

Position	Grants Administration Officer (EO)
Contract	Full-time; Indefinite Duration
Service Group	Corporate Services
Location	BIM Head Office, Dún Laoghaire, Co. Dublin or BIM's Regional Offices (hybrid working subject to agreement)

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. It 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.

The organisation has five business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services, and these are supported by Corporate Communications. BIM's head-office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

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

- Lead and nurture leadership
- Deliver results with solutions that effect change
- Invest for long-term growth
- Protect our environment and our sector

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.

Our vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

For further information on the above please follow the link: <https://bim.ie/publications/corporate-strategy/>

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:

The Executive Officer (EO) will work within the Investment Services team in Corporate Services to administer BIM's grant aid schemes.

This role will have responsibility for ensuring the efficient and timely processing and administration grant applications through the Flexi-grant Grants Electronic Management System ("GEMS") from submission to grant payment. This must be carried out in line with the individual scheme rules with an emphasis on maintaining excellent corporate governance in the process.

Background to Requirement:

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The requirement of this role is to work as part of the integrated grants team in the administration of various grant aid schemes on BIM's Grants Electronic Management System (GEMS). The successful applicant will be required to take the lead and administer grants as required and expected to contribute to a culture of continuous improvement within the team.

Principal Tasks:

- Processing of grant applications from application through to payment, adhering to the scheme process, rules and guidelines.
- Effective auditing and compliance tracking to support applications.
- Working effectively using the GEMS system and any other system relevant to grant processing and reporting.
- Monitoring and reporting on relevant grant scheme status via GEMS.
- Providing customer focused assistance / clarification to grant applicants in relation to the relevant grant schemes.
- Training of new users on BIM's grant administration systems.
- Working effectively with stakeholders and strategic partners as they relate to grant processing.
- Creation and processing of detailed reports on the relevant grant schemes.
- Liaising with GEMS users to resolve any issues that may arise.
- Attending team and other relevant meetings as required.
- This role involves working with the following software applications:
 - Flexi-grant (GEMS) Also Smart Simple in the future.
 - Microsoft Office 365
 - Word, Excel, Teams
 - SharePoint
 - Power BI
 - Dynamics 365.

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Grants Executive Administrator/Investment Services Manager.

Contacts:

Within BIM

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

Outside BIM

DAFM, project partners, Marine Institute, SFPA, fishing industry (national and international), environmental NGO's, third level higher education sector.

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 relevant third level qualification in Information Technology, Business, Accountancy, Finance or relevant equivalent.
- Demonstrated experience of working with MS Suite including Office 365, Word, Excel, Power Point.
- Excellent interpersonal skills and an ability to work with and effectively communicate with clients and stakeholders.
- Effective organisation and administration skills.
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work unsupervised and as part of a team.
- Excellent written and verbal communication skills in addition to effective numeracy skills.

Desirable:

- Knowledge of grant management systems.
- Experience in Power BI and Dynamics 365.

Special personal attributes required for the position:

- Dynamic and reliable.
- An ability to work in an organised manner and progress work independently.
- Self-sufficient while being a good team player.
- Experience in collaborating with technical staff.
- Ability to work diplomatically in resolving issues with stakeholders.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for EO Grade, with a salary range of €33,812 - €56,127 (as at 1st March 2023) 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 23 working days per annum based on number of years' service and 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:

Contract of indefinite duration. The successful candidate will be on probation for the first six months of this contract.

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, Crofton Road, Dun Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 14th August 2023.

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

