



**Donegal 2040 Strategic Development
Designated Activity Company**

Innovation Officer

Information for Candidates

April, 2022

Background

The Alpha Innovation Centre is a new digital innovation centre located in the heart of Letterkenny with the expressed objective of building a strong innovative and entrepreneurial ecosystem enabling businesses, both start-ups and existing, to scale, internationalise and respond effectively to emerging market opportunities and challenges. The ambitions for the centre include the development of a bespoke pre-accelerator for early idea entrepreneurs and founders in the border region as well as an extensive programme of wrap-around supports for businesses.

Co-funded by Enterprise Ireland under the Border Enterprise Development Fund and led by Donegal County Council, the Alpha Innovation Centre will provide state of the art innovative workspace for new start-ups and existing businesses with the aim of building a dynamic innovative ecosystem. The 17,500sq ft purpose-built innovation centre will be capable of hosting 200 people at 100% occupancy.

The Alpha Innovation Centre will build on the latent potential of the emerging tech start-up scene in the Northwest contributing positively to the region's reputation as a great location to invest and do business.

This is an exciting and challenging opportunity to be part of an enabling initiative that will have far reaching benefits not only for the town of Letterkenny, located in the unique and compelling county of Donegal, but for the entire border region of Ireland.

1. The Position

This recruitment competition is being facilitated by Donegal County Council on behalf of the Donegal 2040 Strategic Development Designated Activity Company. Donegal 2040 is seeking applications from suitably qualified candidates with relevant experience for the position of Innovation Officer.

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel.

This is a fixed-term Contract of Employment for a period of 3 years.

2. Role, Duties & Responsibilities

The Innovation Officer at the Alpha Innovation Centre is responsible for supporting the work of the Head of Innovation in terms of creating and developing an environment that leads to a step change in innovation in the region. This role requires a team player attitude, excellent interpersonal and communication skills, attention to detail and project logistics co-ordination skills. A non-exhaustive list of duties is set out below.

Work under the direction of the Head of Innovation to:

- Build a strong innovative and entrepreneurial ecosystem enabling businesses, both start-ups and existing, to scale, internationalise and respond effectively to emerging market opportunities.
- Encourage and facilitate networking and synergies to drive innovation and creativity.
- Develop strong productive working relationships with external partners, including those from public, private, educational/training and community sectors.
- Manage the operational arrangements of the Alpha Innovation Centre including tenant engagements, membership, finance, sales, marketing, events ensuring the effective operation and the commercial viability of the Centre.
- Support the delivery of bespoke pre-accelerator programmes meeting the needs of corporates and start-ups.
- Support the development of networks of expert mentors, strategic advisors and senior stakeholders and facilitate meaningful linkages with aspiring entrepreneurs to support the creation of viable scalable ventures and new start-ups. This includes harnessing the potential of strategic connections, for example via the Donegal Diaspora and other supporting networks.
- Facilitate collaborations with academia to better leverage the transfer of knowledge and technologies and encourage research-intensive activities by enabling businesses and early entrepreneurs to tap into the R&D potential including through strong cross-

border connections and through connections with third level institutes on the island of Ireland and internationally.

- Develop the digital cluster in the region in particular in the ICT and FinTech sectors and to encourage greater collaboration between MNCs, SME's and start-ups in this sector.
- Collaborate with key stakeholders to create opportunities to enable businesses to take full advantage of the power of cutting-edge disruptive technologies through the provision of a 'living lab' facility and give start-ups access to products including technologies and services that will help accelerate their pathways to growth.
- Pursue opportunities including funding, partnership formation and innovation driven activities that will contribute positively to achieving the ambitions of the Centre.
- Comply with all regulatory and statutory obligations in terms of staff management, client engagement and financial and budgetary management.

3. Qualifications

The qualifications for the position of Innovation Officer shall be as set out below:

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates may be required to undergo a medical examination at the discretion of the Donegal 2040.

(c) Education, Experience

On the latest date for receipt of completed application forms, candidates shall have:

- (i) An Honours Degree (level 8) in Marketing, Business, or an equivalent relevant qualification.
- (ii) At least 2 years appropriate post degree qualification experience in innovation and enterprise support in a “tech” or “digital” innovation, marketing, or business development environment, working with start-up’s/entrepreneurs in the public or private sector.
- (iii) A strong working knowledge of the technology/start up world with a passion for and an understanding of entrepreneurial and start-up communities.
- (iv) A high level of self-motivation and be enthusiastic and results-driven with the ability to multitask in a fast-paced environment.
- (v) A full clean driving licence and use of a car.

(d) Desirable skills and experience

Any of the following, while not essential, would also be desirable:

- (i) Strong planning, project management and organisation skills with the ability to plan and prioritise work schedules according to deadlines.
- (ii) Strong interpersonal, communication (written and oral), and teamworking skills.

4. Particulars of the Post

(a) General

The employer will be Donegal 2040 Strategic Development Designated Activity Company. The successful candidate will be offered a temporary fixed-term contract for a period of 3 years.

(b) Probation

Successful candidates shall be required to be on probation for an initial period as determined by Donegal 2040. This period may be extended at the discretion of the Board.

(c) Remuneration

The annual salary is €57,000 for the duration of the three-year fixed term contract.

(d) Base

The base for the post is Letterkenny however, the Company will consider facilitating remote/hybrid working arrangements subject to review and agreement with your Line Manager.

From time to time, you may be required to perform duties away from the premises either on a temporary or permanent basis, at such location as the Company may reasonably require. Except at the discretion of the Company, you will not be compensated or reimbursed for the costs involved in such relocation. You will be given as much notice of any alteration to your place of work as is reasonably practicable.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 37 hours per week. Donegal 2040 reserves the right to alter the hours of work from time to time.

The post entails a wide range of duties which require maximum flexibility which may involve evening and weekend attendance, where necessary.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an email attachment in either Word or PDF format only **by email only** to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council, on behalf of Donegal 2040, is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to Donegal 2040 are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of Donegal 2040 (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council, on behalf of Donegal 2040, is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal 2040 under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie