

**Candidate Information Booklet**

**Post of: Business Advisor**

**Local Enterprise Office**

**(analogous to Senior Staff Officer / Grade 6)**

**Closing Date: 4:00 pm Thursday 24th July 2025**

**Applications should be emailed only to** hrsupport@offalycoco.ie **with the subject line as: Business Advisor, Local Enterprise Office- 2025“First Name, Surname”**

**Enclosures;**

Offaly County Council – General Information

Job Description

Qualifications of Post

Particulars of Post

Important Check List & Notes

Application

**Contextual Background**

The Local Government sector in Ireland comprises 31 Local Authorities.  The Local Authority sector is democratically the closest form of Government to citizens and has responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest.

Offaly is one of the 31 County and City councils who collectively have on average a sectoral revenue spend of over €4 billion and capital spend in excess of €2 billion per annum. Local authorities employ over 28,000 staff or 1/10th of total public service employment.

County Offaly is located in the centre of Ireland in the province of Leinster and is one of twelve local authorities comprising the Eastern and Midlands Region. County Offaly has a population of 83,105 (2022 Census) with approximately 60% of the population residing in rural areas. The principal towns are Tullamore (the county town), Edenderry, Birr, Clara and Portarlington. Offaly shares a border with seven other counties and has a total land mass of approximately 200,000 hectares. The county is traversed by the Grand Canal and is bordered by the River Shannon to the West and Slieve Bloom mountains to the South, both of which play a key role in the economic and tourism development of the county.

Offaly County Council consists of 19 members elected every five years, the most recent local elections having taken place in 2024. The county is divided into the three Municipal Districts of Tullamore, Birr and Edenderry with the local authority administrative headquarters located in Tullamore.

At a strategic level, the Council operate through its Corporate Policy Group comprising the Cathaoirleach of the Council and the Chairs of the local authority’s four Strategic Policy Committees as well as a Municipal District representative. The Chief Executive and his/her Management Team play a key role in supporting and advising this policy group.

Offaly Co. Council employs over 500 staff and has an estimated revenue and capital spend of over €97m and €53m respectively in 2025 allocated under eight service divisions –

Housing & Building

Road, Transport & Safety

Water Services

Development Management

Environmental Services

Recreation & Amenity

Agriculture, Education, Health & Welfare

Miscellaneous Services

Day to day management of these services take place under the stewardship of the Chief Executive and Directors of Service and a Director of Finance who currently hold the following briefs:

1. Director of Services – Climate Action, Environment, Transportation and Active Travel, NWCPO, Water and Tullamore Municipal District

2. Director of Services – Planning, Economic Development, Regeneration, Tourism, Heritage, Just Transition and Edenderry Municipal District

3. Director of Services - Community, Culture (including Libraries, Arts, Sports), Corporate Services (including Communications and Change), Emergency Services and Birr Municipal District

4. Director of Finance, ICT, Motor Tax, Procurement and Risk Management and Human Resources

5. Director of Services – Housing and Ukrainian Response

**JOB DESCRIPTION**

The Local Enterprise Offices (LEOs) are the local first-stop shop for new entrepreneurs and existing micro-enterprise and small business owners. The LEOs are the front door through which all information on State supports for small and micro-businesses can be accessed and through which financial and other supports can be provided to the business community. The dissolution of the previous City and County Enterprise Boards and the transfer of their functions to Enterprise Ireland led to the formation of the 31 LEOs in 2014. The Local Enterprise Offices are funded by the Department of Enterprise, Tourism and Employment and operate under a Service Level Agreement (SLA) between Enterprise Ireland and the local authorities and are a significant element in the enhanced role which local authorities now have in the whole area of economic development.

The LEO operates as a unit within the Local Authority under the direction of the Chief Executive reporting internally through normal channels. LEO Staff can move laterally or avail of promotional opportunities within their employer organisation. Any movement of staff will conform to the existing procedures, practices and protocols in place within their employer organisation and staff may engage with their relevant employer HR department as appropriate.

The Local Enterprise Office Offaly was established in April 2014 and involved the amalgamation of the business support unit of Offaly County Council & Offaly County Enterprise Board - and forms part of the Economic Development Directorate of Offaly County Council. Its offices are located at Áras an Chontae, Charleville Road, Tullamore, Co Offaly but due to the nature of the work all roles involve the performance of duties at a variety of locations as required. The main functions of the office are the provision of:

* Business Information and Advisory Services
* Enterprise Support Services
* Entrepreneurship Support Service
* Local Enterprise Development Services / Economic Development

The primary role of the Business Advisor will be to support the Head of Enterprise in the delivery of services and operations in line with the SLA and in the achievement of the LEO’s business goals. The role will involve significant client engagement at the individual and/or business level, and requires engagement with the wider business community and other business support agencies. The successful applicant will be required to carry out and manage their tasks, within the confines of the budget as approved by the Department of Enterprise, Tourism and Employment and any other resources secured by the LEO.

The successful candidate will be reporting to the Head of Enterprise in the Local Enterprise Office, or such designated person as may be assigned from time to time.

The Business Advisor will contribute towards the management and delivery of the Local Enterprise Office supports and programmes in line with the Local Enterprise Development Plan for Offaly 2025-2029 and other programmes as directed by the Department of Enterprise, Tourism and Employment including procurement of services, service and budget management and ensuring full recording of outputs and deliverables.

He/she will work as a member of a small dynamic team providing support and assistance to small and micro businesses. He/she will also assess grant applications and provide advice and guidance to loan applicants and those who receive grant support. He/she will provide key administrative support to the LEO’s Evaluations and Approvals Committee.

The premier responsibilities of the Business Advisor in the functioning of the LEO are in the provision of professional support in terms of Business Services and Marketing related activity.

**Duties & Responsibilities**

More specifically, the role and responsibilities of the Business Advisor encompass the following key areas:

* Provide one to one business advice and guidance to anyone thinking about starting a business or any existing business in Co Offaly.
* Act as a point of contact for clients; assessing and identifying development needs and advising on relevant supports, qualifying criteria and the application process.
* Evaluating and undertaking due diligence of business / project proposals for financial assistance and making assessments or recommendations.
* Manage, develop and grow the LEO client portfolio
* Contribute to the development, management and delivery of LEO events, programmes and pilot programmes, both local (e.g. training, management development supports and networking), regional and national (e.g. enterprise supports and awards programmes) as directed.
* Research, develop, resource and delivery of new initiatives, events and programmes within the Local Enterprise Office in support of enterprise and economic development in Offaly.
* Engage in collaborative initiatives and EU programmes as required by the Head of Enterprise.
* Promote and implement innovation and continuous improvement in the processes and programmes of the Local Enterprise Office.
* Contribute to the development and maintenance of the LEO Web Site, social media platforms and marketing opportunities for both LEO clients and the LEO itself.
* Keep abreast of new technologies and emerging trends relevant to enterprises in Offaly.
* Management of certain LEO external contracts and ensuring best practice in the procurement of goods and services.
* Liaising with clients to ensure the provision of a quality customer service and assistance towards the management of the LEO’s front-office services.
* Contribute to the on-going awareness campaign of LEO Offaly.
* Promotion of an enterprise culture in Co. Offaly.
* Provision of support in any Business Service, Consulting or Research Assignments.
* Provision of professional support to the LEO Management Team.
* Provision of administrative and professional support to the LEO’s Evaluations and Approvals Committee.
* Support the work of the Senior Enterprise Development Officer and Head of Enterprise.
* Contribute to the financial management, accounting, budgeting and reporting for the LEO. This includes financial and other reporting to the Council bodies, to Enterprise Ireland, to the Department of Enterprise, Tourism and Employment and to various other government departments and to any other bodies as required from time to time.
* Other duties required to contribute to the successful management of the LEO services may be assigned from time to time by the Head of the LEO and/or other nominated members of the LEO management team.

**Desirable Criteria**

**Candidates should demonstrate:**

* An excellent understanding of commercial business and significant experience in working with the business community.
* Excellent communications skills and experience in client/customer engagement and management.
* Significant experience in event management and/or delivery of projects and special events, including budget, delivery on tight deadlines, project management and reporting of outcomes and results.
* Be self-motivated with an ability to work on own initiative but within a dynamic small-team environment.
* Demonstrate a willingness to support the team in the delivery of and administration for the National LEO unit as directed.
* Decision making and problem solving skills.
* Ability to manage resources while delivering quality outcomes including an ability to motivate and empower staff under his/her control to achieve maximum performance.
* Experience in the use of financial management systems both from an administrative and reporting perspective.
* Experience in the management and utilisation of new communications technologies (in particular digital marketing) and the ability to utilise social media communication and marketing opportunities for both LEO clients and the LEO itself.
* A strong capability to multi task and work to deadlines.
* An ability to be self-motivated: to work on own initiative but within a dynamic small-team environment. An understanding of the needs of small and micro businesses, knowledge of the start-up environment and available supports, and the role of the Local Enterprise Office, including knowledge of its supports, services and processes.
* The ability to motivate, empower and encourage staff.

**Competencies for the Post**

Key Competencies for the post of **Business Advisor** 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:

***Strategic Management and Change***

**Strategic Ability**

* Is effective in translating the mission of the Local Enterprise Office into operational plans and outputs.
* Demonstrates innovation and creativity in securing successful strategic outcomes.

**Networking and Representing**

* Develops and maintains positive and beneficial relationships with relevant interests and stakeholders.

**Bringing About Change**

* Demonstrates flexibility and an openness to change.

***Delivering Results***

**Problem Solving and Decision Making**

* Acts decisively and makes timely, informed and effective decisions. Considers the implications for those affected by the decisions.

**Operational Planning**

* Understands the key deliverables and takes accountability for getting things done. Has a strong capability to multitask and work to deadlines.

**Delivering Quality Outcomes**

* Can identify customers’ needs and expectations and deliver a high-quality service.

***Performance Through People – Communicating Effectively***

**Leading and Motivating**

* Leads, motivates and engages others to achieve quality results and to deliver their part of the operational plan.

**Communicating Effectively**

* Has excellent communication and interpersonal skills. Presents ideas effectively to all audiences.

***Personal Effectiveness – Personal Motivation and Initiative***

**Qualifications and Knowledge**

* 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 businesses.
* Have a detailed knowledge of the LEO supports, services and processes and the 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 competent in the use of analytical software, presentation and social media.
* Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

**QUALIFICATIONS**

**ESSENTIAL REQUIREMENTS**

1. **Character**

Each candidate must be of good character.

1. **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.

1. **Citizenship**

Candidates for any of the above panels must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
2. A citizen of the United Kingdom (UK); **or**
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
5. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.
7. **Education, Training, Experience etc.**

Each candidate must on their date of their application –

1. Have good general standard of education. It is desirable that the candidate will possess/hold a professional qualification in Business and/or Financial Management (level 7 in the National Framework of Qualifications) or an equivalent professional qualification or relevant experience.
2. Have at least four years relevant work experience in a relevant business environment and/or in a business development support organisation;
3. Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.
4. Have strong business acumen with experience that demonstrates and understanding of the small and micro business environment in Ireland and the needs and requirements of owner managers of small business.
5. Have strong interpersonal, report writing, presentation and communication skills.
6. **Driving Licence:**

The Holder of the Post of shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so, holders of office 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 local authority.

**\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

**PARTICULARS OF OFFICE**

**The Post:**

The post is permanent, whole-time and pensionable. A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. The panel will be used to fill appropriate vacancies that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

**Salary:**

The salary shall be fully inclusive and shall be as determined from time to time.  Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.   The rate of remuneration may be adjusted from time to time in line with Government pay.

The current salary scale applicable to the post is **€56,754 - €69,337 (LSI 2).**

**Duties:**

The duties of the post are to give to the local authority, and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level. The post holder may be required to work outside his/her normal job description from time to time.

**Work Base:**

Assignment will be to the Local Enterprise Office, Offaly County Council, Aras an Chontae, Charleville Road, Tullamore. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**Reporting Arrangements:**

You will report directly to the Head of Enterprise, Local Enterprise Office or to other such person as may be determined from time to time.

**Working Hours**:

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time. The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Offaly County Council’s Time and Attendance Policy is applicable to this grade at the current time.

**Annual Leave:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

**Sick Leave:**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**Probation:**

Appointees will be on probation for the first year of employment. The terms of the Offaly County Council Probation Policy will apply.

**Superannuation:**

***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***:

New members joining the Public Sector on or after 1st January, 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. A rate of PRSI contribution will be required of their superannuation to contribute to the local authority at the rate of 3% of their 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 dependant or qualified children). This includes a contribution to a Spouse’s and Children’s Scheme. Pension and retirement lump sum based on career-average pay pensions will be co-ordinated with the State Pension Contributory (SPC).

***For persons who commenced public sector employment prior to 1st January 2013:*** Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (ie. 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 dependant or qualified children).

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

**Retirement:**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012: The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ from 1st April, 2004 to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. 65 years is the minimum age at which a person may be paid. As a new entrant to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a ‘New Entrant’ to the public service, defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is subject to compulsory retirement age of 65 years.

**Travel:**

When required to do so, holders of the post shall hold a full driving licence for class B vehicles 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 local authority. If you are required to travel as part of your official duties, Offaly County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Offaly County Council’s Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**Recruitment:**

**Shortlisting:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Offaly County Council may decide that a number only will be invited to same. In this respect, Offaly County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position based on the specific competencies identified in the job description. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form. On occasion a shortlisting interview may take place.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. The number of persons to be invited shall be determined by the Local Authority having regard to the likely number of vacancies to be filled.

Candidates will be required to pay any expenses incurred by them in attending the interview.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

**Appeals:**

Offaly County Council’s Recruitment & Selection Policy document is available from the Human Resources Department or on our website at [www.offaly.ie/careers](http://www.offaly.ie/careers) . This document includes details of the appeals procedure available to applicants for each stage of the recruitment process.

**Taking Up Appointment:**

Offaly County Council shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

**Health:**

Where a permanent post is being filled, it will be necessary for each successful candidate, before he/she is appointed, to undergo, at their expense, a medical examination by the local authority’s Occupational Health Medical Advisor. On taking up appointment, the expense of the Medical Examination will be refunded to the candidate.

**Safety & Welfare:**

The holder of the post shall co-operate with the terms of Offaly County Council’s Safety Statement and Major Emergency Plan. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**Training:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

**Reference/Documentary Evidence:**

Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Offaly County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Offaly County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**Garda Vetting:**

Successful candidates may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

**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 or employee of the Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought**

**Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense**

**Offaly County Council is an equal opportunities employer.**



**Application for the Post of:**

**Business Advisor, Local Enterprise Office**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**Thursday 24th July 2025 @ 4.00 pm**

**IMPORTANT CHECKLIST AND NOTES:**

* **One copy of this application form with supporting qualifications** should be emailed in PDF format only to hrsupport@offalycoco.ie not later than **4:00pm on Thursday 24th July 2025**

with the subject line as: – Business Advisor, Local Enterprise Office, 2025 – “First Name, Surname”

* Responsibility rests with the applicant to ensure the application form, in full, is received on time by the Human Resources Department of Offaly County Council.

* Before you return the form please ensure that you have completed all sections and that you have signed the declaration at the end of the form.
* Please provide a photo (passport size) in jpg image format.
* You should satisfy yourself that you are eligible under the criteria set out for the position. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless enter, may thus put themselves to unnecessary expense. Candidates attend for interview at their own expense.

* Please provide evidence of the level of your qualifications on the National Framework of Qualifications and copy of certificates verifying qualifications and/or transcripts. The onus is on candidates to establish eligibility in this application form.
* Original certificates will be required prior to any appointment.
* Applications may be short-listed on the basis of the information provided on the application form and it is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum qualifications and experience requirements set out for the post.
* Canvassing by or on behalf of the applicant will automatically disqualify.

**NOTE: PLEASE RETURN THE APPLICATION FORM PORTION ONLY, RETAIN THE BOOKLET FOR YOUR OWN RECORD**

|  |  |
| --- | --- |
|  |  |
| cid:image001.png@01D643D8.91B87470**Aras an Chontae, Charleville Road, Tullamore, County Offaly****Tel: (057) 93 46800 Web:** [**www.offaly.ie**](http://www.offaly.ie)**e-mail:**hrsupport@offalycoco.ie |

**APPLICATION FOR THE POST OF:**

**BUSINESS ADVISOR, LOCAL ENTERPRISE OFFICE**

**Closing Date for receipt of applications: Thursday 24th July 2025 @ 4.00 pm**

|  |
| --- |
| **SECTION A – PERSONAL DETAILS** |
| **Surname:** BLOCK CAPITALS  | **Forename (s):** BLOCK CAPITALS **Known As:** |
| **Address for correspondence purposes:**BLOCK CAPITALS  | **Contact Details:** |
|  | **Home Telephone:** |
|  | **Work Telephone:** |
|  | **Mobile Tel Number:** |
| **Eircode:** | **E-mail Address:** |

|  |
| --- |
| **SECTION B – EDUCATION, QUALIFICATIONS and TRAINING** |

**GENERAL EDUCATION:**

**Please provide copy of qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name of Secondary School (s):** | **Examinations Taken** | **Subjects** | **Results** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Academic, Professional or Technical Qualifications:**

**Please provide copy of qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination**  | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:** **Title:** **Level on National Framework of Qualification:**  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination**  | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:** **Title:** **Level on National Framework of Qualification:**  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and full title of Degree (s) / Qualifications held** | **Subject(s) taken in Final Examination**  | **Grade Obtained e.g.: 1, 2.1, 2.2, Pass etc.** | **University College or Examining Authority** |
| **Date:** **Title:** **Level on National Framework of Qualification:**  |  |  |  |

**Training Courses Undertaken:**

|  |
| --- |
|  |

**membership of professional institutions:**

|  |
| --- |
|  |
| **SECTION C – EMPLOYMENT RECORD** |

*Please give below, in date order* ***(starting with your current employer)*** *full particulars of all employment, including any periods of unemployment, between the date of leaving school or college and the present date. Please do not leave any period between these dates unaccounted for.* ***If necessary, continue on a separate sheet, setting out the information in the same manner as below.***

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

|  |  |
| --- | --- |
| **Employer:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Position Held:** |  | **Grade (if applicable):** |  |
| **Permanent, Temporary or Acting:** |  | **Part time or Full Time:** |  |
| **Dates:** | ***From*** | ***To*** | **Duration in months:** |  |
|  |  |
| **Description of main duties and responsibilities** |
| **Reason for leaving:**  |

**SECTION D – SUPPLEMENTARY INFORMATION**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of this role.

1. **Management & Change**

***(Please limit your answer to 250 - 300 words)***

|  |
| --- |
|  |

1. **Delivering Results**

***(Please limit your answer to 250 - 300 words)***

|  |
| --- |
|  |

1. **Performance Through People**

***(Please limit your answer to 250 - 300 words)***

|  |
| --- |
|  |

1. **Personal Effectiveness**

***(Please limit your answer to 250 - 300 words)***

|  |
| --- |
|  |

***ACHEIVEMENTS / SUPPORTING INFORMATION:***

Please outline any particular achievments or supporting information you consider relevant to your application:

|  |
| --- |
|  |

|  |
| --- |
| **SECTION E – ADDITIONAL INFORMATION** |

***REFEREES:***

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers)

***Please complete in BLOCK CAPITALS***

|  |  |
| --- | --- |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email Address*** |  |
| ***Nature of Relationship:*** |  |
|  |  |
| ***Name:*** |  |
| ***Position Held:*** |  |
| ***Address:*** |  |
| ***Contact Tel Number / Email address*** |  |
| ***Nature of Relationship:*** |  |

Have you any objections to the County Council contacting your present and/or previous employers ? **Yes / No**

If successful, when could you take up duty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service? **Yes / No**

If yes, please give details of pension and date granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever accepted voluntry redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed? **Yes / No**

If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state Citizenship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a non-EEA citizen please state Visa Stamp eligibility?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current full Driving Licence? **Yes/ No**

If yes, please specify classes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a vehicle? **Yes/ No**

Do you have a valid **safe**pass card? **Yes / No**

If yes, please specify expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualifaction or render me liable to dismissal, if employed. I hereby authorise Offaly County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign application will render it invalid.

**Signature of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**