

**HIGH PERFORMANCE BUILDING ALLIANCE (HPBA)**

**Recruitment of Business Development Manager**

**(Temporary Fixed Term 3 Year Contract)**

**Candidate Information Booklet**

**Closing date: 4.00 pm on Friday, 9th September, 2022**

**Supported by:**



  

**BACKGROUND/OVERVIEW**

The HPBA Centre of Excellence HQ will locate to the new Enniscorthy Technology later this year. The HPBA has recently received funding from the Government through the Department of Housing, Local Government and Heritage to promote its remit in addressing climate change through the built environment with a particular focus on High Performance Buildings.

Wexford County Council working with the HPBA have allocated funding with Enterprise Ireland to develop a Green Hub incubator space. The HPBA is now seeking a Business Development Manager to develop the Green Hub. The Hub will develop a pipeline of enterprises that will feed in collaboration with industry in fostering an entrepreneurship culture and provide support to inform the work of the hub as a commercial platform targeting marketing opportunities that will enable growth and scale. The green hub will provide an incubation workspace, designed to stimulate collaborative thinking with event and meeting space in a unique setting for new start-ups and business expansion SME’s with a focus on emerging green opportunities. The enterprise sector has an important role to play in meeting the Government’s ambition to reduce greenhouse gas emissions and achieve net zero by 2050. Core measures include carbon neutral heating in industry, a decrease in embodied carbon in construction materials and renewable energy supply. In particular the Green Hub as a one stop shop will support businesses in;

* Research, development and innovation
* Sustainability
* Supply side opportunities
* Quality training, business advice mentoring
* Funding supports
* Digitalisation
* Export/internationalisation
* Networks and clustering

**HPBA Mission Statement:**

A Centre of Excellence advancing the UN’s Sustainable Development Goals, the Framework for Energy Efficiency Guidelines, Paris Climate Accord and Ireland’s Climate Action Plan.

To be a leader and champion in high performance buildings and nearly zero energy buildings both new and retrofit, and to increase the knowledge, capacity and demand for low carbon emission buildings.

Advance innovation and promote more use of sustainable solutions through collaboration, to create environmentally, economically and socially vibrant communities.

***Wexford County Council has commissioned the HPBA to expand its remit to develop a Green Hub within its leased space to support entrepreneurship, innovation, training, funding and job creation opportunities.***

**Centre of Excellence Objectives are centred around:**

* Model of Best Practice
* Training
* Delivery of Targets
* Research
* International Advisory & Dissemination Role
* Social Inclusion
* Employment
* Policy Guidance
* Information

**THE ROLE**

The Business Development Manager will report to the HPBA Board and manage the design and development of the “green” incubation space within Enniscorthy Technology Park. He/she will lead and champion the establishment of the green hub from its inception, including brand development, overseeing workspace development, marketing and promotion to secure start-ups and SMEs looking for innovative space. They will have a clear understanding of and strong commitment to sustainable development goals within the context of an enterprise environment. In particular, the Enterprise Ireland strategy “Leading in a Changing World”, the Regional Enterprise Plan 2024 and the Climate Action Plan.

The Business Development Manager will work to advance innovation and sustainable solutions through collaboration with local government, public agencies, industry, education and training stakeholders and social partners.

The Green Hub Manager will oversee and manage the hub which will provide an incubation workspace, designed to stimulate collaborative thinking with event and meeting space in a unique setting for new start-ups and business expansion SMEs with a focus on emerging green opportunities. In particular the Green Hub as a one stop shop will support businesses in;

* Research, development and innovation
* Sustainability
* Supply side opportunities
* Quality training, business advice mentoring
* Funding supports
* Digitalisation
* Export/internationalisation
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**ESSENTIAL REQUIREMENTS FOR THE POST**

1. **CHARACTER**

The Candidate will combine personal integrity with a progressive customer service ethos.

1. **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 the HPBA. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the HPBA with regard to character, age and health.

1. **EDUCATION, TRAINING, EXPERIENCE, ETC. :**

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

1. Have a relevant 3rd level qualification from a recognised university or of a recognised Degree Awarding Body; or equivalent professional qualification,
2. Have at least two years of satisfactory relevant and acceptable experience. This experience shall be in construction, business, environment/green, industry, public sector, research or education, and
3. 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 on pages 6 & 7. In addition, the successful candidate will possess the following:

* Proven experience in project management in the public, private or not for profit sectors with accountability for delivering results
* Track record in business generation and/or innovation
* Working collaboratively and networking with multiple stakeholders, this may include Government departments; public agencies; education and training, and industry partners
* Strong 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
* Knowledge of development in the green sector in particular knowledge of NZEB and innovation in building and energy efficiency would be advantageous
* Broad appreciation of emerging areas of focus in economic, environmental and social sectors and its impact on the “green” sectors.
* Knowledge of enterprise funding opportunities.

**DUTIES OF THE POST**

**The principle duties and responsibilities of the post:**

1. He/she will lead and champion the establishment of the green hub from its inception, including brand development, overseeing workspace development, marketing and promotion to secure start-ups and SMEs looking for innovative space.
2. Identify and collaborate with enterprises (start-ups, micro-enterprise, and medium companies) within the Green sector, linking them within the Research Development and Innovation (RDI) support structures and capability development training initiatives, i.e., Near Zero Energy Buildings (NZEB).
3. Assist in the provision of incubation and/or commercial space as appropriate, lead out on emerging supply chain opportunities, support export opportunities and linkages with the South East Technological University (SETU) in developing training opportunities.
4. Report to the High Performance Building Alliance Board and its subcommittees and all project partners and organisations relevant to the successful completion of the operation.
5. Development and implementation of the agreed HPBA Green Hub work plan including delivery under the approved Enterprise Ireland Regional Enterprise Innovation Scoping Scheme (REISS).
6. Management of the HPBA Green Hub programme within budget, timescales and in accordance with public funding requirements.
7. Compile and submit all financial and operating reports as per HPBA programme requirements to the Board, Enterprise Ireland and Wexford County Council as required.
8. Arrange and promote events to inform the work of the HPBA centre of Excellence and identify opportunities for collaboration with external organisations among local, national and international partners.
9. Assist to identify, disseminate and advise on National, EU and international project funding opportunities, preparation and submission of competitive funding proposals and their implementation as agreed by the HPBA Board.
10. Procurement and organising of sub-contractors to develop the incubation space.
11. Organise and promote Centre of Excellence events including publicity in consultation with the HPBA, Enterprise Ireland and Wexford County Council.
12. Organising networking and clustering events with project partners and stakeholders.

**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:

|  |  |
| --- | --- |
| **Project Management** | .  Drives scope development and management.  Develops and manages project budgets, schedules, and timelines and procurement.  Employs strong organizational skills  Incorporates time management principles into the work flow.  Integrates ongoing risk management. |
| **Delivering Results** | **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.  **Operational Planning**  Plans projects to determine rationale, objectives and deliverables.  Delegates, tracks and monitors activity.  Establishes high quality service and customer care standards.  **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.  **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. |
| **Performance through People** | **Leading and Motivating**  Motivates others individually and in teams to deliver high 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.  Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.  **Managing Performance**  Effectively manages performance.  Empowers and encourages people to achieve or exceed organisational goals.  **Communicating Effectively**  Recognises the value of communicating effectively with all stakeholders.  Actively listens to others.  Has highly effective verbal and written communication skills.  Presents ideas clearly and effectively to individuals and groups.  Good report writing skills. |
| **Personal Effectiveness** | **Relevant Knowledge**  Keeps up to date with current developments, trends and best practice in their area of responsibility.  Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.  **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  **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.  Engages in regular critical reflection in order to identify how own performance can be improved. |

**SELECTION PROCESS**

1. Applications will only be accepted on the official High Performance Building Alliance application form as advertised with the post.
2. Application forms must be typed and as fully complete as possible.
3. Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: [info@hpba.ie](mailto:info@hpba.ie) No later than the closing date and time of**: 4.00pm Friday, 9th September 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 HPBA may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the HPBA. The shortlisting will be carried out by or on behalf of the HPBA 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 and / or presentation conducted by or on behalf of the HPBA.

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

The HPBA will not be responsible for any expense a candidate may incur in attending for interview.

The HPBA 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 the HPBA in its absolute discretion may determine, the HPBA shall not appoint him/her.

**You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email** [**info@hpba.ie**](mailto:info@hpba.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.

1. **Probation**

The following probationary provisions shall apply:-

1. there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
2. such period shall be one year but the HPBA may, at their discretion, extend such period;
3. such person shall cease to hold such employment at the end of the period of probation, unless during such period the HPBA has certified that the service of such person is satisfactory.
4. **Salary**

**Salary scale: €70,000 - €80,000 p.a.**

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

1. **Location**The place of work will be the HPBA (Green Hub) at Enniscorthy Technology Park, Co. Wexford. The HPBA reserves the right to relocate the base location of the HPBA to a venue in County Wexford.
2. **Outside Employment**

The role of Business Development Manager is whole time (an element of remote working may be considered). The appointee must avoid involvement in outside employment/business interests in conflict or potential conflict with the business of the HPBA. Clarification must be sought where any doubt arises.

1. **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.