

Position	Grant Executive Administrator (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:

The post will involve tasks centered around two skill-sets:

- Design and configuration of grant schemes on electronic platforms such as Flexigrant / Smart Simple.
- Team management and administration.

Background to Requirement:

Requirement of this role 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 efficiency 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:

Administration

As Grant Executive Administrator (Scheme Owner) you will manage a team to oversee and implement nominated grant scheme/programme administration:

Electronic Configuration of Grants: In addition to the above the candidate will take a leading role in in grant scheme design and building of grant schemes in line with their respective Implementation Plans (IPs) on designated electronic platforms such as Flexigrant / Smart Simple.

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.

Technical Projects

Manage and assist in the implementation of new grants platforms, technical infrastructure, technology, software solutions and upgrades.

Change Management: Prepare and enact implementation plans for changes within the grant's technical environment and configure the chosen grants platform to implement these changes.

- Identify appropriate technical solutions to grants process issues.
- Work with grants supplier contracts to establish latest software release in line with the release management process.
- provide training, support and business development on the grants IT tools.

Customer Service: Establish and portray a professional image of the department at all times with a customer focused 'can do' attitude, setting expectations as appropriate for the resolution of issues whilst demonstrating the willingness to go the 'extra mile'.

- Proactively communicate with users to set expectations and enable the most efficient service delivery.
- Maintain effective communication with other technical staff, operations staff and third-party support staff.

- Co-ordinating grants projects organisation wide, the candidate will be expected to provide training, support and business development on the grants related platforms.

Other Duties

- Carry out any other duties that are within the scope and grading of the post.
- To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Line Manager: Investment Services Manager
Unit Director: 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

- A minimum of 2 years' experience in a similar role or relevant field.
- Third level qualification in IT.
- Demonstrate the ability in key areas such as judgement, analysis and decision making.
- Demonstrate strong time management and organizational skills.
- Demonstrate the ability to manage and deliver results.
- 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 co-operation across the unit.
- Demonstrate strong interpersonal and communication skills.
- Demonstrate a willingness and ability to learn the differences between the different grant schemes/workflow options.

Desirable:

- Experience any grant management systems.
- Experience in team management and training staff.

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 medias. 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 €53,995 - €67,951 (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 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. 7th June 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

