



TRADEBRIDGE COLLABORATION DAC

Recruitment of HEAD OF ENTERPRISE DEVELOPMENT (Fixed Term 3 Year Contract) Candidate Information Booklet

Closing date: 4.00pm on Friday 8th July 2022.

**Campaign Lead
Economic Department
Wexford County Council**

Supported by:



OVERVIEW

The Tradebridge project aims to build on the connections that have developed with Savannah, Georgia, USA and will foster collaboration in entrepreneurship, economic development and job creation. The investment provides a real opportunity for companies and SME's in the South East region to explore new markets and opportunities particularly given the context of Brexit and will work closely with Enterprise Ireland.

The initial pilot assisted the Tradebridge project partners of Wexford County Council and Wexford Enterprise Association in Wexford to build on the relationships established with Savannah working with the Savannah Economic Development Authority (SEDA) to develop entrepreneurship, trade and employment through a collaborative partnership.

The project has now scaled its ambition to a regional trade initiative between the South East of Ireland and 16 counties of Georgia, USA. In addition to the funding from Enterprise Ireland, the Local Authorities/LEO's of Wexford, Kilkenny, Waterford, Tipperary and Carlow have provided additional funding/supports to the Tradebridge project. The funding is ring-fenced over three years and the project will commence working to develop exports sales in advanced manufacturing, financial services, technology, food and other sectors with high export potential, creating additional jobs in the local economy.

The majority of the funding from EI is allocated towards a designated Tradebridge Manager who has the capability skills of leadership, entrepreneurship and innovation to drive the project forward, and to establish new markets for businesses given the impact of Brexit and covid on the economy. The Head of Enterprise Development will work in each of the project local authority areas of the South east to assist companies win new market share and enterprise development opportunities. The post is based initially at Wexford Enterprise Centre.

THE ROLE

The Head of Enterprise Development will report to the Board and provide leadership, strategic direction and oversight for the operation, management and delivery of the Tradebridge project. They will have a clear understanding of and strong commitment to entrepreneurship, and innovation. The Head of Enterprise Development will work to advance the Tradebridge workplan in collaboration with local government, public agencies, industry, education and training stakeholders and social partners. They will demonstrate the capacity to develop a results orientated strategy and set high standards of performance.

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER

The Candidate will combine personal integrity with a progressive public and private service ethos.

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.

For the purpose of satisfying the requirements as to health, it may be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by Tradebridge Collaboration DAC. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the Tradebridge Collaboration DAC with regard to character, education, experience and health.

3. EDUCATION, TRAINING, EXPERIENCE, ETC. :

Each candidate should, on the latest date for receipt of completed application form:

- a) Have a relevant degree (QQI Level 8) from a recognised university or of a recognised Degree Awarding Body; or equivalent professional qualification,
- b) Have at least five years of satisfactory relevant and acceptable experience. This experience shall be in business, industry, public sector, research or education, and

Each candidate must hold a current clean full driving licence, and have access to a car at all times for use in their work.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will have :

- Proven experience as an effective leader in the public, private or not for profit sectors at senior level with accountability for delivering results
- Project track record in entrepreneurship and enterprise development with a particular focus on trade opportunities
- Working in project management
- Working collaboratively and networking with multiple stakeholders, this may include Government departments; public agencies; education and training, and industry business partners
- Successfully accessing funding public and private from Regional, National, EU and international sources
- Demonstrating resilient leadership and motivational skills
- Strategic management skills and ability to achieve good performance outcomes
- Excellent communication and interpersonal skills with the ability to manage critical relationships both internally and externally
- Financial and budget management skills
- Demonstrate an in depth knowledge and experience of working in the Enterprise, Trade and Foreign Direct Investment sector.

- Appreciation of the opportunities of working on development projects with industry, business, the public sector, education and training, communities and other stakeholders in the region

DUTIES OF THE POST

The principle duties and responsibilities of the post:

- (a) Provide leadership for the development activities of the Tradebridge Collaboration DAC (Tradebridge) and progress the programme for trade development.
- (b) Report to the Tradebridge Collaboration DAC and its advisory Board, its subcommittees and all project partners and organisations relevant to the successful completion of the operation.
- (c) Development and implementation of the agreed Tradebridge work plan and Trade missions to Georgia, USA
- (d) Work in collaboration with the Tradebridge designated representatives of Savannah Economic Development Authority (SEDA)
- (e) Management of the Tradebridge programme within budget, timescales and in accordance with public funding requirements.
- (f) Compile and submit all financial and operating reports as per Tradebridge programme requirements.
- (g) Arrange and promote events to inform the work of Tradebridge and identify opportunities for collaboration with external organisations among local, national and international partners in particular SEDA and WTCS
- (h) Identify, disseminate and advise on Regional, National, EU and International project funding opportunities, preparation and submission of competitive funding proposals and their implementation as agreed by the Tradebridge Board.
- (i) Provide mechanism for sharing project learning, good practice with Tradebridge and other partners including Local Enterprise Offices, academic institutions and SME's
- (j) Procurement and organising of sub-contractors to deliver specific workshops, advice and information to the enterprise sector that meet the EI, LEO and FDI criteria for client companies
- (k) Working with a monitoring and evaluation framework in gathering and collating quantitative and qualitative evidence of the activity, results and impacts of Tradebridge for presenting to the Board, stakeholders and other interested parties
- (l) Organise and promote Tradebridge events including publicity in consultation with the Board
- (m) Development and implementation of communications and social media strategy for Tradebridge
- (n) Organising and hosting project management meetings (these will include face to face, teleconference and video conference meetings).
- (o) Organising recruitment of companies that meet Tradebridge criteria, networking and clustering events with project partners and stakeholders.

- (p) Represent Tradebridge on external bodies as appropriate
- (q) The role of Head of Enterprise Development will require international travel.

Project /Practice Management

- (a) Executing project work plans and revising as appropriate to meet changing needs and requirements.
- (b) Identifying resources needed to accomplish tasks and assigning responsibilities.
- (c) Managing day-to-day aspects of the project and its scope.
- (d) Effectively applying operation methodology and enforcing project standards.
- (e) Preparing for engagement reviews and quality assurance procedures.
- (f) Minimizing Tradebridge exposure and risk on project.
- (g) Preparing for audits carried out by external audit teams
- (h) Ensuring project documentation is complete, current, and stored appropriately in compliance with GDPR and other statutory requirements.

Project Resource Management

- (a) Managing the resources and finances and ensure proper financial governance and reporting systems are in place.
- (b) Spending of budget and management of budget to planned project delivery profile.
- (c) Ensure that systems are in place to support the Tradebridge Board in the exercise of its responsibilities in relation to good governance, accountability and organisational performance.
- (d) Develop and monitor the performance of staff assigned to Tradebridge in their duties

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

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| | <p>Strategic Ability Displays the ability to think and act strategically.</p> |
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| <p>Strategic Management and Change</p> | <p>Can translate strategy into operational plans and outputs. Evaluates capacity and performance against 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>Bringing about Change Effectively introduces change, fosters a culture of creativity and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p> |
| <p>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. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</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 and managing resources effectively. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p> |
| | <p>Leading and Motivating Motivates others individually and in teams to deliver high</p> |

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| <p>Performance through People</p> | <p>quality work and customer focused outcomes. Develops effective and productive internal and external relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance. Empowers and encourages people to achieve or exceed organisational goals.</p> |
| <p>Networking, Representing & Communicating Effectively</p> | <p>Networking & Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p> |
| <p>Personal Effectiveness</p> | <p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility.</p> <p>Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to trade, entrepreneurship, innovation and FDI and its application to the workplan.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self- confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. Integrity and behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self- motivated and persistent when faced with difficulties.</p> |

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| | Engages in regular critical reflection in order to identify how own performance can be improved. |
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SELECTION PROCESS

- a) Applications will only be accepted on the official Tradebridge application form as advertised with the post.
- b) Application forms must be typed and as fully complete as possible.
- c) Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to tradebridge@wexfordcoco.ie no later than the closing date and time of: **4.00pm on Friday 8th July 2022.**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Tradebridge Collaboration DAC may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the Tradebridge Collaboration DAC . The shortlisting will be carried out by or on behalf of Tradebridge against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- A competitive preliminary and / or final interview, conducted by or on behalf of Tradebridge may include a presentation on a topic of relevance and/or other such assessment methods as deemed appropriate.
- Tradebridge may create a panel from which future vacancies at the specified grade may be filled.

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 Tradebridge or person nominated by Tradebridge to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Tradebridge will not be responsible for any expense a candidate may incur in attending for interview. The Tradebridge Collaboration DAC legal entity is so referred to as Tradebridge

Tradebridge 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 he/she fails to take up the appointment within such period or such longer period as Tradebridge in its absolute discretion may determine, Tradebridge shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email tradebridge@wexfordcoco.ie

CONDITIONS OF SERVICE

1. Tenure

The post is a whole-time, temporary, fixed term contract of three years. Temporary vacancies may be filled from any panels formed.

2. Probation

The following probationary provisions shall apply:-

(a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;

(b) such period shall be one year but Tradebridge may, at their discretion, extend such period;

(c) such person shall cease to hold such employment at the end of the period of probation, unless during such period Tradebridge has certified that the service of such person is satisfactory.

3. Salary

Salary scale: €75,000, €77,500, €80,000 (Commensurate with experience)

The salary shall be fully inclusive and shall be determined commensurate with qualifications and experience. An allowance may also be payable in respect of travel expenses and subsistence.

4. Location

The place of work will initially be at Wexford Enterprise Centre, Co. Wexford on behalf of the South East region of Ireland. Tradebridge reserves the right to relocate the base location of Tradebridge to a venue in County Wexford. The successful candidate may also be working remotely temporarily in line with Covid 19 measures.

5. Outside Employment

The role of Head of Enterprise Development is whole time and the appointee must avoid involvement in outside employment/business interests in conflict or potential conflict with the business of Tradebridge. Clarification must be sought where any doubt arises.

6. Garda Vetting

Please note that Garda clearance may be required for the position.

7. Reference Checks

Please note that any offer of employment made to a successful candidate will be subject to verification and satisfactory verification of academic and professional qualifications.