



## Candidate Information Booklet

Competition for the appointment to the position of:

### **Communications Officer**

Closing date: 5:00pm on Wednesday, 31st May 2023

Key Contact Information:

Head of Corporate Resources, Western Development Commission, Dillon House, Ballaghaderreen, Co Roscommon.

Email: [careers@wdc.ie](mailto:careers@wdc.ie)

The WDC is an equal opportunities employer

Canvassing will disqualify

Ba bhuntáiste é líofacht sa Ghaeilge

## **JOB & PERSON SPECIFICATION:**

### **Purpose of position:**

The Communications Officer will be responsible for the development and implementation of communication plans and stakeholder engagement for European funded projects. This will include existing and future projects across a variety of sectors including creative economy, circular economy, green economy, niche tourism and more. The successful candidate will ensure the projects aims, objectives and impacts are communicated effectively using social media, website, events and other forms of communication. The Officer will report to the Head of Regional Development and work closely with the EU project team members to promote the work of the EU team. The successful candidate will collaborate closely with the West Regional Enterprise Plan Manager and the Communications Manager to ensure that all teams are working in harmony.

### **Culture of the WDC**

At the WDC, we are committed to creating a positive and supportive work environment where employees can thrive and make a difference. Our culture is defined by teamwork, innovation, and a deep sense of purpose. We value diversity, respect for different perspectives, and a willingness to learn and grow. We believe in empowering our employees to take ownership of their work and provide opportunities for professional development and career progression. If you are passionate about making a difference in the western region of Ireland and want to be part of a dynamic and collaborative team, we encourage you to apply for this role.

### **Key responsibilities:**

The following are the main tasks to be undertaken:

- Develop and implement communication plans for EU projects.
- Manage and execute communication tasks in projects, ensuring deliverables are on time, within budget, and at the required level of quality.
- Support the projects team to expand an international stakeholder community.
- Manage social media platforms, website content, and editorial calendars.
- Content creation for use on social media, website and promotion.
- Provide administrative support with financial drawdowns, payments, filling, and reports.
- Preparation of newsletters and further build the distribution list(s).
- Update the WDC website with EU projects related content.
- Assist the team with event planning including logistics and promotion.
- Set KPI's and monitor results and impact evaluation.
- Create monthly communications update for board and management.
- As required support the WDC EU communications function in international meetings.

The above is not, and does not purport to be, a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the

post which may be assigned to him/her from time to time and to contribute to the development of the post.

**Essential Criteria:**

Applicants must by the closing date of application have the following:

- At least 2 years of relevant experience in communications, press office, public relations, or equivalent field.
- A minimum of an NFQ Level 6 in Office Management/Marketing/Communications or relevant field.
- Highly proficient with a proven track record in website management and administration (using Wordpress).
- Proven experience of actively managing and updating corporate accounts on all social media platforms is essential including management of content calendars.
- Hands-on experience in using Microsoft Office 365 (in particular Word, Excel, and PowerPoint), design skills such as Canva or equivalent, and CMS's.
- Experience in use of newsletter platforms, ideally SendinBlue or Campaign Monitor.
- Excellent communication skills with proven experience of writing new content, press releases, social media posts, letters, and documents. Demonstrates strong professional manner in engaging with the public and colleagues.

**Desirable:**

The following requirements are desirable:

- Previous experience on EU projects communication.
- Proven experience of working remotely is advantageous.
- Fluency in Irish.

**Key Competencies:**

For effective performance at this level, the candidate will need to demonstrate that they possess the key competencies for effective performance at Executive Officer level:

- People Management
- Analysis & Decision Making
- Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise & Self Development
- Drive & Commitment to Public Service Values
- The candidate should also be prepared to undertake occasional international travel in the undertaking of their duties.

Further details on the Civil Service Competency Framework are available [here](#).

**Health & Character:**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position may be required to complete a health and character declaration. References will be sought.

In the event of conflicts of interest, candidates may not be considered for certain posts. It is important that candidates list their previous civil or public service employment if they have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.

**Eligibility to Compete:**

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

- (a) A citizen of the European Economic Area. 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 four 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 four 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 four visa.

To qualify candidates must be eligible by the date of any job offer.

**APPLICATION & SELECTION PROCESS**

This is a competitive competency-based selection process to appoint the most suitable candidate to fill this specific position. A panel for this position may be formed as part of the recruitment process.

**How to Apply:**

As part as of the application process, you will be required to submit the follow documentation:

- a) A comprehensive CV detailed as relevant to the position (no longer than 3 pages);
- b) A short cover letter/ personal statement (i.e. no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the position.

We request that both documents are submitted in a single Word document or PDF where possible. Applications stored on personal online storage sites (e.g., OneDrive, Cloud, DropBox, etc) or applications in other file formats (e.g., Google Docs) will not be accepted.

Please note that omission of any or part of the two requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Please email your application to [careers@wdc.ie](mailto:careers@wdc.ie)

*If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [info@wdc.ie](mailto:info@wdc.ie)*

**Requests for Reasonable Accommodations:**

The WDC, in line with the Employment Equality Acts 1998-2015, will ensure that it does all that is reasonable to accommodate the needs of a person who has a disability and will ensure that its services are accessible across the range of disabilities. If you require reasonable accommodations made, please indicate this during the application process by emailing [careers@wdc.ie](mailto:careers@wdc.ie)

Any requests for reasonable accommodation needs to be accompanied by a medical/psychologist's report, the purpose of which is to provide the Western Development Commission with information necessary to make the decision on reasonable accommodation as promptly as possible. The Western Development Commission will consider each request on a case-by-case basis. All information provided will be treated as strictly confidential.

**Closing Date:**

The closing date and time for applications is stated on the cover page of this booklet. Applications received after the specified deadline will not be accepted. All correspondence should be sent to [careers@wdc.ie](mailto:careers@wdc.ie) and clearly state the title of the position that you are applying for in the subject line of the email.

**Selection Methods:**

Depending on the number of applications received, the selection process may include:

- Shortlisting of candidates on the basis of the information contained in their application.
- A preliminary telephone / video conferencing call which may include a questionnaire.
- A competitive, competency focussed, interview.
- A second-round interview (if applicable).
- A presentation; work sample or other exercise that may be deemed appropriate; and
- Reference and online checks.

**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, the WDC may decide that a number only will be called to interview.

In this respect, the WDC provide for the employment of a short-listing process to select a group of candidates for interview who, based on an examination of their application, appear to be the most suitable for the position. An experienced interview board will examine the application 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 qualifications/ experience in your application.

**Interviews:**

The onus is on each applicant to ensure that she/he is in receipt of all communications from the WDC. As much notice as possible will be given to candidates being called for interview, but usually five working days. Candidates should make themselves available on the date(s) specified by the WDC and should make sure that their contact details specified on their application are correct.

It is anticipated that interviews will be held the week commencing **12<sup>th</sup> June 2023**. TBC

Interviews may be held in-person or via Microsoft Teams or by another video conferencing provider to be designated by the WDC.

The WDC will not be responsible for refunding any expenses incurred by candidates for attendance at interview.

**References:**

As part of the selection process, candidates may be asked to provide names and contact details of people who would be suitable referees. The WDC will only collect the details and contact referees should you come under consideration for the post.

Until all stages of the recruitment process have been fully completed, a final determination on suitability of a candidate for appointment to this position cannot be made nor can it be deemed or inferred that such a determination has been made.

**Panel:**

Should the candidate recommended for appointment decline, or having accepted it relinquish it, the WDC may at its discretion, select and recommend another candidate for appointment on the results of this selection process.

The WDC may also establish a panel of successful candidates following the results of the selection process. Should a panel be established, candidates will be placed on the panel in order of merit. Any panel created will expire after a designated period from its establishment (usually six months), or when it has been exhausted, whichever is sooner. Placement on a panel is not a guarantee of appointment to a post, and candidates not appointed at the expiry of the panel will have no claim to a post thereafter.

**Candidates' Obligations:**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. Where a person is found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate and

- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

**Service & Feedback:**

The WDC take all necessary steps to ensure a fair, open and transparent appointment process that produces a quality outcome and commands public confidence. The WDC also abides by the core recruitment principles of probity, merit, transparency, consistency, best practice and appointments promoting equality, diversity and inclusion. All appointments made will also comply with relevant employment and equality legislation, and all candidates will be treated fairly, to a consistent standard and in a consistent manner.

If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the WDC's attention. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Meaningful feedback is available to candidates upon request by emailing [careers@wdc.ie](mailto:careers@wdc.ie)

**Review Process:**

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the WDC. The WDC will consider requests for review in accordance with the provisions of Section 7 & 8 of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). You can either request a review of a decision made during the selection process, under section 7 of the relevant Code, or you can make a complaint that the selection process followed was unfair, under section 8. For more information on the Review Process including timeframes, [click here](#).

## PRINCIPAL CONDITIONS OF SERVICE

### General & Probation:

All appointments are subject to the Western Development Commission Act 1998 and staff must agree to the WDC Code of Business Conduct under the Code of Practice for the Governance of State Bodies.

The appointment will be to a full-time, permanent position subject to a probationary term as specified in the contract of employment. Candidates must satisfactorily complete a 6 month probationary period before a permanent appointment can be confirmed (if appointed to a permanent post). Notwithstanding this paragraph, this will not preclude an extension of the probationary contract in appropriate circumstances.

### Duties of Post:

The duties and responsibilities set out in this job description are indicative of responsibilities related to this role. As with all posts, the nature of WDC business is evolving and flexibility is required to adapt to changing business needs.

### Remuneration:

Based on 40 hours gross per working week (or 35 hours net), successful candidate will be paid on the HIGHER EXECUTIVE OFFICER (PPC) scale as of 1<sup>st</sup> March 2023:

**€33,812, €35,714, €36,788, €38,884, €40,793, €42,580, €44,391, €46,164, €47,955, €49,696, €51,492, €52,692, €54,403<sup>1</sup>, €56,127<sup>2</sup>**

Salary is paid monthly and the WDC operates a contributory pension scheme.

The PPC (Personal Pension Contribution) scale applies when the individual is an existing civil or public servant appointed on or after 6 April 1995 or are a new entrant to the civil or public service and are making a compulsory personal pension contribution. A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

### Important Note:

Interested applicants should understand that entry will be at the first point of the appropriate scale and **will not be subject to negotiation**. The rate of total remuneration may be adjusted from time to time in line with Government pay policy.

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

### Office Location:

The WDC is a Remote First Organisation with its Head Office in Ballaghaderreen, Co. Roscommon, staff are also located in Galway, Letterkenny and Sligo. The successful candidate may seek to be located in Ballaghaderreen, Galway, Letterkenny or Sligo in line with the remote working policy of the WDC.

### Travel:

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<sup>1</sup> After 3 years satisfactory service at the maximum

<sup>2</sup> After 6 years satisfactory service at the maximum



Due to the nature of this role, the successful candidate will be required to be available for travel nationally and internationally. When absent from home and your designated office location on official duty, you will be paid appropriate travelling expenses and subsistence allowances, in accordance with Civil Service regulations.

**Annual Leave:**

The annual leave allowance will be 23 working days a year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

**Hours of Attendance:**

Hours of attendance will be fixed from time to time but will amount to not less than 40 hours gross per week (35 hours net). The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

**Superannuation:**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Candidates are also advised to refer to the following for further information:

- Circular 12/09 [Incentivised Scheme for Early Retirement](#)
- [Collective Agreement: Redundancy Payments to Public Servants](#)

**Declaration:** Applicants will be required to declare whether they have previously availed of a civil or public service scheme of incentivised early retirement and/or a collective agreement. Applicants will also be required to declare any entitlements to a Civil or Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**DATA PROTECTION & GDPR**

The WDC will process any personal data provided by candidates in connection with an application for this role in accordance with the General Data Protection Regulation (GDPR) which came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

The WDC is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. For successful candidates, their application and any related paperwork will

be retained for the duration of their employment and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for 6 months, or where panels are formed, 6 months after the panel expires. Where any data is retained, this will be managed by the Corporate Services / Careers Team. All data will be treated in confidence and all appropriate security measures will be applied.

The WDC may disclose the data that is provided in an application to external sources for the following reasons:

- where there is an external consultant / assessor assisting in managing the recruitment process.
- shortlisting or supporting interviews for the post which you have applied, and
- to internal and external auditors.

Such information held is subject to the rights and obligations set out in the GDPR. To make a right of access request under Article 15, please submit a request in writing to the Data Protection Officer, Western Development Commission or by email to [dataprotection@wdc.ie](mailto:dataprotection@wdc.ie) describing the records you seek in the greatest possible detail to enable the WDC to identify the relevant records.