



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

**NAME OF POSITION: BUSINESS ADVISOR**

**POSITION No: 43/2019**

**INFORMATION BOOKLET**

**CLOSING DATE: MIDNIGHT ON  
THURSDAY, 5<sup>TH</sup> SEPTEMBER 2019**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **BUSINESS ADVISOR** MAY BE FILLED.

**Dublin** is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

## **BACKGROUND**

The **Culture, Recreation & Economic Services Department** provides services and facilities for the benefit of businesses, citizens and visitors to Dublin city, across a wide range of areas including libraries, sports, parks and landscaping, cultural events and economic development and enterprise infrastructure.

The **Local Enterprise Office (LEO)** is a division of the Culture, Recreation & Economic Services Department and is the local first-stop shop for new entrepreneurs and existing micro-enterprise and small business owners. The LEO is the front door through which all information on State supports for small and micro-businesses can be accessed and through which other supports and bodies with programmes relevant to small business, as well as important local services and compliance requirements, can be provided.

The aim of the LEO in Dublin City Council is to support micro enterprise development in Dublin City, thus strengthening the sustainability of local economies to provide employment opportunities within their own communities. The Office has been working to further develop local enterprise as part of National Development Plan and the Regional Enterprise Development Plan to 2020. The office is also engaged in Economic Development funded through Dublin City Council and reports to the members of the Economic and Enterprise Strategic Policy Committee.

The services provided by the LEO include:-

- Financial Assistance Support for Eligible Businesses
- Start Your Own Business Courses
- Mentor Programme
- Business and Management Development Training Courses
- Enterprise Network for Women
- Business Development Networks
- Irish Best Young Entrepreneur and Schools Enterprise Programmes and Awards
- First stop shop for entrepreneurs in Dublin City

## THE JOB

Reporting to the head of Economic Development & Enterprise, or such other designated officer, the **Business Advisor** will be responsible for managing and growing the LEO client portfolio. The Business Advisor is a key role in the LEO Dublin city office and works to support the creation and growth of small and micro enterprises in the Dublin city area, through promoting and administering a range of LEO and other agencies' supports, including preparation of reports and seeking Financial Assistance from the Evaluations Committee on behalf of clients.

The Business Advisor will work closely with other staff in the LEO office and will need to build good internal and external working relationships with the organisations providing supports to entrepreneurs. He/she will work with a wide range of organisations from government departments to enterprise space providers and other specialised enterprise supports, to identify a pipe line for potential new LEO clients and refer clients to Enterprise Ireland as appropriate.

The job is dynamic, busy and front line, offering a great opportunity to work with entrepreneurs and assisting them to start, grow and develop their businesses with assistance and support. The work is driven by the strategic objectives of the office and is measured in line with targets set with Enterprise Ireland on an annual basis, which feeds into national metrics.

## THE IDEAL CANDIDATE SHALL

- Have an excellent understanding of commercial business and the enterprise eco system;
- Have the ability to multi-task, complete administration and work to deadlines;
- Be self-motivated, able to work independently on own initiative and as part of a team;
- Be willing to work flexibly – the role of Business Advisor requires flexibility, with some events taking place on early mornings, evenings or weekends;
- Demonstrate strong interpersonal and communications skills and show a proven ability to give business advice and develop good relationships with internal and external stakeholders;
- Be able to motivate, empower and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development System (PMDS).

## QUALIFICATIONS

### CHARACTER:

Each candidate shall 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.

### EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- hold a professional qualification in Business and/or Financial Management (level 7 in the National Framework of Qualifications) or an equivalent professional qualification.
- have a minimum of 3 years satisfactory relevant experience of assessing and managing finances and producing financial reports;
- have a career record that demonstrates an ability to manage and supervise staff;

- possess relevant administrative experience at a sufficiently high level;
- possess strong organisational, administration and time management skills;
- have an understanding of the needs of small and micro businesses and be able to provide advice on supports available across the enterprise eco-system including the Local Enterprise Office;
- have strong interpersonal and communications skills and the ability to communicate effectively to a range of audiences, make effective presentations to the Evaluation Committee and represent the City Council and the LEO in a professional and credible manner;
- possess good IT skills and have experience working with applications including Microsoft Excel, Microsoft Word, Microsoft PowerPoint;
- have an awareness of Health & Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- have an understanding of the role and duties of managers in safety management in the workplace.

## DUTIES

**The duties of the post include, but are not limited to, the following: -**

- (i) Managing the client grant lifecycle from initial meeting to payment of grant. Meeting with clients and providing one to one business advice to grant and loan applicants, assessing grant applicants based on the business idea, the market, the financials and the skills of the entrepreneur and presenting to the evaluation committee on behalf of the client;
- (ii) Managing the Local Enterprise Office Client Portfolio including assisting with the annual employment survey and in some instances transferring clients to Enterprise Ireland;
- (iii) Responding to First Stop Shop enquiries and carrying out duties relating to the grant evaluation process, ensuring clients are meeting draw down requirements and assessing their business needs and recommending relevant supports to grow the business;
- (iv) processing payments, monitoring and reporting on all financial and budgeting matters for the LEO;
- (v) reporting to senior management and providing regular reports, including spot checks with clients and updates on metrics and key indicators while ensuring that work conforms to procedures and standards;
- (vi) providing administrative assistance to the Evaluations and Approvals Committee or other initiatives, groups or networks supported by the LEO;
- (vii) leading, training and managing a small team of staff, utilising the PMDS process, while creating an environment that enable others to excel in terms of job performance;
- (viii) networking and delivering presentations and representing LEO Dublin City at city wide, national and international networks, projects, panel discussions and events;
- (ix) managing projects from early stage to delivery, including managing procurement processes and contract management, communicating LEO programmes and activities, and promoting an enterprise culture through the use of social media and other communication tools;

- (x) proactively making suggestions and working on initiatives to address challenges and improve operational efficiency and client experience;
- (xi) learning new IT systems and tools including social media, as required;
- (xii) learning about different sectors, attending training courses and updating skills as required;
- (i) Such other duties as may be assigned from time to time

**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 City Council.**

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

## SELECTION PROCESS

- Posts of **Business Advisor** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- Where a competition has been advertised on a Rolling Recruitment basis, rounds of candidates may be progressed to eligibility/shortlisting/interview stages, while the competition remains open for new applications. Provided a position remains open for applications, candidates who are unsuccessful at interview for a rolling recruitment position may reapply. However, an exclusion period for a second or subsequent interview may apply. For further details please read the *Additional Candidate Information Booklet*.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.

- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

## INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

## SALARY

The salary scale for the position of **Business Advisor** is: -

€46,770; €47,898; €49,260; €51,818; €53,345 (Maximum); €55,246 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €57,157 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning & Local Government. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

**All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.**

## PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

## **CLOSING DATE**

**All applications must be made through Dublin City Council's official Digital Recruitment Platform.**

**For any queries please contact [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)**

**Applications must be submitted before Midnight on Thursday, 5<sup>th</sup> September 2019.**

**This document is also available in Large Print, High Contrast Print and Braille on request.**