



Comhairle Contae
an Chabháin
Cavan
County Council



CUILCAGH
LAKELANDS
GEOPARK



Comhairle Contae an Chabháin Cavan County Council

Candidate Information Booklet

Geopark Development Officer (Tourism and Business)

Closing Time and Date: Friday 29th September 2023

Cavan County Council is committed to a policy of equal opportunity.

The Competition:

The purpose of this recruitment campaign is to form a panel for the post of Geopark Development Officer (Tourism and Business) for Cavan County Council from which permanent and fixed-term specific purpose contract posts may be filled.

The Role:

This is an exciting opportunity to take a lead role in developing Cuilcagh Lakelands UNESCO Global Geopark. Teamworking is key and you will work closely with the Manager and other Geopark officers as well as staff of Cavan County Council and Fermanagh and Omagh District Council in ensuring the continued sustainable development of the Geopark. The position will be based in the Geopark Office in Blacklion, Co. Cavan. You will be expected to work and travel across the Geopark area.

You will work closely with the Development Officer (Engagement and Partnerships), Countryside Management and Geoscientific Officer and the Geopark Manager. You will be the lead officer in delivering the Geopark strategic pillar of tourism. Sustainability and the principles of regenerative tourism will be central to your role.

This role offers the opportunity to shape future plans and be responsible for programme development and delivery of a range of activities, events and engagement. You will work closely with the tourism and business community and lead on making CLUGG achieve its potential as a driver for the tourist economy. You will lead on the CLUGG external communications, marketing, PR and on-line presence ensuring positive perception and high visibility.

It is expected that you will effectively manage operational budgets as well as project budgets.

Purpose:

The role offers the opportunity to shape the future of the Geopark delivering against the environmental, economic and social sustainability pillars aimed at protecting this special environment, enhancing its enjoyment by visitors and promoting the natural and cultural

heritage assets. This role will lead on developing initiatives, projects and activities that maximise the sustainable economic development of the Geopark.

As part of the Geopark management team you will have a key cross-border role in the ongoing development of the Geopark.

You will be the lead officer responsible for external communications, regenerative tourism, marketing and business engagement/development.

Main Responsibilities and Duties

The key duties and responsibilities of the post of Geopark Development Officer include:

- To be responsible for the supervision of a work area or section within the Council, including supervision of a team.
- To support the line manager to ensure Geopark work programmes are implemented to deliver on the Council's operational plan and the Geopark Development Plan 2021-2030, including supervising the work of the team.
- To develop and maintain productive working relationships.
- To provide information and assistance relating to their area of work as required.
- To compile, prepare and present reports, presentations and correspondence as necessary.
- To represent their section or department on committees or at meetings and give progress reports as required.
- To provide support and assistance in the delivery of projects as required.
- To be involved in the day-to-day management of resources within their section or team.
- To identify opportunities for improvements in service delivery within their section or team.
- To support and implement change management initiatives within their section or team.
- To supervise employees in supporting roles, including assigning tasks and duties, scheduling and prioritising work and monitoring and reporting on progress.
- To provide support to team members and employees, handling day to day issues, ensuring compliance with all council policies and procedures.

- To participate in corporate activities and responsibilities appropriate to the grade.
- To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work
- To deputise for the line manager or equivalent as required.
- To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

UNESCO

All members of the Cuilcagh Lakelands Geopark team have to play a role in advancing this Geopark and contributing to the international networks of Geoparks. This will include:

- Representing Cuilcagh Lakelands Geopark at a range of events including overseas conferences, meetings, study trips etc.
- Ensuring ongoing compliance with UNESCO requirements, obligations and guidelines.
- Taking an active role in the revalidation process
- Supporting UNESCO through missions, mentoring and advising as required.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

General

Management and development of the Geopark is through a cross-border partnership between Fermanagh and Omagh District Council and Cavan County Council.

Qualification Requirements:

1. Character

Each candidate shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience, etc.:

Essential:

In the context of the key duties and responsibilities for the post of Geopark Development Officer listed above, the ideal candidate will demonstrate the following knowledge, experience, skills and competencies:

- Knowledge and understanding of the structure and functions of Cuilcagh Lakelands UNESCO Global Geopark.
- Understanding of the UNESCO Geopark designation.
- Understanding of the role of the Geopark Development Officer.
- Relevant administrative experience.
- Experience of supervising staff.
- Experience of working as part of a team.
- Experience of preparing reports and correspondence
- Strong resource management skills.
- Knowledge and experience of operating ICT systems.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours and weekends.

Competencies:

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:

1. Resources and Management

With a responsibility for staff and for budgets, it is expected that you will have a strong ability to manage resources and maintaining effective teamworking. This will include:

- Managing staff including freelance and seasonal employees
- Developing, delivering and monitoring volunteering opportunities
- Participating in recruitment and training of staff and volunteers
- Sourcing and managing external funding
- Supporting the Geopark Manager with resource management including reporting
- Supporting the Geopark Manager in the development, delivery and review of strategies, plans and projects.
- Support Geopark Manager in the implementation of the upcoming Geopark Development Plan
- Deputise for the Manager on occasions and as required.

2. Networks and Partnerships

You will be responsible for developing and maintaining stakeholder relationships and will contribute to ensuring effective governance. This will include

- Developing purpose driven relationships with a wide range of stakeholders
- Contributing to developing, delivering and reviewing governance structures
- Develop and implement the Geopark Sustainable Business Engagement Programme focusing on the expansion of the accredited Geopark Business Network
- Contributing to developing and delivering a programme of engagement events, activities and opportunities focused on businesses and the visitor economy
- Liaising with relevant tourism and business stakeholders including Fáilte Ireland and Tourism NI with particular reference to relevant tourism propositions for Geopark Area i.e. 'Ireland's Hidden Heartlands' and 'Embrace A Giant Spirit'

3. Projects and Experiences

Working with the team, you will contribute to the design, delivery, monitoring and evaluation of a programme of events and activities exploring the natural resources, culture and heritage of the area. This will include:

- Business, Sustainable Tourism and visitor economy development opportunities
- Creating opportunities and enabling external organisations to deliver events, activities, programmes and projects in the Geopark

4. Communication

All members of the team have a role to play in ensuring effective communications, internal and external. You will take the lead role on external communications. You will be required to communicate appropriately and effectively across a range of media and for a range of audiences.

- Lead on marketing, web presence and use of social media
- Develop effective relationships with tourism related businesses within Geopark area
- Development and implementation of Geopark Communications and Marketing Plan
- Lead on press, PR and advertising activities
- Contribute to the preparation of reports, briefing papers and monitoring returns
- Leading on the production of tourism and business development resources, publications, exhibitions and other collateral
- Ensure effective engagement with relevant Tourism sections in both Cavan County Council and Fermanagh and Omagh District Council in delivering Geopark objectives from a tourism development and marketing perspective

Garda Vetting/Child Protection

The successful candidate may be subject to the Garda Vetting Procedures.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary:

Remuneration will be at the Development Officer (Grade VI) scale of the national wage scales. The present minimum scale is €52,557 increasing to €64,209 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post will be based on a 35-hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

Driver's Licence

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 29th September 2023**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a

standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of Geopark Development Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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 of the successful candidate.