



Tionól Réigiúnach
An Tuaiscirt & An Iarthair
Northern & Western
Regional Assembly

Candidate Information Booklet

(Please read carefully)

**Post of: Programme Executive (analogous to
Administrative Officer, Grade VII)**

Closing Date: 4 p.m. on Friday 12th April 2024

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

Note: Hard copy Application Forms will not be accepted

Please quote **“Programme Executive – Grade VII”**
followed by your name in the subject line of the email.



Rialtas na hÉireann
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Có-mhainithe ag an
Aontas Eorpach

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Candidate Information Booklet – Programme Executive Grade VII

1. The Northern and Western Regional Assembly:

The Northern and Western Regional Assembly (NWRA) is one of the three Regional Assemblies in Ireland, with its corporate headquarters located at Ballaghaderreen, Co. Roscommon. It was formed by the Local Government Reform Act 2014 and was officially established in January 2015. It covers the local authorities of Galway City and County, Roscommon, Sligo, Leitrim, Mayo, Donegal, Cavan and Monaghan. Part of the Local Government sector, our Assembly Members represent the 9 local authorities at regional level. The Assembly forges links between the European Union (EU), and national and local levels through regional spatial and economic planning and European Regional Development Funding (ERDF) for the benefit of the Northern and Western Region.

Regional Assemblies play an important role in promoting and supporting regional development and are tasked to coordinate, promote and support strategic planning and sustainable development. It is also charged with promoting effectiveness in Local Government and public services in different areas of the state.

The Role of the NWRA in Regional Development

The Northern & Western Region has not performed economically as well as its fellow regions in Ireland and relative to the EU norm. As a result of the regions poor economic performance, the European Commission has downgraded the region from a “More Developed Region” to a “Transition Region” post 2020.

The Northern and Western Region published its Regional Spatial and Economic Strategy (RSES) in January 2020 (<https://www.nwra.ie/rses/>). It adopts a “place-based” approach and details strategic objectives whose overall purpose is to tap into the latent economic potential that exists in the region. The RSES provides a high-level development framework for the Northern and Western Region that supports the implementation of the National Planning Framework (NPF) and the relevant economic policies and objectives of Government. It provides a 12-year strategy to deliver the transformational change that is necessary to achieve the objectives and vision for the region.

In implementing the RSES, the NWRA contributes to the economic, social and community development of the region through its specific mandated function as the Management Authority for the BMW ERDF (European Regional Development Fund) Regional Operational Programme 2014/2020 (E320M) and the Northern & Western Regional ERDF Programme 2021/2027 (E217M). A key objective of the NWRA is to maximise such supports to enhance the development of the region.

The Northern and Western Regional ERDF Programme 2021 – 27

The Northern and Western Regional Assembly was appointed Managing Authority for the 2021 – 2027 European Regional Development Fund Programme in October 2020 and the Northern and Western Region’s ERDF Programme 2021-2027 was launched in February 2023.

The European Regional Development Fund (ERDF) will act as a €217m regional accelerator for this lagging region and has a significant role to play in addressing disparities that have arisen over many years.

Candidate Information Booklet – Programme Executive Grade VII

The principles within Policy Objectives (PO's) of the ERDF Programme below are aligned with the policy framework and priorities of both the National Planning Framework. and the NWRA's RSES, through

- PO1: A Smarter Europe by promoting innovative and smart economic transformation ;
- PO2: A greener, low carbon Europe by promoting clean and fair energy transition; green and blue investment, the circular economy, climate adaptation and risk prevention and management and
- PO3 which provides for "A Europe closer to citizens", which is earmarked for initiatives aimed at sustainable urban and rural development.

The NWRA now wishes to recruit a permanent Programme Executive (analogous to Administrative Officer) to assist in the implementation of the 2021 – 2027 ERDF Regional Programme.

Duties of the Programme Executive (Grade VII):

The Programme Executive will manage the mobilisation, implementation and monitoring of a portfolio of projects under the European Regional Development Programme for the Northern and Western Regional ERDF Programme.

The main duties and responsibilities of the role of Programme Executive (Grade VII) include but are not limited to the following:

- To support the development of project applications, providing advice where appropriate.
- To assess applications and provide funding recommendations and act as a point of liaison with projects.
- To monitor and evaluate project progress and outputs in line with Letter of Offer and EU Regulations.
- Assisting with the management and technical implementation (including financial management) of the Regional Programme in accordance with the relevant EU Structural Fund and Investment Fund Regulations
- Servicing the Regional Assembly and its Committees and Sub-Committees and, in particular, the Regional Programme's, Programme Monitoring Committee.
- To assist in the development of programme procedures and to update guidance for project promoters as necessary.
- To ensure robust monitoring of project implementation including progress and verification of project outputs.
- To attend meetings, events, seminars and external committees and represent the NWRA as requested.
- To develop a network of contacts within key stakeholders.
- To assist in implementation functions of current programmes.
- Drafting submissions, papers and reports on major themes / areas of discussion as directed.
- Preparing governance papers and reports for presentation.
- Visit and monitor projects on site and via an electronic management system
- Update staff and programme leaders in other public agencies on legislative changes and change and update procedural instructions accordingly
- To provide on-going support to employees including handling day to day duties
- To communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- To manage and supervise employees in supporting roles up to the position/grade of Senior Staff Officer (Grade VI) or analogous grades, including assigning duties and workload.

Candidate Information Booklet – Programme Executive Grade VII

- To provide on-going support to employees, including handling day to day problems and identifying training and development requirements as appropriate.
- To ensure full compliance with all organisational policies and procedures including grievance and disciplinary, performance management and attendance management.
- To ensure that the Programmes operations are in compliance with all the Assembly's policies, procedures, practices and standards and in compliance with the principles of good governance and legislative requirements.
- To implement good practices with transparent reporting.
- To undertake any other duties that may from time to time be assigned including those relating to the position of Administrative Officer.

Qualifications:

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:

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

(ii) have obtained a comparable standard in an equivalent examination, **or**

(iii) hold a third level qualification of at least degree standard, **and**

(iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

And

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

Note : A third level degree or professional qualification in a relevant discipline (Business or Finance) is desirable but not essential. Experience in managing EU funds is similarly desirable but not essential.

The Ideal Candidate Shall have:

- An ability to negotiate, influence and work effectively with stakeholder groups including external Agencies Private and Public, including business and community organisations and Elected representatives.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyse, and resolve issues.
- Ability to plan and prioritise work effectively, to work under pressure to tight deadlines, and be available to work outside normal office hours as required.
- Experience in working with and interpreting financial data.
- Experience in project / programme management including establishing, monitoring and verification of outputs.

Candidate Information Booklet – Programme Executive Grade VII

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:

Management and Change:	<ul style="list-style-type: none"> • Ability to think and act strategically. • Develop and maintain positive, productive and beneficial working relationships. • Effectively manages change, fosters a culture of creativity in employees/stakeholders and overcomes resistance to change.
Delivering Results	<ul style="list-style-type: none"> • Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines. • Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Pinpoints critical information and addresses issues logically. • Establishes high quality service and customer care standards. • Ensures compliance with legislation, regulation and procedures.
Leading, Motivating and Managing Performance:	<ul style="list-style-type: none"> • Leads, motivates and engages employees and stakeholders to achieve quality results and to deliver on operational plans and objectives. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance and identifies and manages conflict. • Demonstrates excellent communication and interpersonal skills and effective verbal and written communication skills.
Personal Effectiveness	<ul style="list-style-type: none"> • Relevant management and administrative experience at a sufficiently high level. • Understanding of the structures and environment within which the Regional Assembly operates and the varied role of the Programme Executive in this context. • Takes initiative and is creative in approaching the delivery of objectives. • Maintains a positive, constructive and enthusiastic attitude to the role. • Manages time and workload effectively and remains calm under pressure.

The Principal Terms and Conditions:

1. Salary:

The current salary scale for the post of Programme Executive (Grade VII) is €55,847 - €72,602 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.

Candidate Information Booklet – Programme Executive Grade VII

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.

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 coordinated 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.

Candidate Information Booklet – Programme Executive Grade VII

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 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.

Candidate Information Booklet – Programme Executive Grade VII

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. **Management and Change; Delivering Results; Leading, Motivating and Managing Performance and Personal Effectiveness.**
- (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: hr@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 Friday 12th April 2024 via email only to hr@nwra.ie . Applications received after this date and time will not be considered.

Please quote “Programme Executive – Grade VII” 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.