



Tionól Reigiúnach Oirthir agus Lár-Tíre Eastern and Midland Regional Assembly

3ú Uirlár ó Thuaidh | Ionad Cathartha | An tSráid Mhór | Baile Munna | Baile Átha Cliath 9
3rd Floor North | Ballymun Civic Centre | Main Street | Ballymun | Dublin 9



EU Project Officer

Employer:	Eastern & Midland Regional Assembly
Post Title:	EU Project Officer - Senior Staff Officer, Local Authority Grade 6
Office Location:	Ballymun, Dublin 9
Closing date:	5pm Wednesday 25th September
Duration:	Fixed term 30-month contract

Who we are:

The Eastern and Midland Regional Assembly was established under Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities. The main roles of the Assembly are to:

- Participate on EU operational programme monitoring and other committees
- Identify, participate and co-ordinate EU projects
- Prepare, adopt and implement the Regional Spatial and Economic Strategies (RSES)
- Support the national delegation to the Committee of the Regions (CoR)
- Oversee and support the Irish Regions European Office (IREO) in Brussels
- Support the work of the National Oversight and Audit Commission

The Role:

The Project Officer will be involved in ongoing EU projects with the Assembly and its partners, and in the first instance in one or both INTERREG Europe projects in which the Assembly is a partner: Next2Met and PROGRESS. The two projects are co-funded by the Interreg Europe programmes and will include the drafting of regional action plans. Next2Met will focus on the use of digitalisation to increase the attractiveness of territories close to metropolitan areas while PROGRESS will focus on ecosystem services.

The EU project officer will manage the projects and participate in the planned activities which will involve:

- Engagement with the project partners
- Identification of regional good practices
- Development of regional stakeholder networks appropriate for each project
- Organisation of and participation in project seminars and events
- Preparation of regional action plans associated with each project
- Preparation of project technical and financial reports

Essential Requirements

Character

Each candidate must be of good character.

Health

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

Education, Knowledge and Experience

- Honours Bachelor Degree or higher degree in relevant discipline
- Minimum 3 years' experience working in a similar high-level role
- Working knowledge of EU policies, programmes and EU Institutions
- Working knowledge of Irish governance structures and Local Government structures

Essential Skills and Experience:

- Project management: Experience of delivering, co-ordinating and managing projects both individually and as part of a team
- Workflow management: Experience in balancing the workflow requirements on multiple different projects in parallel
- Working knowledge of one or more of the following policy areas: Digitalisation, Ecosystem Services, Regional Development Policy, EU Operational Programmes
- Excellent interpersonal and communications skills

Desirable Requirements:

In addition to the essential skills it would be desirable to have the following:

- Postgraduate qualification (Masters or PhD) in relevant discipline
- Experience of EU-funded projects management including technical and financial reporting.
- Leading, motivating and engaging with others to achieve quality results
- Demonstrated ability to understand and address complex situations and problems
- Demonstrated ability of bringing together diverse stakeholders to achieve a common goal
- Experience in the organisation and management of project meetings, conferences and stakeholder engagement events.

Key Competencies

Management and Change	<ul style="list-style-type: none"> ▪ Project Management and delivery – Demonstrated experience in delivering large and/or complex projects ▪ Strategic ability – Displays ability to co-ordinate a variety of different projects at the same time ▪ Strategic approach – Demonstrates capacity to make links and connections between project and policy
Delivering Results & Technical Expertise	<ul style="list-style-type: none"> ▪ Analytical thinking - The ability to understand a complex problem or situation and approach it in a step-by-step way ▪ Conceptual thinking - The ability to identify patterns of connections between situations that are not obviously related and to identify key or underlying issues in complex situations ▪ Technical expertise in relevant disciplines ▪ Plan and prioritise work and resources to effectively deliver project results
Performance	<ul style="list-style-type: none"> ▪ Communicating effectively – Demonstrates excellent internal and external communications skills, experience of delivering presentations tailored to the nature and needs of diverse audiences ▪ Influencing and negotiating – Establishes appropriate and productive working relationships at local, regional, national and European level ▪ Effectively influences key stakeholders to achieve operational strategy and objectives ▪ Demonstrate lessons learned from work experience - Innovation and Initiative
Personal Effectiveness	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Decision making and judgement – Ability to pinpoint critical information and address issues logically; and demonstrate an understanding of the context and impact of decisions made ▪ Operates effectively in an environment with significant complexity and pace ▪ Take initiative and seek opportunities to exceed goals

Terms and Conditions

1. The Post

The post is for a 30-month fixed term contract and is based in the Eastern and Midland Regional Assembly offices in Ballymun, Dublin 9.

2. Probation

There will be a six-month probation period which may be extended to one year at the discretion of the Director.

3. Superannuation

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make

contributions at the rate of 3.5% of net pensionable remuneration plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 65.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a regional assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 65.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration. The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

4. Salary

Salary shall be at Local Government Senior Staff Officer (Grade 6) - €47,588; €48,736; €50,122; €52,725; €54,279; €56,213 (1st LSI); €58,157 (LSI 2)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government.

Persons who are not serving local authority employees on or after 1st January, 2011 will be based on the minimum of the scale.

5. Hours of work

37 hours per week. The successful applicant will be expected to work outside of normal office hours including weekends if necessary, without additional remuneration and to travel within Europe. Flexi Leave arrangements may apply.

The Assembly reserves the right to alter your hours of work from time to time.

6. Annual Leave

Annual leave entitlement for the position will 30 days per year pro-rata.

7. Retirement

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

8. Residence

Post holders shall reside within a reasonable commutable distance of Ballymun, Co. Dublin. The Director of the Eastern & Midland Regional Assembly reserves the right to assign the post holder to any premises, now or in the future subject to reasonable notice.

9. Start date

The Eastern and Midland Regional Assembly shall require the successful candidate to take up their appointment within a reasonable period. Should they fail to take up the appointment within an agreed period, the Assembly at its discretion may not appoint them.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

10. How to apply

Application forms are available for download on www.emra.ie. Only applications received by email and on the official application form will be accepted. Emails should be addressed to recruitment@emra.ie only and must be received no later than **5pm on Wednesday 25th September 2019**. Application forms received after the closing date will not be accepted.

Selection will be by means of a competition based on an interview conducted by the Assembly. The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of essential requirements and level of experience. Shortlisting will be on the basis of information supplied on the application form.

A panel will be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Assembly 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 shall be for a period of two years from the date of the formation.

Applicants should hold themselves in readiness for interview in **October 2019**.

11. Special Needs

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to the Assembly. A determination, if any, will be made by the Assembly on appropriate accommodations to be made for individual candidates, during the selection process.