



Tionól Réigiúnach
an Tuaiscirt & an Iarthair
**Northern & Western
Regional Assembly**

Candidate Information Booklet
(Please read carefully)

**Post of: EU Projects Officer (analogous to Staff
Officer, Grade V)**

Closing Date: 4 p.m. on Wed 4th December 2024

Completed Application Form and supporting documentation must be
emailed in **PDF Format** only to jobs@nwra.ie.

Note: Hard copy Application Forms will not be accepted

Please quote **“EU Projects Officer Grade V”**
followed by your name in the subject line of the email.



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach

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The Role of the NWRA in Regional Development

The Northern & Western Regional Assembly (NWRA) was established on 1st January 2015. The Assembly is responsible for co-ordinating, promoting and supporting strategic planning and sustainable development of the region. This includes making, implementing and monitoring progress on a Regional Spatial and Economic Strategy for the region. It also has responsibility for the provision of statutory observations on Local Authority Development Plans, Local Economic and Community Plans and for promoting regional policy in Ireland.

Additionally, the Regional Assembly manages the Regional Operational Programmes as well as monitoring and making proposals in relation to the general impact in their region of all EU programmes of assistance from the EU. It performs the role of national contact point for three EU Interreg Programmes, namely Interreg Europe, the Atlantic Area Programme and the Northern Periphery & Arctic Programme. In addition, the Assembly has been involved in a range of socio-economic projects covering a range of areas that promote the region, such as maritime economy, tourism, transport, food, renewable energy and smart specialisation.

Our Vision is for a region that is smarter, greener, more specialised and connected, with a stronger and more compact urban network. The operational environment for the Assembly is driven by international, national and local influences that requires us to work collaboratively with key stakeholders at EU, national, regional and local level to accelerate and optimise effective regional development. Thus, policy formulation must interpret risk, opportunity and trends at these levels on behalf of our constituent stakeholders. The unique regional perspective provided by the NWRA necessitate a macro view exploring best practice and developing systems of rapid knowledge transfer and application. Consequently, the Assembly need to keep a constant oversight on national and international policy developments, shifts in the political and socio-economic environment and horizon monitoring of emerging funding opportunities for the region.

The NWRA now wishes to recruit an EU Projects Officer (analogous to Staff Officer, Grade V) with responsibility for the successful implementation of existing European Union funded projects and for the development of new EU funded opportunities and projects. The EU Projects Officer will provide project management and ongoing administrative duties related to EU Projects, initially for the GREENHEALTH, BIOWIND, LOTTI, Urban COOP (Interreg Europe Programme) and Wild Atlantic Nature (LIFE) project.

The position requires work to be conducted/completed outside of normal office hours and frequent travel within Europe will be required.

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Duties of the EU Projects Officer:

Reporting to the Director, Assistant Director, Regional Development Manager or nominee, the main duties and responsibilities of the role of the EU Projects Officer include but are not limited to the following:

1. Carry out the implementation of EU Projects within the scope, work programme, timeframe and budget as specified under the contracts agreed with the European Commission. This includes processing and submitting Financial Claims and Progress Reports.
2. Develop and maintain all records relating to EU projects, including the effective monitoring of the regulatory procedures (both national and European), to record project activities, finances and progress.
3. Organise and procure meetings/events as required under the EU Projects/Programmes.
4. Attend and represent the Assembly at the project steering and working committee meetings – this will include significant travel abroad within Europe.
5. Collaborate with stakeholders, both locally, nationally and across Europe, to ensure the effective implementation of EU projects and the learnings.
6. Research and examine models of best practice regionally, nationally and internationally, as appropriate to the EU projects.
7. Develop and maintain productive working relationships, both internally and externally with relevant stakeholders.
8. Proactively disseminate learnings through internal and project communication tools and professional networks
9. Prepare and submit EU Project applications, under the relevant EU Programmes, as agreed with Assembly Management.
10. Proactively use information, knowledge and communication technology to improve service delivery and efficiency of the Assembly's EU Projects
11. Any other duties as assigned from time to time by the Assembly relevant to the role of EU Projects Officer (analogous to Staff Officer, Grade V)

Essential requirements

1. Character

Each candidate shall be of good character.

2. Health

Each candidate 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 etc.

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

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education

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- (ii) Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

And

(b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),

Or

- (iii) have obtained a comparable standard in an equivalent examination,

Or

- (iv) hold a third level qualification of at least degree standard,

And

- (v) Have experience of delivering, co-ordinating and managing projects

And

- (vi) Possess a full clean Class B driving license and have access to his/her own vehicle.

Desirable requirements

- Postgraduate qualification in relevant discipline
- Knowledge and experience of EU- Funded programmes
- Satisfactory knowledge of public service organisations and national and regional policies;
- Satisfactory knowledge of European Institutions, policy issues and EU funding programmes
- Experience of managing finances and budgets, and ensuring value for money;
- A proven ability to develop stakeholder relations, strong interpersonal skills and an ability to deal with people across a range of organisations;
- Excellent presentation skills
- Creative communication skills
- Competence in the use of ICT and other software skills;
- Excellent organisation skills and discipline, and possess the drive to deliver the required results;
- An understanding of the challenges for the Northern & Western Region;
- Experience drafting press releases and interacting with the media;

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- Experience in event management e.g., conference planning, identification of speakers etc.;
- An understanding of national procurements rules, state aid rules and their application.

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 and Delivery

- Demonstrated experience in delivering, co-ordinating and managing multiple projects
- Strategic ability – Displays ability to develop project applications for external funding competitions
- Strategic approach – Demonstrates capacity to make links and connections between project and policy
- Effectively manage the introduction of change and demonstrate flexibility and openness to change
- Knowledge of the European Union Institutions and their associated activities, roles and functions

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner both verbally and in writing
- Ability to work as part of a team appreciating views and contributions of other team members
- Effectively influence others to take action
- Ability to consult, collaborate & build relationships with key stakeholders

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Plans and manages resources and organises their own work effectively in addition to planning and organising resources and people in order to meet objectives within agreed time-scales
- Successfully manages a range of different projects and work activities at the same time
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Strives to develop and implement new ways of working effectively to meet objectives

Analysis and Decision Making

- Gathers and analyses information from relevant sources, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these decisions
- Puts forward solutions to address problems

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Principal Terms and Conditions:

1. Salary:

The current salary scale for the post EU Projects Officer (Grade V) is €50,206 - €60,051 gross per annum. On appointment the candidate will be placed on the appropriate point of the salary scale in accordance with the relevant Circular.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

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

2. Particulars of the Position:

The position is whole-time, **permanent** and pensionable.

The Northern and Western Regional Assembly reserves the right to, at any time, re-assign an employee to another Department of the Regional Assembly now or in the future. The Assembly reserves the right to, at any time, assign an employee to any premises in use by the Assembly now or in the future.

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Regional Assembly's Offices, or wherever assigned by the Assembly.

3. Probation

All contracts will be subject to a probationary period of one year, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Assembly is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice.

The probationary period may be extended at the discretion of the Director of the Assembly. Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

4. Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

5. Working Hours

The successful candidate's normal hours of work will be 35 hours per week. The Assembly reserves the right to alter hours of work from time to time.

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6. Superannuation

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the Regional Assembly at the rate of 1.5% of 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 dependent or qualified children). You will also be required in respect of the Local Government (Spouses and Children's' Contributory Pension) Scheme to contribute to the Assembly at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a Assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the Regional Assembly at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

7. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

8. Driving Licence

Holders of the post shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Regional Assembly. The post holder's Insurance policy must cover such use and must indemnify the

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Assembly. Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

9. Garda Vetting

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

10. Residence

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Assembly's Offices, or wherever assigned by the Regional Assembly.

11. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

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Selection Process

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Assembly.
- (ii) The Assembly reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above i.e., **Project Management and Delivery; Interpersonal and Communication Skills; Management and Delivery of Results and Analysis and Decision Making.**
- (iv) 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 position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The 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 longer period as the Regional Assembly in its absolute discretion may determine, the Regional Assembly shall not appoint them.

All applications must be made on the official Application Form which is available to download on the NWRA's website www.nwra.ie or alternatively, contact the Human Resources Department – Email:jobs@nwra.ie. Completed Application Forms inclusive of all required documentation must be submitted in PDF Format as **One Single Document** (not individual scanned documents).

Closing Date:

Completed Application Forms must be received by 4 p.m. on Wed, 4th December 2024 via email only to jobs@nwra.ie. Applications received after this date and time will not be considered.

Please quote **“EU Projects Officer – Grade V”** followed by your name in the subject line of the email.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of NWRA on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise, and which may impact on their application form not being **received** on time.

NOTES:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the NWRA or persons nominated by the Director to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The Northern and Western Regional Assembly is an equal opportunities employer.