

**TIPPERARY COUNTY COUNCIL**  
**POST OF SENIOR ENTERPRISE DEVELOPMENT OFFICER**  
**QUALIFICATIONS**

**1. CHARACTER**

Candidates shall be of good character.

**3. HEALTH**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the County Council.

**4. EDUCATION, TRAINING, EXPERIENCE, ETC.**

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

- a) Hold a Level 7 qualification (or higher) in Business or a related discipline.
- b) Have at least 3 years relevant post graduate experience in a business environment.
- c) Have a full clean driving licence and have access to his / her own car.
- d) Have the knowledge and ability to discharge the duties of the post concerned;
- e) Be highly motivated, committed and be a good team player.
- f) Be innovative, adaptable and creative;
- g) Be of good character.

**In addition the following education and experience is desirable:**

- a) Have strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and the needs and requirements of owner-managers of small business.
- b) Have a satisfactory knowledge of the LEO supports, services and processes and range of public and private supports available to small enterprise in Ireland.
- c) Have sound commercial awareness and strong business planning, evaluation & research skills.
- d) Be familiar with the preparation of accounts and interpretation of financial statements.
- e) Have strong project management skills.
- f) Have strong interpersonal, report writing, presentation and communication skills.
- g) Be proficient in the use of IT applications and Social Media.

**TIPPERARY COUNTY COUNCIL**  
**POST OF SENIOR ENTERPRISE DEVELOPMENT OFFICER**  
**PARTICULARS OF EMPLOYMENT**

**1** The post is permanent whole-time. The Senior Enterprise Development Officer, will be an employee of the Local Authority and subject to the terms and conditions of the Local Authority including re-assignment within the Authority.

**2. RESIDENCE:**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**3. SUPERANNUATION:**

The terms of the relevant Superannuation Scheme will be applied.

**4. PROBATION:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be two months but the Chief Executive may, at his discretion, extend such period;
- (c)** such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

**5. SALARY SCALE:** €49,835 - €64,786 (2<sup>ND</sup> LSI)

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform.

**All new entrants will start at the minimum of the scale i.e. €49,835.**

**6. HEALTH:**

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

## **RECRUITMENT:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.
- (iii) Panels may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel, unless extended, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

## **PERIOD OF ACCEPTANCE**

The Local Authority shall require a 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 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.

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

## **PRINCIPLE DUTIES AND RESPONSIBILITIES OF THE POST**

### **INTRODUCTION**

Local Enterprise Offices (LEOs), which are an office of the local authorities, act as a “First Stop Shop” for anyone seeking information and support relating to starting or growing a business in Ireland. We support business start-ups and work to increase the job creation potential of new and existing micro and small businesses through the provision of information, advice, training, mentoring, seminars and grants. We undertake an annual programme of activities designed to promote and instil an enterprise culture in the County by encouraging and supporting enterprise at all levels. The establishment of the Local Enterprise Office in the Local Authority was a major step forward in the provision of support for job creation in Tipperary. The Local Enterprise Office operates under a Service Level Agreement between the Local Authority and Enterprise Ireland with exchequer funding channelled through the Centre of Excellence in Enterprise Ireland. The Tipperary LEO operates from two locations, Clonmel and Nenagh in addition to providing outreach clinics at various locations across the County. Our vision for the Local Enterprise Office in Tipperary is that it will be proactive, pro business and pro customer providing a consistent level of service across the County supported by a robust evaluation process.

### **THE ROLE**

The Senior Enterprise Development Officer is a specialist role within the broad Economic Development function of Tipperary County Council. The Senior Enterprise Development Officer will facilitate the delivery of a high standard of co-ordinated and cohesive State supports to the micro and small business sector. The successful candidate will be required to make a significant contribution to the implementation of a Local Enterprise Development Plan to support enterprise, entrepreneurship and job creation at a local level. The LEO must deliver in accordance with key performance indicators and metrics as set out in the plan and agreed with Enterprise Ireland on an annual basis. The primary role of the Senior Enterprise Development Officers is to support the Head of LEO in the management of operations and in the achievement of the LEO’s business goals. This support lies in operational management and the provision of Business Information and Advisory Services; Enterprise Support Services; Entrepreneurship Support Services and Local Enterprise Development Services. Specific responsibilities include:

#### **Assisting the Head of LEO in:**

- Creating and administrating the appropriate range of supports for Micro Enterprise
- Generating and maintaining an Enterprise culture in the LEO’s geographical area
- Establishing and maintaining strategic alliances and close exchanges with other business support agencies and institutions
- Managing a range of public relations activities
- Acting as a point of contact for clients in delivering customer services

- Leading, coaching and developing the LEO team based in Nenagh to deliver a quality service in all assignments
- Conducting research and informational activities as required
- Evaluating and assessing funding applications made to and by the LEO
- Co-ordinating and monitoring external contracts placed by the LEO
- Deputising for the Head of Enterprise or designated official in relation to the operational management of the LEO office in Nenagh
- Preparation of financial reports and spreadsheets including income and expenditure, grants reconciliation and refundable aid control.
- Providing aftercare to grantees including carrying out Annual Business Reviews, Providing broad administrative support to the LEO management team.

**The Senior Enterprise Development Officer will also:**

- Ensure the Head of LEO is fully informed of operational and performance related activities and overall team progress
- Represent the Head of LEO at functions/client activity in their absence
- Other duties required to contribute to the successful management of the LEO services may be assigned from time to time by the Head of the LEO and/or other nominated members of the LEO management team
- Actively deliver on programmes or initiatives that may be required under the Local Economic and Community Plan
- Participate in evaluation committees such as LEADER etc.
- Adhere to and champion all Health and Safety policies.

**ESSENTIAL REQUIREMENTS:**

Candidates for the Post of Senior Enterprise Development Officer must:

- Have a good educational background. A third level and/or professional qualification in a business or financial discipline is essential.
- Have a full clean driving licence and have access to his / her own car.
- Have at least 3 years relevant work experience.
- Have the knowledge and ability to discharge the duties of the post concerned;
- Be highly motivated, committed and be a good team player and possess good interpersonal skills;
- Be innovative, adaptable and creative;
- Be of good character and integrity.

**EDUCATION & EXPERIENCE:**

Candidates for the Post of Senior Enterprise Officer should:

- Have strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and of the needs and requirements of owner-managers of small firms.
- Have a satisfactory knowledge of the LEO supports, services and processes and range of public and private supports available to small enterprise in Ireland.
- Have sound commercial awareness and strong business planning, evaluation & research skills.
- Be familiar with the preparation of accounts and interpretation of financial statements.
- Have strong project management skills.
- Have strong interpersonal, report writing, presentation and communication skills.
- Be proficient in the use of IT applications, in particular the packages within Microsoft Office such as excel.

## **KEY DELIVERABLES:**

The Senior Enterprise Development Officer will be an integral member of the Local Enterprise Office team, facilitating the establishment, development and growth of the small and micro enterprise sector and in helping to develop the local economy of County Tipperary. The Senior Enterprise Development Officer will report directly to the Head of Enterprise. S/he will attend meetings of the Evaluation & Approvals Committee, the Strategic Policy Committee for Economic Development, LECP sub Committees, Municipal District or other as required. Specific duties will include the following:-

- Provide business information and advice to small business promoters and advise them about current and future trends, legislative and revenue matters and guide them in relation to incentives and support services available to start and scale a micro business;
- Evaluation and assessment of project proposals for financial assistance, including carrying out due diligence and ensuring that applications are up to the standard required;
- Preparation and presentation of reports to the Head of Enterprise, Evaluation & Approvals Committee, the Local Authority, Enterprise Ireland and the Department of Jobs Enterprise and Innovation as required;
- Assist in attainment of the annual targets set in the Local Enterprise Development Plan, the economic elements of the Local Economic and Community Plan and the Action Plan for Jobs Mid-West at local level in line with national government policy objectives and commitments on enterprise and entrepreneurship;
- Facilitate the delivery of all commitments between Enterprise Ireland and the Local Authority and uphold Protocols with other Government Departments and State Agencies.
- Design and delivery of relevant training and management development programmes for owner-managers of micro-enterprises, to include the organising and overseeing of enterprise training courses, seminars and the LEO's mentoring and Specialist Support programmes;
- Input into promotional activities including the preparation of promotional material (e.g. press releases, brochures, newsletters, etc.);
- Play a pivotal role in relation to budgeting, financial management and updating the grants management information system;
- Proactively encourage owner-managers of small business and intending entrepreneurs to avail of supports provided by the LEO (as appropriate);
- Liaise with clients of the LEO and provide a range of aftercare services, in particular to small business operators receiving financial support from the LEO;
- Deputise for and carry out such other duties as may be assigned by the Head of Enterprise from time to time.

**LEO SUPPORTS/SERVICES** The key overarching objectives of the new first-stop-shop LEO structure will be firstly a) as a facilitator of access to enterprise services and b) to promote and support enterprise at local level (with particular reference to micro enterprise).

<p><b>1 Business Information &amp; Advisory Services</b></p> <ul style="list-style-type: none"> <li>• General business advice and information provision: Business Planning, Financial Advice, Management and Accounting, How-to Guides etc.</li> <li>• Advice and information on rates, planning, licensing etc. including cost reductions e.g. water conservation and waste minimisation</li> <li>• Information and access to other government services such as:</li> <li>• Revenue [Seed Capital Scheme, Employment Investment Incentive Scheme (EIS), Revenue Job Assist]</li> <li>• Social Protection/National Employment &amp; Entitlements Service (NEES) [Back to Work Enterprise Allowance]</li> <li>• ETB in relation to Training, Up-skilling and accreditation</li> <li>• Companies Registration Office</li> <li>• Credit Review Office</li> <li>• Other services for example, Fáilte Ireland and An Bord Bia etc.</li> <li>• Advice and information for local businesses on accessing public procurement and tender opportunities</li> <li>• Advice on energy efficiency, sustainable development and alternative renewable energy sources</li> </ul>	<p><b>2 Enterprise Support Services</b></p> <ul style="list-style-type: none"> <li>• Provide financial support for start-up and business development.</li> <li>• Provide training supports e.g. Start Your Own Business Programmes, Kickstarter, Management development support etc.</li> <li>• Access to commercial/enterprise space</li> <li>• Mentoring</li> <li>• Marketing</li> <li>• Access to dedicated business networks</li> <li>• Product and Service development</li> <li>• Development of web-enabled services with a focus on trading online</li> <li>• Maximising the impact of Community Enterprise Centres in local areas</li> <li>• Access to Microfinance Ireland Loan Fund</li> <li>• Progression pathway for high potential start-ups and high growth companies to Local Enterprise Office including access to Business Angels, New Frontiers Programme etc.</li> <li>• Access to promotional space</li> </ul>
<p><b>3 Entrepreneurship Support Services</b></p> <ul style="list-style-type: none"> <li>• Education – Primary &amp; Second level programmes</li> <li>• Female entrepreneurship</li> <li>• Senior entrepreneurship</li> <li>• Development of clusters</li> <li>• Enterprise Awards</li> <li>• Enterprise promotional activities</li> <li>• IBYE</li> </ul>	<p><b>4 Local Enterprise Development Services</b></p> <ul style="list-style-type: none"> <li>• Development &amp; implementation of local enterprise plan</li> <li>• Input into County Development Plan</li> <li>• Development of partnerships with relevant agencies e.g. North/South development</li> <li>• Promotion and marketing of local areas as location for investment in conjunction with the appropriate national body e.g. IDA</li> <li>• Identifying &amp; developing projects &amp; programmes including leveraging resources to implement these programmes and those funded from non-core resources</li> <li>• Development of appropriate enterprise infrastructure at county/city level</li> <li>• Management of local authority enterprise infrastructure or assets e.g. enterprise parks</li> <li>• Acting as an enhanced resource for Government to under take one-off initiatives</li> <li>• Assisting in development of County/City Economic Strategies as proposed in the Local Government Reform Programme</li> <li>• Direct engagement by Local Authority with businesses in difficulty in order to develop payment plans e.g.</li> </ul>

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