

Position	Grant Scheme Co-ordinator (HEO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	BIM Head Office, Dun Laoghaire, Co. Dublin (Application for Hybrid arrangement possible)

Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following five key strategic priorities:

1. Sustainability
2. Skills
3. Innovation
4. Competitiveness
5. Leadership

BIM is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Summary of the Role:

Process and Procedure Development and Documentation Control.

Electronic Configuration of Grants.

Grant Aid Reporting.

Grant Scheme Management and Administration as assigned.

Line management in relation to grant administration and quality control as assigned.

Background to Requirement:

Requirement is to support the electronification of the BIM grant administration process which will lead to synergies and a reduced administration burden and allow for greater efficiency, reporting capability and audit delivery.

Increased efficiencies and enhance quality for BIM's Grant Management.

Increased analysis through enhanced reporting to support reporting on effectiveness of schemes and inform strategic planning particularly in terms of DAFM / EU Operational Programme reporting requirements.

Ongoing improvement of processes, documentation and documentation control of same across BIM.

Principal Tasks:

Process and Procedure Development and Documentation Control:

- Have responsibility for the maintenance and oversight of grant management policies and procedures to ensure they are applied consistently across grants, updated as necessary and communicated to internal staff and applicants as appropriate. This includes but is not limited to: terms and conditions, guidelines for applicants, guidelines for evaluators, website guidelines, grant administration procedures and policies.
- To develop processes and documentation to ensure a modern, innovative, user-friendly standardised and streamlined approach to ensure the grant aid process is efficient and fluid in terms of transferability of administration roles with the highest standards of governance.
- To train staff on the use of the policies and procedure and to seek and integrate feedback into the future versions of the governance documentation.
- To liaise with staff across BIM as they develop grant schemes to ensure appropriate SOPs are developed to support the efficient implementation of the scheme(s)
- Implementation of version control across all scheme documentation
- Development of policies relating to Grants Administration

Electronic Configuration of Grants: Support the migration and configuration of grant aid schemes to BIM's Grants Electronic Management System (GEMS) through the implementation and standardisation of documentation.

Grant Aid Reporting: Support the structure and production of grant aid reporting systems to meet the requirements of stakeholders such as DAFM / European Commission, C&AG etc.

Grant Scheme Management and Administration as assigned

Line management in relation to grant administration (ie. management/oversight of a number of administrators).

Quality control as assigned.

Reporting Structure:

Investment Services Manager/Corporate Services Director.

Contacts:

Within BIM

Investment Services Manager, Corporate Services Director, Finance Manager, Grant Administrators, BIM staff with responsibility for grant development and implementation.

Outside BIM

DAFM, grantees.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- A minimum of 3 years' experience in a similar role or relevant field.
- Experience in team management and training staff
- Proficient using Microsoft Excel and Word
- Possess a strong understanding and skill set relating to systems configuration and administration
- Experience in drafting procedures or training material and document management
- Excellent written skills to enable clear and comprehensive documentation of technical information
- Demonstrate the ability to work independently and as a team member
- Excellent interpersonal skills to ensure shared understanding and cooperation across the unit.
- Demonstrate exceptional communication and interpersonal skills
- Demonstrate strong problem-solving skills.
- Demonstrate a willingness and ability to learn the differences between the different grant schemes / workflow options
- Flexible approach – Grant schemes operate in peaks and processes and tools must be responsive to same.

Desirable:

- Experience any grant management system.

Special personal attributes required for the position:

- Good personal organizational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.
- Ability to communicate across media's e.g. video, web etc.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for HEO Grade, with a salary range of €50,848 - €64,038 (as at 1st February 2022) per annum pro-rated with time worked.

The successful candidate will be appointed at the first entry point on the above scale, in accordance with Government policy and/or relevant Dept. of Public Expenditure and Reform (DPER) guidelines. You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 29 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of Indefinite Duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, 12 Crofton Road, Dun Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 26th September 2022.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule.

All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

BIM is an equal opportunities employer