



Comhairle Chontae na Gaillimhe
Galway County Council

Applications are invited from suitably qualified persons for inclusion on a panel for the following position from which permanent and/or temporary vacancies arising during the lifetime of the panel may be filled.

BUSINESS ADVISOR (GRADE VI) LOCAL ENTERPRISE OFFICE (LEO)

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.

Salary: €56,754 - €69,337

Application forms and further details of this post are available on our website at www.galway.ie, or may be obtained by contacting the Human Resources Department, Galway County Council, Áras an Chontae, Prospect Hill, Galway – Tel; 091 509303, e-mail hr@galwaycoco.ie. Closing date for receipt of completed application forms is **4.00p.m. on Thursday 17th April, 2025.**

E. Ruane, Director of Services.

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER