contract

Background

Cavan County Council/ Comhairle Contae an Chabháin is the authority responsible for Local Government in County Cavan. The corporate headquarters are located at the Courthouse, Farnham Street, Cavan.

Cavan County Council and Fermanagh and Omagh District Council jointly manage and operate the Marble Arch Caves UNESCO Global Geopark, a cross border Geopark encompassing an area 2,333 km² in size in the counties of Cavan and Fermanagh. The site is an area of unique geological and archaeological importance. Geoparks are designated by UNESCO for their geological value. However, they also develop and promote links between geology and our natural, cultural and intangible heritage. The Geopark encompasses a wide variety of sites in both Fermanagh and Cavan and was designated the first cross border Geopark in the world.

Numbers have grown steadily across the Geopark to in excess of 350,000 visitors last year, with the flagship facilities at the Marble Arch Caves Visitor Centre and Cavan Burren Park attracting in excess of 100,000. There is a need to harness this interest and further develop the tourism/recreation offering across the Geopark.

UNESCO Global Geoparks

Geoparks are single, unified geographical areas where sites and landscapes of international geological significance are managed with a holistic concept of protection, education and sustainable development. A UNESCO Global Geopark uses its geological heritage, in connection with all other aspects of the area's natural and cultural heritage, to enhance awareness and understanding of key issues facing society, such as using our earth's resources sustainably, mitigating the effects of climate change and reducing natural disasters-related risks. Global Geoparks are grass-roots, community-led partnerships that promote an appreciation of and collective responsibility for shared, internationally significant geological heritage and its connection to cultural and intangible heritage. By raising awareness of the importance of the area's geological heritage in history and society today, UNESCO Global Geoparks give local people a sense of pride in their region and strengthen their identification with the area. The sites also work to support sustainable economic development of the area through the creation of innovative local enterprises and new jobs and also high-quality training programs are stimulated as new sources of revenue are generated through geotourism and existing geological resources

UNESCO Global Geoparks require a management that provides for the social and economic needs of the local populations, protects the landscape in which they live and conserves their cultural identity. This plan must be comprehensive, incorporating the governance, development, communication, protection, infrastructure, finances, and partnerships of the UNESCO Global Geopark.

There is a large volume of information in existence in relation to the recreational, archaeological, geological, scientific, economic and cultural value of the Marble Arch Caves UNESCO Global Geopark.

The Competition

Cavan County Council is currently inviting applications from suitably qualified persons for the position of Geopark Manager.

Terms of Reference:

This is a leadership role with responsibility for driving forward the Marble Arch Caves UNESCO Global Geopark. The Geopark Manager will be competent and confident in leading a team, managing resources, developing and implementing a strategic vision and plan and building effective partnerships and networks.

The Geopark Manager will lead on the strategy, direction, business and development for the Geopark across Fermanagh and Cavan and representing the Geopark locally, nationally and internationally at the highest level with stakeholders and partners.

The Geopark Manager will ensure that actions and investments undertaken within the Geopark are consistent with and complementary to the Geopark's objectives and UNESCO status and designation, ensuring that international learning and best practice is applied in the area. They will aim to maximise the contribution that the Geopark makes to the economic, social and environmental pillars of sustainability in the area.

As a cross-border Geopark, the Manager will lead on liaison arrangements with Cavan County Council and Fermanagh & Omagh District Council, to reinforce accountabilities to both Councils, ensure budget approvals and the commitment of the Councils' departments and staff to actions in the Geopark

The Geopark Manager will be competent in working across natural, built and cultural heritage and with local community groups, regional and national agencies and trans-national partners.

Management and Leadership

- Effectively Lead a team of multifunctional staff
- Manage and motivate volunteers and ambassadors
- Ensure good governance and accountability including timely and accurate reporting to councils, the Councillor-led Geopark Committee and other committees and working groups

Networking and Partnerships

- Lead on delivery in line with UNESCO Geopark priorities and obligations
- Develop and maintain local, regional, national and trans-national networks in a range of sectors
- Ensure effective and appropriate internal and external communication

Development and Delivery

- Lead the development and delivery of the Strategic/Development Plan
- Lead on site, experience and product development
- Lead on a programme of community and business engagement projects, activities and events

- Lead on maximising the benefits of the geopark within the tourism economy
- Lead the team in fundraising, grant applications and income generation
- Ensure effective marketing, PR and visibility

Finance and Reporting

- Agree, manage and report against the budget for the geopark and project specific budgets
- Implement rigorous financial and accounting procedures
- Report the progress of the Geopark to the councils, stakeholders and UNESCO

The ideal candidate must be able to demonstrate that they have sufficient experience and a proven track record in the following:

- People Management and Motivation
- Financial management and budget preparation
- Communicating effectively across different levels within an organisation
- Problem solving
- Decision making
- Policy formulation
- Effective Project management
- Stakeholder networking and engagement
- Administration and report writing
- Operation of ICT systems and standard office software packages

Competencies for the Post

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence in their application** of competencies under each section. **Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:**

Management & Change:

- Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies
- Clear understanding of political reality and context of the local authority
- Embeds good governance practices into day to day activities, practices and processes
- Develops and maintains positive and productive professional relationships both internally and externally to the local authority

- Effectively manage change, foster a culture of creativity in employees and capable of overcoming resistance to change

Delivering Results:

- Act decisively and make timely, informed and effective decisions
- Ability to pinpoint critical information and address issues logically
- Develop operational and team plans having regard to corporate priorities, operational objectives and available resources
- Establishes high quality service and customer care standards
- Allocates resources effectively to deliver on operational plans
- Identifies and achieves efficiencies
- Ensures compliance with legislation, regulation and procedures

Performance through People:

- Effectively manage performance of individuals and teams to achieve operational plan targets and objectives
- Lead by example to motivate staff in the delivery of high quality outcomes and customer service
- Identify & develop staff potential
- Manage underperformance or conflict
- Understands effective communications at all levels within the organisation
- Actively listen to others
- Demonstrates high level of verbal and written communication skills
- Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.

Personal Effectiveness:

- Clearly demonstrate own Initiative and creativity & Personal Motivation
- Enthusiasm and positivity for the role
- Resilience and Personal Well-Being
- Show a clear understanding of the importance of corporate governance
- Commitment to integrity & good public service values
- Understanding of the structures and environment within which the local authority sector operates.
- Political awareness

Qualifications:

The qualifications for the position of Geopark Manager shall be as set out hereunder:-

1. Character:

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

2. 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 for the post.

3. Education/ experience, etc.:

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

- (i) A good general standard of education and
- (ii) Satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Relevant academic and field experience in both geology/heritage and tourism development would be desirable.

Experience of initiating and implementing funding initiatives between government and non-government agencies particularly in the area of environmental/tourism development would be desirable.

4. Age

Each candidate must be under 70 years of age on the latest date for receipt of completed Application Forms for the office if they are deemed not to be new entrants to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

However, the age restriction of 70 years does not apply to "new entrants" to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Particulars of Post

The Post:

The post is whole-time and pensionable.

Salary:

Remuneration will be at the Geopark Manager (Grade VII) Scale of the national wage scales. The present minimum scale is €48,978 increasing to €63,672 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.

Work Base:

The location will be the Geopark Area of County Cavan/Fermanagh. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Working Hours:

The working hours at present provide for a five day, thirty-seven hour working week. The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Cavan County Council's Leave Policy are applicable to this grade at the current time. A flexible working hours' system is in operation and may be availed of subject to the terms and conditions of the Leave Policy.

Annual Leave:

The current annual leave entitlement is 30 days per annum.

Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

Pension:

The Local Government Superannuation Scheme applies.

Travel:

When required to do so, holders of the post shall hold a full driving licence for class B vehicles 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. If you are required to travel as part of your official duties, Cavan County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Cavan County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

Residence:

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Cavan County Council.

Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails 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 him/her.

Selection process:

Candidates will initially be assessed to ensure that they meet the minimum qualifications set down above. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates will be subject to further checks post interview to confirm that they meet the criteria.

Candidates will then be assessed on the basis of other information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Candidates may be short listed on the basis of information provided in the application form.

Note:

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.

Data Protection:

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

Cavan County Council is an equal opportunities employer



**Application for the post of Geopark Manager
CLOSING DATE FOR RECEIPT OF APPLICATIONS:
5:00 p.m. Friday 14th June 2019**

IMPORTANT CHECKLIST AND NOTES:

- This application form (4 copies) should be submitted fully completed to the Recruitment Officer, Human Resources Section, Cavan County Council, Courthouse, Farnham Street, Cavan, Co. Cavan not later than **5.00 p.m. on Friday 14th June, 2019.**
- Responsibility rests with the applicant to ensure the application form, in full (x4), is received on time by the Human Resources Department of Cavan County Council. **4 x Hard copies only, application forms are not accepted by e-mail.**
- Candidates who send their application by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. Allegations that any application form or letter relating to it has been lost or delayed in the post will not be considered by the Council unless a Post Office Certificate of Posting is produced in support of such allegations. Responsibility to make contact with An Post regarding any delay rests with the applicant.
- Before you return the form, please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
- You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.
- Please note that you may be asked to provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
- Original certificates will be required prior to any appointment.

– Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the shortlisting requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.

NOTE: PLEASE RETURN ONLY THE APPLICATION FORM SECTION AND RETAIN THE INFORMATION BOOKLET FOR YOUR OWN RECORDS.