



Tionól Reigiúnach Oirthir agus Lár-Tíre
Eastern and Midland Regional Assembly



EU Support Officer for Local Government

(Equivalent Grade 5 / Staff Officer)

Brussels based post

Open Competition

Eastern and Midland Regional
Assembly,
Floor 3 North, Civic Centre,
Main Street, Ballymun, Dublin 9,
Ireland.

Irish Regions European Office,
5th Floor,
Rue Froissart 50,
B-1040 Brussels

Phone: 01 8074482;

Email: info@emra.ie

Web: www.emra.ie



European Union

European Regional
Development Fund

Employer:	Eastern & Midland Regional Assembly
Post Title:	EU Support Officer for Local Government (Grade 5 local authority)
Office Location:	Brussels
Closing date:	8 th December 2021
Duration:	Permanent contract

Who we are

The Eastern and Midland Regional Assembly was established under Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities.

The Assembly role revolves around three axes: strategic planning and sustainable development, European affairs and effectiveness in local government. These three areas constitute the core of EMRA's functions:

Strategic Planning & Sustainable Development

- Make policy - prepare the Regional Spatial and Economic Strategy (RSES) for the Region
- Provide oversight - statutory observations on local authority development plans, variations, and local economic and community plans

EU Affairs

- Manage funds - Regional Operational Programmes and INTERREG Monitoring Committees, participation in EU-funded projects
- Provide supports - Committee of the Regions and Irish Regions European Office in Brussels

Effectiveness in Local Government

- Promote co-ordination - between EU/ National/ Regional and local governance
- Develop knowledge - Research and evidence base for implementation and monitoring

The role:

The principal duties and responsibilities of the **EU Support Officer** will be in both the **Irish Regions European Office (IREO)** and **Committee of Regions (CoR)** functions.

- Providing supports for local government particularly in the area of EU funding and policy developments.
- Regularly communicate and deliver information to stakeholders in the local and regional government sector.
- Manage and update the IREO website and social media on a regular basis
- Assist with the Programme of Work (PoW) for the IREO and Irish CoR delegation.
- Assist with providing briefings and support to the National Delegation to the Committee of the Regions (CoR).
- Analysis of policy and preparing reports and submissions including recommendations, to the Head of Irish Regions European Office/Co-ordinator of Irish Committee of Regions.
- Organise visits and prepare briefings for the local government sector to Brussels to meet with EU officials
- Provide administration support to the Head of Irish European Regions Office/Co-ordinator of Irish Committee of Regions.

- Ensure the efficient day-to-day administration processes of the Brussels office are achieved.
- Any other duties as the Director/ Head of Irish Regions European Office may decide from time-to-time

Qualifications

Character

Each candidate must be of good character.

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.

Education, Knowledge and Experience

- Honours Bachelor Degree or higher degree in relevant discipline and/or,
- Minimum 3 years' experience working in a similar role

Essential requirements:

- Knowledge of Irish Local and Regional government
- Up to date knowledge of EU funding programmes and EU policies including those of relevance to Irish local and regional authorities.
- Political awareness at EU level and have a clear understanding of the political reality and context of local, regional, national and European public institutions
- Ability to effectively and concisely communicate complex information to a range of stakeholders.

Desirable requirements:

- Experience in preparing EU policy briefings, influencing or delivering EU Projects and Programmes.
- Experience in communication and social media including web site maintenance/management
- Experience in presenting and networking
- Ability to organise high level meetings and visits

Key Competencies

These are the key competencies for the post of EU Support Officer for Local Government. Interviews for the post will be competency based.

Management & Change	<p>Networking and representing Develops and maintains positive and beneficial relationships with relevant interests. Sustains a positive image and profile of the IREO and EMRA.</p> <p>Influencing and negotiating Establishes appropriate and productive working relationships at local, regional, national and European level, within the public sector.</p>
Delivering Results	<p>Problem solving and decision making Can pinpoint critical information and can address issues logically. Can organise and prioritise work and deliver quality results Make decisions in a timely and well-informed manner</p>
Performance through People	<p>Communicating effectively Has highly effective verbal and written communication skills. Has excellent interpersonal skills. Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. Is clear in all communications, considering the audience in getting the message across. Puts in place systems and mechanism to make the best use of available information.</p>
Personal effectiveness	<p>Qualifications and Knowledge Keeps up with current developments and best practice in area of EU funding at local and regional level. Share information, knowledge, experience and learning with others.</p> <p>Personal Motivation, Initiative and Achievement Is self-motivated and enthusiastic about role. Takes initiative and is open to new challenges Manages own time effectively to achieve objectives</p>

TERMS AND CONDITIONS OF EMPLOYMENT

1. The Post

The post is whole-time and permanent.

2. Probation

There will be a 6-month probation period which may be extended at the discretion of the Director.

3. Position

You will be employed as EU Support Officer to Local Government. You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function for the Assembly for which the Director is responsible and carry out such instructions as may be given in relation to the performance of your duties.

4. Location

You will initially be based in the Irish Regions European Office, 5th Floor, Rue Froissart 50, B-1040 Brussels. Eastern and Midland Regional Assembly reserves the right to assign you to any premises in use by any Assembly or Irish Regions European Office under the control of the Director, either now or in the future.

5. Hours of Work

Hours of attendance will be fixed from time to time but will amount to not less than 37 hours per week. The position holder will be required to work a normal working week – Monday to Friday. However, where extra attendance is required to carry out designated duties or assignments, no overtime or additional remuneration is payable. However, time of in lieu may be granted.

In any case, all hours worked 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.

6. Reporting Arrangements

You will report to the Head of the Irish Regions European Office and Co-ordinator of the Irish delegation to the Committee of the Regions or to such other person(s) as may be determined by the Director.

7. Remuneration

Salary scale applicable to the post is analogous to that of Grade V in the Irish Local Authority Service, currently ranging from €44,133 to €52,925 (inclusive of long service increments), in accordance with Circular Letter E.L. 03/2021.

Increments will be paid in accordance with the Local Government Regulations / Circulars and are subject to satisfactory attendance, conduct and performance.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and Heritage.

Persons who are not serving local authority employees on or after 1st January, 2011 will be based on the minimum of the scale.

8. Superannuation

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 65.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a regional assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 65.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration. The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

9. Annual Leave

Your holiday entitlement will be 30 working days per annum plus public holidays.

10. Residence

Post holders shall reside within a reasonable commutable distance of Brussels, Belgium. The Director of the Eastern & Midland Regional Assembly reserves the right to assign the post holder to any premises, now or in the future subject to reasonable notice.

11. Start date

The Eastern and Midland 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 such longer period as the Assembly in its absolute discretion may determine, the Assembly shall not appoint them.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

12. How to apply

Application forms are available for download on www.emra.ie. Only completed applications received by email and on the official application form will be accepted. Emails should be addressed to recruitment@emra.ie only and must be received no later than **5pm Wednesday December 8th**. Application forms received after the closing date and time will not be accepted.

Selection will be by means of a competition based on a competency-based interview conducted by the Assembly. The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of essential requirements and desirable experience. Shortlisting will be on the basis of information supplied on the application form.

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 post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise.

Interviews will be held online. Applicants should hold themselves in readiness for interview provisionally in early January 2022.

4. Special Needs

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to the Assembly. A determination, if any, will be made by the Assembly on appropriate accommodations to be made for individual candidates, during the selection process.