

# Candidate Briefing Pack

Investment Services Executive (HEO)

Closing date for applications:  
6<sup>th</sup> December 2024



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 four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. 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 Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

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.

#### **Our Values**

Trust  
Partnership  
Teamwork  
Inclusion  
Integrity



## Role Profile

Job Title:	Investment Services Executive (HEO)
Contract:	Contract of Indefinite Duration
Location:	May be based in BIM Head Office, Dún Laoghaire, Co. Dublin, or any of BIM's Regional Offices (Hybrid may also be applied for).
Reporting to:	Investment Services Manager
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Facilities, Investment Services and Ice Plant network within BIM.

## Overview of Role

- Grant Scheme Oversight, Management and Administration.
- Line management of grant scheme team members.
- Audit management and Quality Control.
- Support for Process and Procedure Development.
- Electronic Configuration of Grants.
- Grant Aid Reporting.
- Quality control and Audit Support.



## 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 enhanced 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.

## Key Responsibilities

- Grant scheme oversight, management and administration.
- Provide leadership, direction and guidance within the Grants Team.
- Line management of Grant Scheme Administrators; performance management and development.
- Responsibility for the maintenance and oversight of relevant grant management policies and procedures to ensure they are applied consistently across grants.
- To train staff on the processing of grants.
- To support the development of policies and procedure and to seek and integrate feedback into the future versions of the governance documentation.
- To liaise with staff across BIM in the development of grant schemes to ensure appropriate SOPs are developed to support the efficient implementation of the scheme(s).
- Engage in development of policies relating to Grants Administration.
- Support the migration and configuration of grant aid schemes to DAFM's Smart Simple Grant System.  
Grant Aid Reporting: Support the structure and production of grant aid reporting systems to meet the requirements of stakeholders such as DAFM/European Commission, OC&AG etc.
- Ensuring all activities aligned with audit requirements and providing any associated reports/documentation.
- Key support for Grant Teams audit deliverables.



## Essential Experience and Qualifications

- 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 and Qualifications

- Experience in any grant management system.

### 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.

### 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.



Terms and Benefits
<b>Salary</b>
<p>Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Higher Executive Officer with a salary range €57,122 to €71,939 (as of 1st October 2024) per annum pro-rated with time worked.</p> <p>Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.</p> <p>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.</p>
<b>Annual Leave</b>
<p>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.</p>

### Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

### Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

### Visual Display Unit

Employees can avail of up to €117 back on an eye test.

### Travel and Subsistence

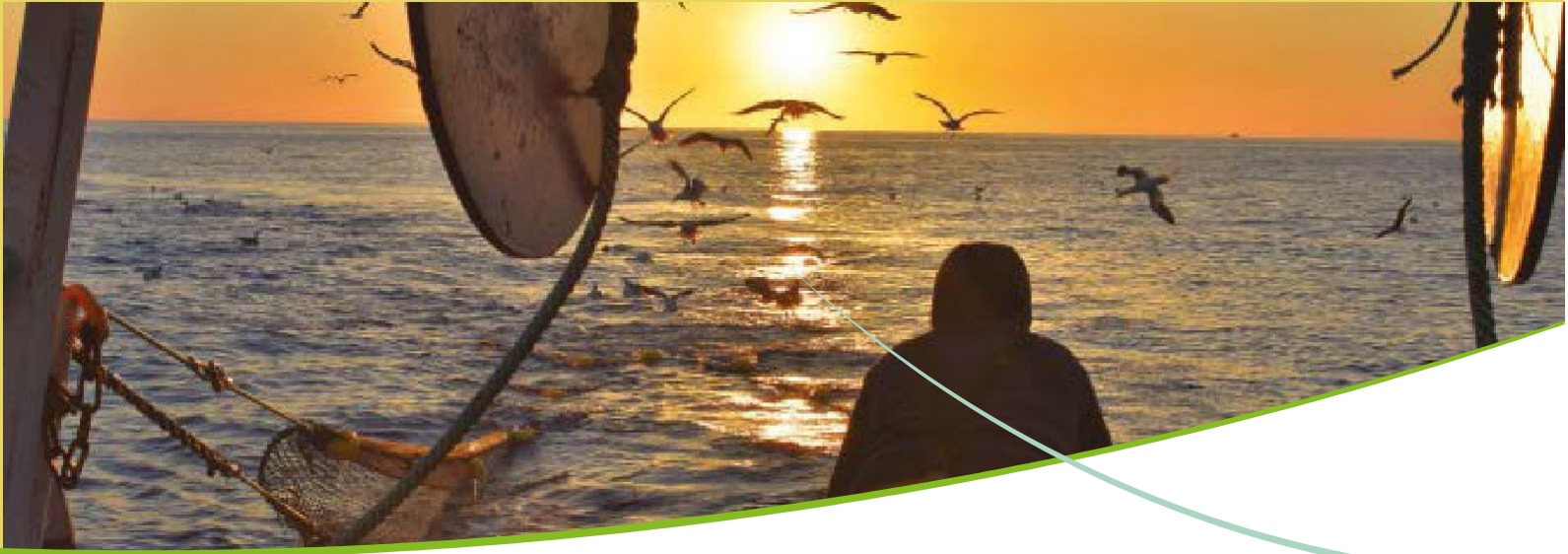
Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

### Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

### Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



## 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](mailto:jobs@bim.ie)

## The closing date for applications:

6<sup>th</sup> December 2024

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.

This is an Higher Executive Officer Grade and BIM is aligned with the Public Appointment Service Competency Model [PAS Competencies](#).

## Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

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

Any queries in relation to this role should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie)

*BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at [HRinbox@bim.ie](mailto:HRinbox@bim.ie).*



Investors in  
**Diversity**

**SILVER**