



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

Employer:	Eastern & Midland Regional Assembly
Post Title:	EU support officer, Local Authority Grade 5
Office Location:	Ballymun, Dublin 9
Closing date:	Thursday October 1st - 5pm
Duration:	Fixed term 1-year 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 principal duties and responsibilities of the **EU Support Officer** will be in both the **EMRA** and **Irish Regions European Office (IREO)** functions:

- Support the delivery of the IREO Strategy and the CoR Programme of Works
- Assist with providing support to the National Delegation to the Committee of the Regions (CoR)
- Providing supports for local government particularly in the area of EU funding and policy developments
- Supporting the liaison point between the IREO and local authorities in the EMRA region
- Regularly communicate and deliver information to stakeholders in the local and regional sector
- Provide advice, guidance and support for local government particularly in the area of EU funding and policy developments
- Assist EMRA/IREO in the preparation of the 2021-2027 programming period of cohesion funds in Ireland
- Manage and update the IREO website and social media and newsletter
- Assist with the Programme of Works (PoW) for the IREO
- Assist with providing support to the National Delegation to the Committee of the Regions (CoR)

- Analysis of policy and preparing reports and submissions including recommendations, to the Head of Irish Regions European Office/Co-ordinator of Irish Committee of Regions.
- Any other duties as the Director/ Head of Irish Regions European Office may decide from time-to-time

Essential requirements:

- Degree in relevant discipline (e.g. political science / EU or international affairs / business / communications / public affairs)
- Minimum 3 years’ experience in EU policy or funding or in an EU related area
- Up to date knowledge of EU funding programmes and policies including those of relevance to Irish local and regional authorities.
- Knowledge of Irish Local and Regional government
- Political awareness and clear understanding of the political reality and context of local, regional, national and European public institutions
- Ability to effectively and concisely communicate complex information to a range of stakeholders

Desirable:

- Experience in preparing, influencing or delivering EU Projects and Programmes
- Sound knowledge and understanding of EU cohesion policy
- Experience in communication and social media including web site maintenance/management
- Experience and strong ability to present to a wide range of audience and networking
- Experience in one of the EU institutions/EU related body
- Self-starter with ability to use initiative and creativity

Key Competencies

These are the key competencies for the post of EU Support Officer for Local Government. Interviews for the post will be competency based.

Management & Change	<p>Networking and representing Sustains a positive image and profile of the IREO and EMRA. Establishes appropriate and productive working relationships at local, regional, national and European level, within the public sector and with relevant interests</p> <p>Change management Understand and implement change and demonstrate flexibility and openness to change</p>
Delivering Results	<p>Problem solving and decision making Can pinpoint critical information and can address issues logically on a step by step basis Translate the business or team plan into clear priorities and actions for their area of responsibility Make decisions in a timely and well-informed manner</p>

<p>Performance through People</p>	<p>Communicating effectively Has highly effective verbal and written communication skills. Has excellent interpersonal skills. Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. Is clear in all communications, considering the audience in getting the message across. Puts in place systems and mechanism to make the best use of available information.</p>
<p>Personal effectiveness</p>	<p>Qualifications and Knowledge Keeps up with current developments and best practice in area of EU funding at local and regional level. Share information, knowledge, experience and learning with others. Personal Motivation, Initiative and Achievement Take initiative and be open to taking on new challenges or responsibilities. Is self-motivated and enthusiastic about role. Manages own time effectively to achieve objectives</p>

TERMS AND CONDITIONS OF EMPLOYMENT

1. The Post

The post is for a fixed-term (1 year), whole time contract.

2. Probation

There will be a 6-month probation period which may be extended at the discretion of the Director.

3. Position

You will be employed as EU Support Officer. You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for the Assembly for which the Director is responsible, and carry out such instructions as may be given in relation to the performance of your duties.

4. Location

EMRA is following public health guidelines in relation to the Covid-19 pandemic with staff working mostly remotely for now.

Ordinarily, the role will be based in the Eastern and Midland Regional Assembly office in Ballymun, Dublin 9. Travel to Brussels will be required.

5. Hours of Work

Hours of attendance will be fixed from time to time but will amount to not less than 37 hours per week. The position holder will be required to work a normal working week – Monday to Friday. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable. However, time of in lieu may be granted.

In any case, all hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act 1997 and the Organisation of Working Time Act (Regulations) 2001.

Flexi Scheme is also available to you.

6. Reporting Arrangements

You will report to the Head of the Irish Regions European Office and Co-ordinator of the Irish delegation to the Committee of the Regions or to such other person(s) as may be determined by the Director.

7. Remuneration

Salary scale applicable to the post is analogous to that of Grade V in the Irish Local Authority Service, currently ranging from €42,777 to €51,374 (inclusive of long service increments), in accordance with Circular Letter E.L. 05/2019.

Increments will be paid in accordance with the Local Government Regulations / Circulars and are subject to satisfactory attendance, conduct and performance.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the 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.

8. 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.

9. Annual Leave

Your holiday entitlement will be 30 working days per annum plus public holidays.

10. Start date

The Eastern and Midlands Regional Assembly 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 they fail to take up the appointment within such period or such longer period as the Assembly in its absolute discretion may determine, the Assembly shall 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.

11. How to apply

Application forms are available for download on www.emra.ie. Only completed 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 Thursday October 1st**. Application forms received after the closing date and time will not be accepted.

Selection will be by means of a competition based on a competency-based 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 desirable experience. Shortlisting will be on the basis of information supplied on the application form.

A panel may 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.

Interviews will be held online. Applicants should hold themselves in readiness for interview provisionally on 16 October 2020.

Please note that interview expenses will not be reimbursed.

12. 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.