**Clermont Enterprise Hub CLG**

**Wicklow Naturally Food Incubation Hub**

**Project Manager**

**Temporary (12 months)**

**Information for Candidates**

**August 2022**

Clermont Enterprise Hub CLG is an equal opportunities employer.

**Introduction**

Clermont Enterprise Hub CLG was established in 2017 as a not-for-profit company.

Led by Wicklow County Council and key stakeholders, its mission is to oversee the construction, development and management of key, demand led, enterprise hub infrastructure. Over a series of strategic sectoral developments, it will maximise the potential of Wicklow County Campus, Rathnew, a 55-acre site dedicated to Enterprise, Education and Innovation.

Its first project, the Content Creation Enterprise Hub, was backed by REDF 2020 with a funding award of €1,434,000 to create 150 high value jobs by developing a 10,000sq ft centre of excellence in the content creation, audio visual entrepreneurship and supporting Wicklow’s growing film making prowess.

The company now wishes to drive the development of the **Wicklow Naturally Food Incubation Centre** on the Wicklow County Campus, Rathnew. With one of Ireland’s most prolific food and drinks networks ([Welcome to Wicklow Naturally, The Garden of Ireland](https://wicklownaturally.ie/)) , the focus of the new infrastructure is respond to industry need for food enterprise space and innovation supports to accelerate growth in the regional food and beverage sector, especially those with HPSU potential.

The Wicklow Naturally Food Incubation Hub is in the early stages of design.

Funding has been secured to prime the development of Wicklow Naturally Food Incubation Centre at Wicklow County Campus, Rathnew comprising regional infrastructure of scale for agri-food and drinks SMEs including specialist food production units, co-working innovation kitchens, and scaling and growth support services.

Funding includes the salary for a Project Manager to advance plans for Wicklow Naturally Food Incubation Centre over the next 12 months, to get the project shovel ready and to seek capital funding towards the construction of the Food Incubation Centre (in addition to financial support from Wicklow County Council).

**The Position**

The Company is seeking applications from suitably qualified candidates with relevant experience for the temporary position of Project Manager.

The Company have a requirement for Project Manager to advance plans for Wicklow Naturally Food Incubation Centre over the next 12 months, to get the project shovel ready and to seek capital funding towards the construction of the Food Incubation Centre.

The PM will report directly to the Line Manager, or such person as may be assigned from time to time by the Board of Directors of Clermont Enterprise Hub CLG.

Under the direction and supervision of the appropriate line manager, the post holder will provide services of an advisory, supervisory, administrative, technical and executive nature as may be required by the Company in relation to the development of the Food Incubation Centre.

**Role and Responsibilities**

The Project Manager will be required to drive the development of this project through a number of steps, including the procurement of an Architect led Design Team, the detailed design of the Centre by this team, passing through the Part 8 Planning Process, liaising with the accountant to prepare financial projections, and a range of technical and operational steps to have this project shovel ready for capital funding within a twelve month time line.

**Duties**

The duties of the post are to give to the company such appropriate management, administrative, executive, supervisory, advisory, technical and ancillary services as may be required by the company. The duties of the post will include but are not limited to the following non-exhaustive list:

* To write the brief for the procurement of an Architect led Design Team, and to carry out the procurement for same leading to the award of contract.
* To oversee project going through the Local Authority Part 8 process in order to obtain development consent for the Centre.
* To work with the Design Team and QS on a construction procurement brief and Bill of Quantities, and oversee procurement of construction contractor to get project to shovel ready stage.
* To oversee disposal of site from the Local Authorities to the company.
* To arrange insurance for the project.
* To identify partners and build a consortium.
* To promote and market the project to start building awareness and a client pipeline.
* To prepare and submit capital funding applications, including financial projections, to suitable funding schemes. Work to develop a funding model and pathway to identify primary (including future REDF funding streams) and ancillary funding opportunities to realise the Centre by the end of 2024.
* To drawdown funding towards the project from funding schemes.
* To provide progress reports (operational and financial) to Board of Directors on regular basis.
* To Oversee project going through detailed design stages. Liaise with a working group from Wicklow Naturally and potential tenants to ensure the plans meet industry needs.
* Work with financial consultants to develop a robust financial model.
* Put in place key Service level Agreements to copper fasten stakeholder commitment to the optimal use of property in incubation and scaling production units, with embedded innovation, training, product development supports.
* To meet the 12-month KPIs for the project and to supply regular progress reports to relevant stakeholders and Enterprise Ireland.
* Implement, develop and maintain in-house reporting mechanism;
* Identify and agree a work programme, targets and deadlines and ensure their subsequent implementation and delivery.
* Prepare budgets and ensure that works are implemented within allocated budgets, and in compliance with all relevant legislation and regulations concerning procurement, planning etc
* Develop and maintain relationships with various government departments and external agencies to ensure co-operation and co-ordination in the implementation of the work programme.
* Overseeing all financial management aspects of the Food Centre project as well as overseeing preparation of all relevant documents for monthly and end of year financial reporting, audit and compliance processes.
* Carry out duties with a clear understanding of the political and local context of the company and the supporting local authority.
* Ensure compliance with Health & safety legislation and regulations, and the Company’s corporate Health & Safety systems.
* Carrying out such other duties as may be assigned from time to time.
* To collaborate with the development of the Campus Masterplan and the various partners of the Skills Task Force.
* May need to attend Food industry events to promote the development of the Centre.
* Fostering partnerships and collaboration with key stakeholders such as KWETB, Bord Bia, Department of Enterprise, LEO Wicklow, County Wicklow Partnership (LEADER) and SETU.
* Gathering data, information, and resources like case study videos/photographs to support the work of the company and assist with future promotion of the Centre.
* Developing and growing links between the Food Centre and education/training providers at secondary level and third level.
* Ensure professionalism and transparency in all areas of activity
* The Manager may be required to work outside office hours or on weekends on occasion.
* This list is not exhaustive and might be complemented by reasonable and related additional tasks.

The Project Manager will be supported by the Directors of the company, the Economic Development Team of Wicklow County Council, LEO Food Business Advisor and the Mid East Regional Enterprise Plan Programme Manager.

**Salary**

The Project Manager will lead on the roll out of this initiative on behalf of Clermont Enterprise Hub CLG. This full-time contract position, ( i.e. 9am-5pm, Mon to Fri) will run over a 12-month period, remunerated at €80,000 per annum.

The company has the right to alter the hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (regulations) 2001.

The Employee shall not be entitled to receive any additional remuneration for work done outside his/her normal hours of work but shall be entitled to reasonable time off in lieu in agreement with the Board. Without prejudice to the above, the employee may not exceed a limit of more than five days time-in-lieu accrued without the express permission of the Board.

**Qualifications and requirements of the post**

The Company declares that the qualifications for the position of PM shall be as set out below:

**(a) Character:**

Candidates shall be of good character.

**(b) Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Company’s Occupational Health Doctor prior to appointment.

**(c) Education, Experience**

On the latest date for receipt of completed application forms, candidates:

(a) must hold a relevant third level qualification, such as Architectural, Engineering, Surveying.

(b) have at least seven years satisfactory relevant experience.

(c) possess a high standard of technical training and project management experience;

(d) possess a high standard of administrative and management experience;

(e) have satisfactory knowledge of public service procurement, planning and Local Authority legislation and procedures.

(f) Have excellent communications and business report writing skills with demonstrated evidence of IT literacy (i.e. MS Office skills (including outlook, Word, Excel, Powerpoint) and Zoom/Teams).

(g) Have financial literacy skills to undertake evaluation and assessment of projections and proposals for financial assistance.

**Location**

The position is based at Wicklow County Campus, Rathnew, Co.Wicklow

**Residence**

Holders of the posts hall reside in the district in which their duties are to be performed or within reasonable distance thereof.

**Annual Leave**

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave runs from 1st January till 31st December. The current leave entitlement for this post is 27 days.

**Driving License**

Candidates must hold a clean current class B driving license and will be required to have access to his/her own car.

**Probation:**

There shall be a period after appointment take effect, during which such a person shall hold the position on probation.

Such period shall be 3 months, but the Line Manager may, at his/her discretion, extend such period.

Such a person shall cease to hold the position at the end of the period of probation unless during this period the Line Manager has certified that the service is satisfactory.

There will be assessment(s) during the probationary period.

**Application Process**

**Application Form**

Applications must be made on the official application form and all sections of the form must be fully completed.

Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate’s suitability for the post.

**Application Process**

Interested applicants are invited to **post 4 copies** of the application form to:

Head of Enterprise, LEO Wicklow, Clermont House, Wicklow County Campus, Rathnew

**and**

email a soft copy to [enterprise@leo.wicklowcoco.ie](mailto:enterprise@leo.wicklowcoco.ie) by closing date Monday 5th Sept at 12noon. Please use ‘Food Hub Project Manager Role’ in the subject line of your email. As part of your application, you should set out your skills and experience to meet the requirements of the position.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**12noon on Monday 5th September 2022.**

Applications must be received by the deadline specified on the form.

**Selection Process**

**Eligibility / Short-Listing**

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of predetermined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered that it would be reasonable not to admit all candidates to the interview, by reason of the number of applications received and the general standard of knowledge, training or experience of the candidates, only persons likely to attain a standard sufficient for selection and recommendation for appointment shall be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Clermont Enterprise hub CLG is satisfied that such a person fulfils the requirements of the position.

**Competitive Interview**

Candidates are expected to demonstrate in their application form and at the interview that they have the knowledge, understanding, skills, and experience required for the role as detailed above in the job responsibilities/duties and required qualifications for the position.

**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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| **Management & Leadership**  ***(Leadership & Management Skills; Strategic Ability; Networking & Representing)*** | * Lead by example and be able to implement change in an orderly and determined manner. * Understands the landscape and political reality and context of the company, the local authority and related agencies and stakeholders. * Ability to sustain a positive image and profile of the company, the local authority/ Local Enterprise Office & other relevant parties. * Develops and maintains positive and beneficial relationships with relevant interests and sections within the local authority. |
| **Delivering Results**  ***(Problem Solving & Decision Making; Operational Planning; Communicating Effectively; Technical Experience/Technical Competence)*** | * Technical knowledge and expertise commensurate with the role of Project Manager * Acts decisively and makes timely, informed and effective decisions. * Translates the KPIs and objectives into clear priorities and actions for their area of operation and achieve quality outcomes. * Establishes high quality reporting standards. * Ability to manage the allocation, use and evaluation of resources to ensure that they are used effectively to deliver on operational plans. * Ability to drive and promote reduction in costs and minimisation of waste. |
| **Performance Through People**  ***(Communication/ Interpersonal Skills & Initiative)*** | * Demonstrates ability to manage performance. * Shows visible commitment to the purpose, mission and vision of the company and funding agencies. * Shows experience in the development of a team and its members to achieve corporate objectives through the effective management of performance. * Demonstrates the ability to empower and encourage others to deliver on their part of the operational plan. * Effectively identifies and manages conflict and potential sources of conflict at work. * Demonstrates excellent written and verbal communication and interpersonal skills. * Presents ideas effectively to individuals and groups. |
| **Communication & Personal Effectiveness**  ***(Understanding of the Role and Working Environment)*** | * Have a satisfactory knowledge of the Local Enterprise Office supports, services and processes and range of public and private supports available to small enterprise in Ireland. * Have sound commercial awareness and strong business planning, evaluation & research skills. * Be familiar with the preparation of accounts and interpretation of financial statements. * Have strong project management skills. * Have strong interpersonal, report writing, presentation and communication skills. * Be able to work on own initiative as well as a team. * Be self motivated. * Have strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and the needs and requirements of owner-managers of small business, especially in the food and beverage sector. * Understand the business supports agency landscape, and public funding calls and can work to tight deadlines. |

**Right to Information and Review**

Clermont Enterprise Hub CLG is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the within five working days of the date of notification of a relevant decision.

**Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

**Other**

This appointment is subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

**Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any member of the Board of Clermont Enterprise Hub CLG, or any persons nominated by it to interview or examine applicants) in the candidate’s favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position

**Period of Acceptance**

The company shall require the person to whom an appointment is offered to take up such an appointment within a period of not more than one month and if they fail to take up the appointment within such a period or such longer period as the company in its absolute discretion may determine, the company shall not appoint them.

**Closing date:**

**Monday 5th September 2022 at 12noon.**