



NAME OF POSITION: SENIOR EXECUTIVE OFFICER, EUROPEAN PROGRAMME SUPPORT OFFICE (TEMPORARY – 3 YEARS)

POSITION No: 62/2022

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT ON
FRIDAY, 5TH AUGUST 2022

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR SENIOR EXECUTIVE OFFICER, EUROPEAN PROGRAMME SUPPORT OFFICE (EPSO) (TEMPORARY) MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

Culture Recreation Economic Services (CRES) Department provides a significant number of services including Culture, Sports & Leisure, Arts, Parks & Biodiversity, Libraries, Museums & Galleries, Tourism, International Events, International & European Support Office, Economic Development & Local Employment Services, School Meals. CRES has an annual revenue budget of €83m and 860 staff that contributes significantly to the functioning of Dublin City as a place to live, work, & visit. CRES manages and provides facilities throughout Dublin City including parks, open spaces & beaches, historic buildings including City Hall, Hugh Lane Gallery, Sports & Leisure facilities including all weather pitches, swimming pools, sports halls, gymnasiums, Libraries including the recently refurbished Kevin Street & Coolock.

A number of significant projects are planned for the period 2022-2025 including refurbishment of Dalymount Park, Parnell Square Cultural Quarter New City Library, Artists Workspaces, City Hall and Newcomen Bank refurbishment, Parks Improvement Programme. A capital investment of €216m has been included in the City Council's Capital Programme to fund this significant investment in CRES facilities over the next number of years. Business & Local Employment grants and supports services including start-up of new business throughout the city. A new European programme Support Office has been established to implement the Dublin City European Participation Strategy 2021-27 and the International Relations Office will continue to promote Dublin internationally and build on Dublin's international reputation as a friendly city.

THE JOB

Since March 2020 work has developed in Dublin City Council's enhanced involvement at European level, which has culminated with the development and launch of the Dublin City Council European Programme Participation Strategy 2021 – 2027.

In order to facilitate the implementation of this Strategy which includes ambitious metrics, targets and KPIs, there is a requirement to establish a team with immediate expertise to deliver the strategy and establish the European Programme Support Office (EPSO). Given the greater focus on the delivery of the

organisation's European strategy and high level targets; and the requirement to build the visibility of the European Office.

The **Senior Executive Officer (Temporary)** will be responsible for establishing the European Project Support Office (EPSO), securing its footing within the organisation and building capacity and networking opportunities to showcase Dublin on the European platforms. The post will also include responsibility for International Relations Office & Tourism.

THE IDEAL CANDIDATE SHALL HAVE:

- Experience in managing EU funding applications, including governance, financial management, evaluation and communications;
- Knowledge of EU Policy;
- Knowledge of IT systems - Grant Management Solutions, CRM, Enterprise and Project Management;
- Experience of managing and supervising staff, including managing performance;
- Relevant administrative experience at a sufficiently high level;
- Effective budget and financial and resource management skills;
- Experience in project/programme management including establishing, monitoring and verification of outputs;
- Experience of compiling, preparing and presenting reports, presentations, correspondence etc.;
- Strong political awareness and have a clear understanding of the political reality and context of local, regional, national and European public institutions;
- Knowledge and understanding of the structure and functions of local and regional government.

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 application forms:

- (a) be well educated;
- (b) have satisfactory experience in any discipline and satisfactory experience in the organisation and control of staff.

DESIRABLE:

- A third level degree (at least level 8 on the National Framework for Qualifications) or professional qualification in business, economics or politics or a related discipline.
- Five years' work experience at senior management level in a related field.

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;

Candidates, if successful, will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

DUTIES

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

1. Delivery of the Dublin City Council European Programme Participation Strategy 2021 – 2027; including the implementation of the high level strategy, targets and KPIs;
2. Linking directly with colleagues in Eastern and Midlands Regional Assembly (EMRA), Irish Regions European Office (IREO) and across national contact points on European Programmes;
3. Management of capacity building across the organisation on EU knowledge, expertise & project delivery;
4. Responsibility for the management of the delivery of the 7 Core Priorities of the EPSO including:
 - a. Operational developments (recruitment and CRM systems);
 - b. Corporate Governance;
 - c. EPSO Project Participation Appraisal Process;
 - d. Communications;
 - e. Training & Development Programme;
 - f. European Expert Framework;
5. Management of the establishment and delivery of the EPSO Oversight Group; EPSO Steering Committee and EPSO Project Working Group Network;
6. Regular management reporting to senior management, elected members and stakeholders;
7. Acting as lead for key City Council projects and support to senior management teams;
8. Delivery of special projects as assigned by the senior management team;
9. This role may expand to include responsibility for International Relations, Tourism and Events; along with the EPSO within CRES Dept.

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 **Senior Executive Officer, EPSO (Temp)** will be filled from this externally 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.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possesses the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage 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 they fail 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 them.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies detailed on page 7.

- Strategic Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness

SALARY

The salary scale for the position of **Senior Executive Officer, EPSO (Temporary)** is: -

€69,960; €70,535; €73,329; €76,092; €78,860; €81,598, €84,353 (Maximum); €87,480 (1st LSI after 3 years satisfactory service on the Maximum); €92,459 (2nd LSI after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. **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 **35 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process

PARTICULARS OF POSITION

- (a) The post is temporary, whole time and pensionable.

The successful candidate will, be assigned as Senior Executive Officer – European Programme Support Office (Temporary), subject to satisfactory service, for a period of 3 years.

The nature of this employment is fixed term in line with sanction received from the Department of the Housing, Local Government & Heritage.

- (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 themselves 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 during interviews or 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 their 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

Applications must be submitted before Midnight on Friday, 5th August, 2022.

COMPETENCY FRAMEWORK - SENIOR EXECUTIVE OFFICER, EPSO (TEMPORARY) 2022

The key competencies for the above position are as follows:

<p>1. Strategic Management and Change</p>	<p>Strategic Ability 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>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing 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>Bringing about Change Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p>
<p>2. Delivering Results</p>	<p>Problem Solving and Decision Making 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>Operational Planning 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> <p>Delivering Quality Outcomes 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>
<p>3. Performance through People</p>	<p>Leading and Motivating 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>Managing Performance Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</p> <p>Communicating Effectively Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p>4. Personal Effectiveness</p>	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p>