

North East Regional Enterprise Plan Programme Management Role under Regional Enterprise Steering Committee

Background

The North-East Regional Enterprise Plan (REP) to 2024 sets out a collective ambition to build upon existing and emerging strengths and to help realise the full economic potential of the region. Set against a backdrop of challenging circumstances including the Covid-19 pandemic, Brexit, as well as the need to accelerate progress on climate action and the transition to digitalisation, this new Plan to 2024 is framed in the context of key stakeholders working collaboratively to overcome such challenges, build resilience and more importantly, harness opportunities to develop and implement some transformative projects and initiatives for the North-East Region (Counties Louth, Monaghan & Cavan).

The Plans 5 'Regional Strategic Objectives' have been developed through the input and support of the Project Delivery Team in conjunction with the completion of a series of stakeholder led engagements. These Strategic Objectives are detailed further here: gov.ie - [North-East Regional Enterprise Plan to 2024 \(www.gov.ie\)](http://www.gov.ie). Working groups have been established for 4 of the 5 Strategic Objectives, with the 5th working group in the process of being established. The 4 established working groups have been progressing work on each of the objectives.

Programme Managers were recruited for each region to support delivery of the plan. Due to a vacancy for this position in the North-East, Louth County Council, as the original employer for the Programme Manager position, is now seeking interested parties to provide tenders to deliver the Programme Manager role on a contract for services basis for a period of at least 6 months, with the potential to renew the contract on a monthly basis for up to 12 months total term. Availability to commence immediately upon appointment is required. Whilst Louth County council would be the contracting party, the role would report to the Chairperson of the North-East REP Implementation Committee and relevant officials from the Department of Enterprise, Trade and Employment's (DETE) Regional Enterprise Plans, Funding and Infrastructure Unit.

Implementation Committee

The consultation process to develop the North-East Regional Enterprise Plan to 2024 was enhanced by an understanding amongst stakeholders of the importance of ownership, collaboration, and the definition and delivery of specific measurable actions that could add value to the existing activities being undertaken the Enterprise Agencies, Local Enterprise Offices and other relevant bodies involved in supporting enterprise development.

These priorities are reflected in the implementation structure for the North-East Regional Enterprise Plan to 2024. Implementation of the Regional Enterprise Plan will be overseen by a Regional Enterprise Steering Committee which is chaired by Mr. Richard Hanlon.

The functions of the Steering Committee are as follows:

- Oversee and drive delivery of the REP.
- Nominate and secure Public and Private Sector leads, and/or 'Enterprise Champions', where appropriate, to support delivery of the Strategic Objectives.
- Oversee the formation of working groups as necessary to drive implementation of actions.
- Explore and propagate new ideas and opportunities for collaborative projects, and funding opportunities.

- Provide a forum for the sharing of updates and information by members on key enterprise development initiatives including those set out by the Agencies and LEOs in this Plan and other pertinent updates (incl. REDF, RSES, URDF, RRDF Project, Ireland 2040 etc.).
- Oversee, contribute to and sign off (through the Chair) on mid-term and final Progress Reports to the Department.

The Chairperson will convene at least two meetings of the Steering Committee per year and will present a progress update on the implementation of the plan to the Minister. The Chairperson will lead the Committee in the preparation of two progress reports to be submitted to the Department, mid-term report in 2023 and a final progress report at end of 2024.

It is intended that each Regional Steering Committee will oversee the formation of smaller implementation groups to drive delivery of SOs and actions or groups of actions in the North-East Regional Enterprise Plan. Implementation Groups will convene as frequently as is required and will report on progress to the Chairperson and the Regional Steering Committee.

The Department will be responsible for the oversight and coordination of the REPs at national level. A National Oversight Group (NOG), which all Chairpersons attend, has been established to oversee implementation of the new REPs. This group will provide a forum for the Chairs to share good practice and identify potential areas for inter-regional cooperation.

Programme Manager Role

The role will involve working with the members of the Regional Enterprise Steering Committee, relevant officials from the Department of Enterprise, Trade and Employment's Regional Enterprise Plans, Funding and Infrastructure Unit, and with the wider Programme Manager network. The role will lead, co-ordinate and manage the implementation of the North East Regional Enterprise Plan.

The role will involve engaging at senior level with relevant stakeholders including DETE, Local Authorities, IDA, EI, Tourism Agencies, Education Providers, Chambers of Commerce and the business community.

The person filling the role will be required to make a valuable contribution to the strategic economic growth of the NE Region through leading the delivery of the Strategic Objectives and related actions contained in Regional Enterprise Plan. You will be expected to provide a high level of independence and objectivity.

The person filling the role will be required to utilise their professional, technical and management skills in an environment that promotes a high performance culture.

Duties and Responsibilities

It is envisaged the role will require an average of 1.5 days per week and can be completed remotely with hot desk facilities provided in Louth County Council if required. Flexibility will be required and granted in relation to time allocated each week, depending on the project needs at any point in time.

The duties and responsibilities will include the following:

- a. Working with the REP team, lead, co-ordinate and manage the implementation of the North –East REP.

- b. Driving the 5 Strategic Objectives, facilitate and service each stakeholder group to identify, agree and deliver on specific actions.
- c. Distill key further actions into deliverable steps by responsible agencies.
- d. Clarify timeframes for key actions and targets to be delivered.
- e. Benchmark, measure and monitor progress of the REP, both at the tactical level regarding each action element, and at the strategic level regarding the key major goals.
- f. Engage with relevant stakeholders including DETE, Local Authorities, Elected Representatives, Regional Business Champions, IDA, EI, Tourism Agencies, Chambers of Commerce, Education Institutions and the larger business community in the implementation of the REP.
- g. Prepare reports and strategies to facilitate the work of the Regional Enterprise Steering Committee.
- h. Lead the development and implementation of a proactive communications , marketing and branding strategy across a wide stakeholder base in order to promote economic development including tourism in the NE.
- i. Report on progress to the Regional Enterprise Steering Committee.
- j. Liaise with adjoining Regions, as needs require, to ensure the progression of mutually beneficial collaborative actions.

Qualifications

- Character: of good character.
- Health: must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- Education and Training :
 - On the latest date for receipt of completed tenders candidates ideally should:
 - a. Hold a recognised degree, or equivalent professional qualification, in a relevant discipline.
 - b. A post-graduate qualification in Management/Business would be desirable.
 - c. Candidates must possess a full driving license and have the use of a vehicle.
- Required Competencies and Experience:
 - Candidates should be able to demonstrate:
 - a. A significant and demonstrable track record of operating and delivering results at a strategic level
 - b. At least 10 years relevant post graduate satisfactory experience including for a period of not less than six years, satisfactory work experience in a responsible role/capacity at a senior level.
 - c. Prior knowledge & understanding of the enterprise and economic eco-system in Counties Louth, Cavan and Monaghan.
 - d. Excellent interpersonal skills, including the ability to develop and maintain collaborative relationships and strategic partnerships, and exceptional communications, networking and influencing skills.
 - e. Demonstrable leadership ability, with a proven ability to lead, manage and motivate staff and teams to deliver high performance and change.
 - f. Excellent analytical and problem solving skills.
 - g. Resource management skills including a track record in leveraging new/additional resources to deliver programs and projects.
 - h. Skills and capabilities in strategy, policy development and economic development.
 - i. An ability to work effectively under pressure and manage a number of programmes and projects at any one time.

- j. The capacity to work in a complex and dynamic political environment.
- k. A proven track record in planning and implementing change.
- l. An excellent knowledge of the Region, sector and the policy making process.
- m. Have relevant professional indemnity insurance in place upon appointment.

Funding and Payment

A maximum contract value of €20,000 per annum towards a contract for services is proposed, including travel & expenses. The term will be synchronous with the REP and initially run for 6 months with the potential to renew the contract on a monthly basis for up to 12 month total term.