



Comhairle Chontae na Gaillimhe  
Galway County Council

Applications are invited from suitably qualified persons for inclusion on a panel for the following post from which Temporary vacancies arising during the lifetime of the panel may be filled:

***BUSINESS DEVELOPMENT AND OPERATIONS OFFICER  
(3-YEAR CONTRACT)***

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

- a) be a serving employee in a local authority or regional assembly, and have not less than two years' satisfactory experience in a post of Clerical Officer or analogous post, and
- b) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Or

- i. hold a professional qualification at degree level (level 8 NFQ) or above in Business/Entrepreneurship, Community Development, Arts, Tourism, Heritage or equivalent.
- ii. have experience of working in or working with small and micro businesses, local community groups and be familiar with the broad range of supports, agencies and funding opportunities available to support same.
- iii. be computer literate and have good verbal and written communication skills and be comfortable speaking in public.

**Candidates must possess a current unendorsed full driving licence (Category B) and have access to his/her own car.**

**Salary: €58,252 - €73,728**

Candidates may be shortlisted for interview on the basis of information supplied with the application form.

Application forms and further details of this post are available on our website at [www.galway.ie](http://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](mailto:hr@galwaycoco.ie). Closing date for receipt of completed application forms is **4.00p.m. on Thursday 27<sup>th</sup> February, 2025**

**E. Ruane, Director of Services**

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