



Comhairle Chontae na Gaillimhe  
Galway County Council

# CANDIDATE INFORMATION BOOKLET

Please Read Carefully

**Recruitment and Selection Campaign for the Position  
of  
Western Regional Enterprise Plan Programme Manager -  
Senior Executive Officer  
(Fixed Term Contract)  
(18 Months)**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS**  
**4PM ON THURSDAY 02<sup>ND</sup> JANUARY 2025**

**Important Notes:**

- Please submit *your application form inclusive of all other required documentation to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of photographic identification with their application forms.

## THE COMPETITION

Galway County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for Western Regional Enterprise Programme Manager – Senior Executive Officer may be filled.

## THE ROLE

Galway County Council is seeking a Regional Enterprise Plan (REP) Programme Manager -Senior Executive Officer on a fixed term contract (18 months) who will co-ordinate and manage the implementation of the Regional Enterprise Plan in the Western Region and report to the Director of Services of Economic Development in Galway County Council.

The role will involve assisting with the development, establishment, and servicing of appropriate structures to support the sub-committees and developing specific actions and targets to facilitate the enterprise and economic development, branding and promotion of the Region.

The WREP Programme Manager will be expected to engage at senior level with relevant stakeholders including, among others, DETE, Local Authorities, Enterprise Ireland, IDA Ireland, HEIs, ETBs, tourism agencies, industry leaders, Chambers of Commerce, and the broader business community in the implementation of the Regional Enterprise Plan. The WREP Programme Manager will work closely with the Regional Skills Forum Manager to ensure an integrated approach to skills development supporting job creation in the region.

The WREP Programme Manager will be required to make a valuable contribution to the strategic economic growth of the Region through leading the delivery of the actions contained in the WREP. The successful candidate will be expected to provide a high level of independence and objectivity. This is an opportunity for an experienced person to fully utilise their professional, technical and management skills in an environment that promotes a high-performance culture.

## THE QUALIFICATIONS

### 1. CHARACTER:

Candidates shall be of good character.

### 2. HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render an efficient service. Successful candidates will be required to undergo a pre-employment medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

### 3. EDUCATION AND EXPERIENCE

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

- (i) Hold a recognised degree, or equivalent professional qualification, in a relevant discipline.
- (ii) Hold a post-graduate qualification in a management/ business discipline would be desirable
- (iii) Possess a full clean driving licence and have the use of a vehicle.
- (iv) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and management of staff.

**Candidates should be able to demonstrate the following essential skills on their application form:**

- A significant and demonstrable track record of operating and delivering results at a strategic level.
- Excellent interpersonal skills, including the ability to develop and maintain collaborative relationships and strategic partnerships, and exceptional communications, networking and influencing skills
- Excellent leadership skills; dynamic and highly effective with a demonstrated record of achievement particularly in complex environments balancing the needs of multiple stakeholders.
- The capacity to work in a complex and dynamic political environment.
- Excellent analytical and problem-solving skills.
- Resource management skills including a track record in leveraging new/additional resources to deliver programs and projects.
- Skills and capabilities in strategy, policy development and economic development.
- An ability to work effectively under pressure and manage a number of programmes and projects at any one time.
- An excellent knowledge of the sector and the policy making process.
- A proactive approach to problem solving and a demonstrated ability to achieve outcomes in a timely manner.

**Candidates must also:**

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned.

**KEY DUTIES & RESPONSIBILITIES OF THE POST:**

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

- a) Co-ordinate and manage the development and implementation of the current Western Regional Enterprise Plan (and any successor initiative) for the region.
- b) Benchmark, measure, monitor and report on progress of the Plan both at the level of each individual action and at the strategic level of the overall Strategic Objectives, and co-ordinate bi-annual formal progress updates to Enterprise Ireland.
- c) Support the Chair of the West Regional Enterprise Plan in their work with regard to the Regional Enterprise Plan, including regularly briefing them on progress and key developments; organisation of meetings of the Steering Committee; other relevant duties to enable the Chair to discharge their responsibilities.
- d) Set up and participate on each stakeholder Working Group and assist them to deliver on the actions identified in the Plan in accordance with agreed timeframes. Communicate regularly with these groups and keep them informed of updates on progress or changes in a reasonable timeframe.
- e) In consultation with Enterprise Ireland's Regional Team, assist stakeholders in developing applications for relevant funding instruments aligned with the REP.
- f) Work closely with the Regional Skills Forum Manager to ensure that skills development and jobs creation are fully aligned in the region.
- g) Engage with relevant stakeholders including the DETE, City and County Council, Enterprise Ireland, IDA Ireland, Local Enterprise Offices, HEIs, ETBs, tourism agencies, industry leaders, Chambers of

Commerce, and the broader business community in the implementation of the Western Regional Enterprise Plan.

h) Ensure up to date reporting on the implementation of the Plan, which is required by DETE, is available for Enterprise Ireland meetings and as necessary, the National Oversight Group for the Western Regional Enterprise Plans.

i) Deliver a proactive communications strategy to promote enterprise and economic development in the region.

j) Liaise with adjoining regions, and regularly engage with other REP Programme Managers on operational matters relating to the Plans and to seek out opportunities for cross-regional cooperation on mutually beneficial collaborative actions.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

## COMPETENCIES FOR THE POST:

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency. Candidates at interview must achieve a minimum 50% of the total marks available in **each** of the competencies to qualify for inclusion on a panel.

<b>Strategic Management and Change:</b>	<p><b>Strategic Ability</b></p> <p>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.</p> <p><b>Political Awareness</b></p> <p>Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b></p> <p>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.</p> <p><b>Bringing about Change</b></p> <p>Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
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<b>Delivering Results:</b>	<p><b>Problem Solving and Decision Making</b></p> <p>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.</p> <p><b>Operational Planning</b></p> <p>Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p>
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	<p><b>Delivering Quality Outcomes</b></p> <p>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.</p>
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<p><b>Performance through People:</b></p>	<p><b>Leading and Motivating</b></p> <p>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.</p> <p><b>Managing Performance</b></p> <p>Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p><b>Communicating Effectively</b></p> <p>Has highly effective verbal and written communication skills.</p> <p>Presents ideas effectively to individuals and groups.</p>
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<p><b>Personal Effectiveness</b></p>	<p><b>Relevant Knowledge</b></p> <p>Keeps up to date with current developments, trends and best practice in their area 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.</p> <p><b>Resilience and Personal Well Being</b></p> <p>Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Personal Motivation, Initiative and Achievement</b></p> <p>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.</p>
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## TERMS AND CONDITIONS

### THE POST:

Subject to the availability of suitably qualified candidates a panel will be formed for an initial period of one year and this may be further extended for a further year at the discretion of the Chief Executive. The panel may be used to fill temporary positions that may arise for its duration.

### SALARY:

Point	01/10/2024
1	€78,593
2	€79,294
3	€82,378
4	€85,481
5	€88,590
6	€91,667
7	€94,762
LSI 1	€98,273
LSI 2	€103,868

Salary scale €78,593- €94,762 per annum, rising to €98,273 LS1 and €103, 868 LSI2. Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage.

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

### ANNUAL LEAVE:

30 Days Annual Leave per Annum

### RESIDENCE:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.



## **HOURS OF WORK**

The hours of work provide for a five day, 35.10 Hours per week. Working hours outside of normal working hours may be required from time to time.

The post will require flexibility in working outside of normal hours, including at weekends as necessary. No additional remuneration will be paid in respect of such activities.

## **SUPERANNUATION:**

The Local Government Superannuation Scheme applies.

## **SICK LEAVE:**

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

## **TRAVEL:**

Holders of the post should hold a full driving licence for class B vehicles and shall be required to drive a motor car in the course of their duties. 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 Local Authority Travel and Subsistence Policy. Galway County Council, as employer, must be indemnified on your insurance 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.

## **PROBATION:**

Where a person who is not already a permanent officer of a Local Authority is appointed to the office, the following provisions shall apply:

- a) There shall be a period after such appointment takes effect during which such person shall hold such office on probation.
- b) Such period shall be twelve months, but the Chief Executive may at his/her discretion extend such period.
- c) Where such person's services are unsatisfactory, the appointment may be terminated by the Chief Executive at any time during the period of probation.

## **GARDA VETTING:**

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

## **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

## **REFERENCES:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of an offer of employment, Galway County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

## **CANVASSING:**

Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.

## OUTSIDE EMPLOYMENT:

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

## APPLICATION PROCESS AND CLOSING DATE:

Completed Applications forms and copies of qualifications as well as photographic identification may be emailed to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) or posted to: **Galway County Council, Human Resources Department, County Hall, Prospect Hill, Galway.**

### **GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

*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.*

## **CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES**

### **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

### **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspapers, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

### **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.

- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. To make a request to access your personal data please submit your request by email to: [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

#### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
  - Candidates must not knowingly provide false information on their application.
  - No other person may impersonate or represent a candidate at any stage of a selection process.

- Candidates must not interfere with or compromise the process in any way.
- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board **or**
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## YOUR RIGHT TO INFORMATION AND TO APPEAL

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

## **GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

### **Application Form Checklist**

- ✓ All application forms must be submitted fully completed and inclusive of all the requested documentation (Educational Qualification Documents and Driving Licence) by the closing date. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- ✓ Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.
- ✓ All information must only be provided on the formal application form. Additional information via Curriculum Vitae **will not** be considered.
- ✓ Ensure that you have answered all questions fully.
- ✓ Copies of Educational qualifications & driving licence (not originals), i.e. Leaving Certificate, degree etc., whichever is applicable in your case, must be submitted with your application. Original certificates will be required prior to any appointment.
- ✓ Applications may be submitted by email to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) providing all required information is included on the application (i.e. scanned copy of educational qualifications, driving licence etc.)
- ✓ Applications will be short-listed on the basis of the information provided on the application form and therefore you should ensure that you have fully completed your application and all documentation requested is submitted.
- ✓ Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance. The responsibility rests with the applicant to ensure the application form, in full, along with all requested documentation is **received** on time by the Human Resources Department, Galway County Council.

- ✓ Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of posting is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- ✓ Please notify the Human Resources Department of any change of address, telephone number or email address.