

# Sligo County Council



## Candidate Information Booklet

*(Please read carefully)*

**Creation of panel for the position of:**

**BUSINESS ADVISOR (GRADE VI)  
LOCAL ENTERPRISE OFFICE (LEO)**

**Closing Date : 4:30 p.m. on 11<sup>th</sup> September 2025**

**Completed Application Form including any required supporting documentation should be returned via e-mail to [jobs@sligococo.ie](mailto:jobs@sligococo.ie)**

## **GENERAL INFORMATION**

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliff) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Dónal Gilroy.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

## **THE COMPETITION**

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Business Advisor (Grade VI) in the Local Enterprise Office. Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

## **JOB DESCRIPTION**

The Local Enterprise Offices (LEO) are the first stop shop for any small business looking to start or grow across the country. The vision for the Local Enterprise Office is to develop and sustain a positive enterprise ecosystem at local level throughout the country that will drive new added-value start-ups, facilitate further growth of micro and small businesses and enhance local economies.

The Business Advisor will, along with assisting in the delivery of a range of programmes to provide entrepreneurship, enterprise and economic development within the county, support the delivery of an integrated range of actions and programmes to increase the number of first-time exporters, assist small businesses to innovate, embrace digital transformation and adopt more environmentally friendly practices.

This is a key role that will require the successful candidate to work directly with core LEO clients to improve the management of business processes, introduce innovation that will impact results, enhance performance and assist start-ups and small businesses across the county to grow and create employment.

### **SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS**

- 30 no. annual leave days per annum (pro-rata)
- Availability of flexi-time (accruing one day in a four week period)
- Availability of Blended Working (up to two days per week subject to departmental requirements)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

**COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

**BUSINESS ADVISOR (GRADE VI) – LOCAL ENTERPRISE OFFICE**

**QUALIFICATIONS FOR THE POST**

**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. CITIZENSHIP**

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

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) 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
- (e) 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
- (f) 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

**4. EDUCATION, EXPERIENCE, ETC.**

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

- a) Strong organisational and project management skills and experience and proven ability to manage a range of multiple projects and competing priorities at one time to meet demanding and tight deadlines;
- b) The ability to influence, collaborate and connect across internal and external stakeholders to the benefit of clients;

- c) Financial literacy skills to undertake evaluation and assessment of project proposals for financial assistance and other supports, including carrying out due diligence to qualify funding requests;
- d) Excellent communication and business report writing skills with demonstrated evidence of robust I.T. literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint);
- e) Excellent research capability, analytical skills and writing and presentation skills;
- f) Knowledge, understanding and comprehension of the key business growth sectors and client categories in which the LEOs operate and an ability to translate this knowledge and understanding into developing supports and initiatives to achieve effective business impacts and results;
- g) Understanding of compliance and governance requirements as they relate to funding through the LEO.

**5. CAR & DRIVING LICENCE**

It may be necessary for the person employed to travel in the course of their official duties. On the latest date for receipt of application forms, applicants shall hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, shall maintain a car to the satisfaction of the Council.

**6. DESIRABLE SKILLS & EXPERIENCE**

*The ideal candidate will:*

- Have experience of working with the microenterprise sector with an in-depth understanding of the issues and challenges facing the sector;
- Hold a relevant third level business qualification.

## Competencies for the Post

The competencies listed below are the Local Authority competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

<b>Management and Change</b>	
<b>Strategic Ability</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.</li> </ul>
<b>Networking and Representing</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</li> <li>• Demonstrates the ability to sustain a positive image and profile of the local authority.</li> </ul>
<b>Delivering Results</b>	
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to act decisively and make timely, informed and effective decisions.</li> </ul>
<b>Operational Planning</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to contribute to operational plans and develop team plans in line with priorities and actions for their area of operation, having regard to corporate goals, operational objectives and available resources.</li> <li>• Demonstrates the ability to establish high quality service and customer care standards.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to recognise the value of and requirement to communicate effectively.</li> <li>• Demonstrates effective verbal and written communication skills.</li> <li>• Demonstrates good interpersonal skills.</li> </ul>
<b>Personal Effectiveness</b>	
<b>Personal Motivation, Initiative and Achievement</b>	<ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Does more than is required or expected, anticipating situations and acting to pre-empt problems.</li> <li>• Creates new opportunities.</li> </ul>
<b>Resilience and Personal Well Being</b>	<ul style="list-style-type: none"> <li>• Demonstrates appropriate and positive self-confidence.</li> <li>• Operates effectively in an environment with significant complexity and pace.</li> </ul>
<b>Knowledge &amp; Understanding of the role / of local government</b>	
<b>Knowledge &amp; Understanding of Role</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the role of the Local Enterprise Office in the context of wider local authority service delivery.</li> <li>• Demonstrates knowledge and understanding of the structure and functions of local government.</li> <li>• Demonstrates knowledge of current local government issues, future trends and the strategic direction of local government.</li> </ul>

**COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL**

**BUSINESS ADVISOR (GRADE VI) – LOCAL ENTERPRISE OFFICE**

**PARTICULARS OF OFFICE**

**1. THE POST**

The post of Business Advisor is a permanent pensionable whole-time position on the basis of a thirty-five (35) hour five (5) day week.

**2. DUTIES**

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

Under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or 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 Business Advisor will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of Sligo County Council for the advancement of the Local Enterprise office.

The Business Advisor will report to the Head of the Local Enterprise Office, or any other officer as designated by the Chief Executive.

Key duties and responsibilities of the post will include:

- Develop and lead initiatives designed to support microenterprises increase performance and competitiveness.
- Engage with portfolio companies who are growing, to support them to reach their potential and increase market share by maximising uptake of the full range of LEO supports.
- Develop and identify initiatives that will help LEO clients with their exporting activities and work in collaboration to ensure clients are directed and can have access to the most appropriate support as it pertains to their stage of export.
- Encourage and support LEO clients to invest in R&D and begin a process of incorporating RD&I into their commercial activities.
- Develop and manage the procurement and delivery of new and existing training and management development programmes in response to the needs of small businesses

including preparation of programme specifications, procurement documents, recruitment and engagement, recording and managing of all outputs / deliverables and allocated budgets.

- Provide one to one business advice and guidance to anyone thinking of starting a business in County Sligo.
- Contribute to the delivery of national initiatives within the Local Enterprise Network as required.
- Lead and manage the delivery of enterprise education initiatives in County Sligo.
- Such other duties as may be assigned in order to promote the objectives of the Local Enterprise Office.

### **3. SALARY**

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office shall pay to the local authority 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.

#### Current Salary Scale

€57,322 - €58,689 - €60,356 - €63,491 - €65,363 – LSI 1 €67,690 - LSI 2 €70,030

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Department Circular. New entrants to the local authority sector will be appointed to the minimum of the scale.

### **4. SUPERANNUATION**

- a) 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 (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).
- b) 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.
- c) All persons under (a) and (b) above who become pensionable employees of a local authority will be required, in respect of the Local Government (Spouses and Children's 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.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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).



## 5. **PROBATION**

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

## 6. **RETIREMENT AGE**

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

## 7. **RESIDENCE**

The holder of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## 8. **METHOD OF SELECTION**

(a) **Selection** shall be by means of a competition based on an interview conducted by or on behalf of Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed unless extended by the Chief Executive.

(b) **Short-Listing:** 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, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for 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.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

#### **9. GARDA VETTING & REFERENCES**

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.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

#### **10. MEDICAL EXAMINATION**

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

#### **11. PERIOD OF ACCEPTANCE OF OFFER**

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and, if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

#### **12. NORMAL WORKING HOURS**

Normal working hours are 9 a.m. to 5 p.m. Monday to Friday, with a minimum of 30 minutes to be taken as lunch break. The successful candidate may from time to time, be required to work outside normal office hours including at weekends as necessary.

#### **13. ANNUAL LEAVE**

Annual Leave shall be 30 days per annum annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

**14. SICK LEAVE**

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014 and any subsequent regulations made from time to time.

**15. TRAVEL & SUBSISTENCE ARRANGEMENTS**

Travel and subsistence expenses at the approved rates shall be paid for authorised travel.

**16. TRAINING**

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

**17. DATA PROTECTION**

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: Data Protection (GDPR) ([sligococo.ie](http://sligococo.ie)).