



COMHAIRLE CATHRACH CHORCAÍ
CORK CITY COUNCIL

CANDIDATE INFORMATION BOOKLET
Please Read Carefully

**EU PROJECT MANAGER (PART-TIME) – ATLANTIC SOCIAL LAB
(27 MONTH CONTRACT)**

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY 27 OCTOBER 2017

Four copies of the completed application form should be sent to the Human Resources, (Post of EU Project Manager – Atlantic Social Lab), Cork City Council, City Hall, Cork, T12 T997

Cork City Council is inviting applications from suitably qualified and experienced candidates to fill, for a period of 27 months, the post of EU Project Manager – Atlantic Social Lab. This post is a part-time contract for 18.5 hours per week. The post will require an element of travel outside of these hours from time to time; any additional hours will be paid at normal rate.

Role

To manage the successful delivery of the Atlantic Social Lab project in Cork, which is focused on social innovation, social enterprise and civic engagement.

Responsibilities / Duties

1. To deliver the City Council's specific responsibilities under the Atlantic Social Lab Project, in compliance with EU project rules & regulations and the overall project rationale and framework. This will include for example: -
 - a. Complete a mapping of social need locally
 - b. Contribute to an overall mapping of the Atlantic Areas Territory
 - c. Establish working groups, an overall steering group and specific financial and/or other monitoring groups where appropriate
 - d. Identify pilot actions and work collaboratively with partners in Cork and in the other territories to deliver and evaluate those actions
 - e. Manage the delivery of an Atlantic Social Lab action plan, in collaboration with other project partners.
2. To represent Cork City Council at project steering group meetings and events as required.
3. Manage the financial control and reporting for the project, in compliance with EU rules and regulations.
4. To host transnational meetings/workshops.
5. To prepare relevant reports and undertake research as required.
6. To ensure effective reporting and communication of the project both internally and externally
7. Manage other staff who may be assigned to work on the project.
8. Undertake regular work-related travel as required

QUALIFICATIONS FOR THE POST

1. **Character**

Each candidate must be of good character.

2. **Health**

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

3. **Essential Requirements**

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

- i. A qualification at Diploma level (at least level 6 in the National Framework of Qualification) in European Policy, Business, Social Studies or a related discipline.
- ii. Minimum 2 years relevant experience managing EU projects or supporting social enterprises or managing community projects. Experience must include financial management.
- iii. Be computer literate with comprehensive working knowledge of Microsoft Office.
- iv. Be able to demonstrate competence in Influencing and Negotiating, Delivering Quality Outcomes and Leading and Motivating.

4. **Age**

Candidates deemed 'not to be new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of applications for the post.

The age restriction of 65 years does not apply to 'new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants in 2004 -2012). In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is a compulsory retirement at age 70 for new entrants to the Public Service after January, 1st 2013.

5. **Desirable**

The ideal candidate should have:

- A knowledge of EU Affairs, including current EU trends and National Social Policy.
- An understanding of the needs of the social enterprise sector.
- Experience of social research.
- Strong communication & presentation skills – both oral & written including experience of report writing, excellent interpersonal skills and the ability to build relationships & inspire confidence.
- Excellent organisational and time management skills.
- An ability to prioritise and multi-task.
- A commitment to see projects through to completion within agreed deadlines.
- Excellent IT and research skills.
- An ability to work on own initiative.
- Flexibility and availability to travel.

Salary

The annual salary for the position will be €20,606.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office 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 office or in respect of any services which they are required by or under any enactment to perform.

Applicants should note that the salary scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community & Local Government. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Duties

The duties are to give the Local Authority and

- (a) such other Local Authorities or Bodies for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, 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 mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such services of an advisory, supervisory or executive nature 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, including the duties of assisting the appropriate officers, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so to perform the duty, of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

Probation

- (a) there shall be a period after such appointment takes effect during which such person shall hold the post on probation;
- (b) such period shall be six months and may be extended at the discretion of the Director of HR Management & Organisational Reform;
- (c) such person shall cease to hold the post at the end of the period of probation unless during such period the Director of HR Management & Organisational Reform has certified that the service of such person is satisfactory based on the recommendation of the Head of the relevant directorate.

Superannuation Contribution

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the first time on or after 1st January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

Hours of Duty

The standard working week will be 18.5 hours per week; these hours are to be worked within the normal hours being from 9.00am to 5.00pm, Monday to Friday including lunchtime, subject to agreement with line management. The Council reserves the right to alter your hours of work from time to time.

As the role may require some travel you may be required to work outside of these hours from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Driving Licence

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

Travel and subsistence expenses for your position will be paid in accordance with the agreed rates which may be revised from time to time.

Residence

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

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 of the successful candidate.

FORMAT OF THE COMPETITION

Only applications on the official application form will be accepted. In the event that a large number of candidates meet the qualifications for the post, the Council may decide to shortlist applicants based on the information provided on the application form. Accordingly applicants are advised to complete all sections of the form.

Only those short-listed will be called for competitive interview. Please note that candidates will be required to pay any expenses incurred by them in attending the interview. Interviews may be held within a short period of the closing date for receipt of completed application forms.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Council 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 duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of HR Management & Organisational Reform.

The deadline for receipt of applications is 5pm on Friday, 27 October 2017.

Applications lost or delayed in the post will not be considered unless official evidence of posting can be produced. Candidates should not enclose any CVs or related documents with their applications – any enclosures will not be considered and may not be returned.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Cork City Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Cork City Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

GENERAL INFORMATION

Health

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

Pension Arrangements and Retirement Age

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

Cork City Council will require the person to whom 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 the Council in its absolute discretion may determine, the Council shall not appoint him/her.

Data Protection

When your application form is received, we create a computer records in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 and 2003. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

If this post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff 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.

Cork City Council is an equal opportunities employer.

<p><u>Management and Change - Networking and Representing</u></p>
<p>Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the local authority.</p>
<ul style="list-style-type: none"> • Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery. • Articulates and understands the views of relevant stakeholders. • Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in the developing the competence of its key stakeholders. • Responds positively to the changing needs of communities.
<p><u>Delivering Results - Delivering Quality Outcomes</u></p>
<p>Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</p>
<ul style="list-style-type: none"> • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks. • Delivers services, projects and tasks on time, within budget and achieving expected performance standards. • Critically evaluates outcomes and processes used to achieve them. • Assesses feedback and evaluates outcomes to drive continuous improvement. • Provides appropriate recognition when standards are achieved or exceeded.
<p><u>Performance through People - Leading and Motivating</u></p>
<p>Leads, motivates and engages others to achieve quality results.</p>
<ul style="list-style-type: none"> • Demonstrates ownership of and commitment to the purpose, mission and vision. • Motivates others in individual and team situations. • Manages effective and productive workplace relationships. • Leads by example in terms of commitment, flexibility and a strong customer ethos. • Actively facilitates cooperation in the workplace, through a partnership approach.