



Comhairle Cathrach Chorcaí
Cork City Council

**Night-Time Economy Advisor
(2 Year Fixed Term Contract)
Job Specification**

Closing date: 4pm Friday 28th April 2023

Background

The Night-Time Economy (NTE) is a hugely important sector, contributing to our economy and our cultural and creative sectors and it is important that we protect, support and sustain it.

Catherine Martin T.D., Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media established the Night-Time Economy Taskforce on 30 July 2020 and the Report of this Taskforce was published in September 2021.

It is a Cross-Government Report containing 36 actions across a broad range of issues associated with the Night-Time Economy, all with the aim of increasing the diversity of events, increasing cultural opportunities and encouraging innovation and creativity in the Night-Time Economy.

Action 19 of this report calls for a pilot initiative to establish new "Night-Time Advisors" in the successful cities and towns to develop new Night-Time Economy opportunities.

The full Report of the Night-Time Economy Taskforce can be accessed here:

<https://www.gov.ie/en/publication/c1ba7-report-of-the-night-time-economy-taskforce/>

Cork City Council is inviting applications for the Post of Night-Time Economy Advisor to implement this pilot initiative on a 2 Year Fixed Term Contract (Grade 7). This is at management level in Cork City Council.

Objective:

Cork City has a vibrant night-time economy, and our objective is to strengthen this and broaden the appeal of the city's night-time offering to visitors, families and other hospitality, cultural and leisure activities in a safe environment. Cork City Council also seeks to ensure the city centre is an attractive place to live, which will require co-existence of hospitality, cultural and residential uses.

The aim of this initiative is to stimulate NTE activity in a particular area through the development of enhanced collaborative structures at local level supported by a Night-Time Economy Advisor. The anticipated outcomes are:

1. the development of a sustainable structure within the local authority for longer-term/ongoing work in the area of the NTE to include a new Committee and consultation process.
2. a cohesive action plan for the specific town/city including a range of proven interventions in this regard to include activities for different age-groups and different time spans.
3. a plan for the future sustainability of the structure.

Responsibilities and duties of the Night-Time Economy Advisor

1. **Establishing a Night-Time Economy Committee** - Representation for artists, cultural facilities, event promoters, festival organisers, hospitality interests, local champions, public bodies, retailers and other businesses, residents, venue owners/operators, etc. is recommended. The committee will work having regard to the existing structures, CORE partnership and Joint Policing Committee, to support the night-time economy in aspects of transport and security.
2. **Optimise and collate local data** - which will feed into the preparation of a NTE Action Plan for Cork City. In developing the pilot projects, available data should be optimised to develop insights and inform decision making – e.g., event planning, footfall, planning of services. A survey of local assets which are in use to support the NTE as well as potential new sites should also be included in this work.
3. **Consult** - conduct an extensive consultation process to engage the local community in the process of developing ideas for the NTE in Cork City. This can be done through workshops, town hall style meetings, surveys or a mixture of different methods. This process needs to be inclusive and cover all relevant age-groups and needs, diversity, security and gender.
4. **Review existing funding structures** - at local and national level to highlight potential funding streams for the Action Plan – there are a range of existing supports both financial and structural at local authority and national levels. The Advisor should assess these and highlight areas where the NTE can access funding and align the Action Plan with these streams where practical.
5. **Highlight challenges and opportunities and potential solutions** - many interventions required for a successful NTE are not necessarily financial and may be organisational, structural or otherwise. In driving a more vibrant NTE, the Advisor should look at current ways of working in the NTE, core relationships within the NTE and any other relevant issues and suggest improved systems where possible.
6. **Develop a comprehensive Action Plan to drive the NTE and support the implementation of the Plan** - This should have key deliverables, identify a funding stream and have an agreed responsible owner.

Core Skills Required

1. Operational experience of working in the Night-Time Economy.
2. Knowledge of proposed area in relation to the Night-Time Economy – including assets, gaps and opportunities.

3. Proven track record of experience at a senior level in at least one of the following:
 - Communications/Media
 - Event Management in the NTE
 - Cultural/creative project management
 - Digital Media including demonstrable knowledge of the value and use of social media and emerging technologies in making the NTE accessible to wider audiences
 - Public relations and marketing
 - Promotion, education
 - Public engagement
4. Proven leadership and experience of working with and co-ordinating the activity of key stakeholders in the Night-Time Economy (this can include cultural and creative sectors – commercial and non-commercial, retailers, residents and local and national government where applicable).
5. Excellent communication skills and ability to work across local structures and with diverse communities and different sectors operating in the NTE (including An Garda Síochána, Culture and Creativity Teams, Residents Associations, Purple Flag Groups, City Centre Coordinator, etc.).
6. Negotiation skills – working with competing interests in the NTE.
7. Knowledge of local and national structures and resources which NTE can access (i.e., local and national funding streams, local committees etc.).
8. Knowledge of the current licensing laws and planning and development system and key national policies and strategies affecting the Night-Time Economy.
9. Ability to demonstrate knowledge and/or experience of equalities and diversity issues.
10. Willingness to work outside of typical office hours as required to support full engagement with night-time industries.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

The Person

1. Character

Candidates shall be of good character.

2. Health

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

3. Education, training, experience

It is desirable that candidates should have the following:

- A relevant Third Level Qualification **or** substantial work experience in an area relevant to the Night-Time economy.
- Three years relevant experience
- Knowledge and understanding of the Night-Time Economy and work of the Taskforce.
- Knowledge of proposed area in relation to the Night-Time Economy – including assets, gaps and opportunities
- Experience in the gathering/use and interpretation of data to help inform decision making
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders in the Night-Time Economy including Facilitation, networking and group-work skills
- Report writing, strategic, organisational, funding application processes
- Effective communication skills including experience across social media platforms
- Excellent IT and administration skills, including MS Word, Excel & PowerPoint, Project Management Software Packages

Key Competencies

Key competencies for the post are outlined below and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these.

Competency Framework

Strategic Management

- **Strategic Ability**
An ability and a track record in effective collaboration with a broad range of stakeholders in the Night-Time Economy, and skilful negotiation and management of competing needs, tasks, and priorities.
- **Knowledge and Awareness**
Has an understanding of the wider policy domains relevant to the Night Time Economy at national and local levels and the interplay of factors that impact on outcomes.
- **Networking and Representing**
Experience and capacity to build partnerships, bringing together different sectors and interests in a collective strategy to address barriers and challenges with particular reference to the Night-Time Economy.
The ability to build trust and rapport and develop a shared agenda across sectors who may have different views.

Delivering Results

- **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.
- **Operational Planning in the NTE**
An understanding of the role of evaluation in tracking implementation and outcomes across the timeframe of the Pilot. Strong judgement and capacity to work autonomously.
- **Financial Management**
Awareness and experience of financial management and budgetary accountability systems.
- **Delivering quality Outcomes**
Excellent communication, planning and organisational skills, with the ability to progress a dynamic and multi-faceted initiative confidently, flexibly and effectively.

Performance Through People

- **Leading and Motivating**

Experience in team leadership, management, and facilitation in a complex context with particular reference to the Night-Time Economy. Leads by example in terms of commitment and flexibility.

- **Communicating Effectively**

Has highly effective verbal and written communication skills, with highly developed influencing and engagement skills including issue/conflict resolution.

Personal Effectiveness

- Open to innovation and creative thinking.
- The capacity to interact effectively with people from a broad range of sectors and groups, including the cultural and Night-Time Economy community, local development and community organizations, local partners including the business community, residents and other representative groups.
- The capacity to contribute to and work well in a team.
- Have the enthusiasm for meeting and working with a variety of people and groups on an on-going basis.
- Motivated in the face of difficulties and obstacles.
- Creates new opportunities.

Conditions of Employment (This should be read in conjunction with the Candidate Information Booklet)

Salary

The salary scale for the post (analogous to Grade 7) is:

€55,022 - €56,368 - €57,941 - €59,517 - €61,095 - €62,503 - €63,947 - €65,344 –
€66,738(Max)- €69,127(LSI1) - €71,529(LSI2)

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

Hours of Duty

The standard working week will be 35 hours per week. **It is important that applicants fully understand that due to the nature of the role, it will be a requirement that the post holder be flexible about evening and weekend work which will be critical to the post** for which overtime will not be paid but time-off-in-lieu will be available.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work 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.

Outside Employment

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Cork City Council is an equal opportunities employer