ROLE PROFILE

Fáilte Ireland
An tÚdarás Náisiúnta Forbartha Turasóireachta
National Tourism Development Authority

WHO WE ARE

When you join the Fáilte Ireland team, your work will be **more than just a job.**

You will become part of a talented and diverse community of employees whose mission and passion is to promote and support the development of tourism across Ireland.

To do this we create and invest in world class tourism brands, including the Wild Atlantic Way, Ireland's Ancient East, Ireland's Hidden Heartlands and Dublin. We develop brilliant visitor experiences that position and sustain Ireland as an attractive and compelling destination.

We provide strategic leadership and a wide range of practical supports and training to tourism businesses and we work in partnership with government and other agencies to maximise our impact throughout communities and across regions as we develop a vibrant and sustainable tourism sector.

To enable our staff to thrive, we provide a respectful and supportive work environment. Not only are we recognised as a Great Place to Work but we're also listed in the top five most trusted organisations in Ireland.

Our supports include flexible and family friendly work policies. By joining Fáilte Ireland you will work in a nurturing team-based environment in a culture that is values driven with excellent opportunities for professional and personal development.

You will enjoy a richness and diversity in your work alongside talented colleagues, specialist external partners and a variety of tourism and community stakeholders to deliver the impact we aspire to.

We now have a vacancy for a

MANAGER, STRATEGY MANAGEMENT & INVESTMENT ANALYSIS (EU JUST TRANSITION FUND)

LEVEL 3

Temporary Specified Purpose, full-time (13 months)*
* The specified purpose of this contract is to cover a maternity leave

Fáilte Ireland invites applications for the position of Manager, Strategy Management & Investment Analysis. The successful candidate will join the Strategy Management and Investment Analysis Management team and report to Head of Strategy Management and Investment Analysis.

Initially, the primary focus of this role will be on the implementation of a Regenerative Tourism strategy for parts of Ireland's Hidden Heartlands and Ireland's Ancient East that is being funded under the EU Just Transition Fund 2021-2027.

The purpose of the EU Just Transition Fund (EUJTF) is to assist the most affected territories in Europe in transitioning to a climate neutral economy. It supports European regions most affected by the transition to climate neutrality. In

Ireland this focuses on the wider Midlands region, where there have been direct impacts from the move away from peat production and electricity generation from peat.

Fáilte Ireland have been awarded €68m under EUJTF to implement a Regenerative Tourism Strategy in this region between 2023 – 2026. Tourism in the Midlands is less-developed and through the implementation of this plan Fáilte Ireland will be seeking to demonstrate the types of regenerative tourism developments that are required to underpin and grow tourism in the region.

This is a fantastic opportunity to join a dynamic and innovating division to support Fáilte Ireland in its work on this exciting project that will be key to the development of tourism in Ireland and the economic development of communities transitioning to tourism as an employment generator.

The focus of work of the Strategy Management and Investment Analysis division is in five key areas, (1) Strategy design, development and execution (2) Investment Planning, reporting & decision Making, (3) Investment Scheme Development, Execution, Evaluation, and delivery, (4) Investment Impact, performance monitoring and Analysis, (5) Operational Excellence of Investments.

To enable our objectives, the team works across the breadth of the Fáilte Ireland matrix and the Division proactively fosters a culture of learning, development, courage, and care.

JOB PURPOSE

- To lead and manage the €68m EU co-funded Just Transition Fund 2021–2027 evaluation Framework and Governance Strategy.
- To maximise the impact of investment in support of the strategic objectives of funding as Fáilte Ireland as the intermediary body.
- To oversee the Evaluation Framework for the Just Transition Fund, managing the evaluation process across a range of sectors including attractions, activities, accommodation and business supports.
- To build, lead and execute a robust approach to governance which is integrated across relevant parts of the Fáilte Ireland matrix and satisfies the requirements of the project monitoring committee.
- To develop appropriate evaluations models for Fáilte Ireland's investment decisions.
- To present and defend methodological approaches and investment recommendations to internal and external stakeholders.
- To build, inspire, develop motivate and lead a team.
- To support the development of deliver post-investment monitoring programmes to analyse the ongoing performance of the Just Transition Fund.
- To report to and provide support to the Head of Strategy Management & Investment Analysis and the wider management team.

JOB DESCRIPTION

PRIMARY OBJECTIVES/KEY RESPONSIBILITIES

Strategic/Governance

- Manage the development of multiple work programmes and plans for evaluation frameworks under the Just Transition Fund across the following product areas Accommodation, Attractions, Activities and Digital Transformation.
- To develop appropriate evaluations models for Fáilte Ireland's investment decisions across all areas.
- Manage the development of investment recommendations working with evaluation panels across the Fáilte Ireland Matrix to the Just Transition Fund Steering Group and the Investment Committee (comprised of members of the Fáilte Ireland board) as required.
- To deliver post-investment monitoring programmes to analyse the ongoing performance of Fáilte Ireland's investment under the JTF.

- Oversee the development of application forms and input to programme guidelines in support of Fáilte Ireland's strategic investment funding programmes and others as they arise.
- For each evaluation exercise, lead/support the development of the following: a work programme; the overall end-to-end process including the allocation of responsibilities; timelines, policy and procedures and a suite of standard evaluation documentation.
- To deliver post-investment monitoring programmes to analyse the ongoing performance of Fáilte Ireland's investments.
- Provide information as required to meet the auditing and reporting requirements of the EU Just Transition programme to the Programme Monitoring Committee overseen by the management Authority, the Eastern & Midland Regional Assembly.

Operational

- In the development of investment schemes oversee the development of application forms, and input to investment programme guidelines in support of Fáilte Ireland's strategic investment funding.
- For each evaluation exercise, lead/support the development of the following: a work programme; the overall end-to-end process including the allocation of responsibilities; timelines and a suite of standard evaluation documentation.
- Ensure alignment with best practice governance as it relates to investment appraisal, ensuring alignment with decisions of the Investment Committee and policies of Fáilte Ireland.
- Ensure alignment with the Irish Government's public spending code, EU State Aid Rules and the development/retention of funding documentation to meet auditing standards and requirements.
- Develop appropriate governance models for relevant investment schemes.
- Identify or access appropriate data sources to support the analysis of investments.
- Undertake, co-ordinate and commission relevant research as appropriate.

Stakeholder / Relationship Management

- Develop and maintain relationships with key internal and external stakeholders.
- Develop a productive working relationship with third party providers and provide regular feedback and review of performance.
- Work closely with the Head of Strategy Management & Investment Analysis and wider management team to achieve the plans of the division.
- Ensure a good working relationship as required with Eastern and Midland Regional Assembly.

People Management

- Proactively develop the skills of the team to ensure they attain the appropriate level of competence.
- Train, lead, evaluate, motivate, delegate and monitor the activities of the team and conduct performance reviews in line with Fáilte Ireland policy.
- Collaborate with peers to optimise the use of project resources in terms of the skills and capacity of the whole team.
- Utilise highly developed interpersonal skills and has demonstrated an ability to build strong external and internal strategic partnerships.

Project Management and Quality Control

- Manage and successfully engage in multiple projects simultaneously.
- Ensure that all the correct project documentation is in place and kept up-to-date.
- Recommend control procedures throughout projects.
- Ensure that project scope is clearly defined for any specific communications. deliverable

Evaluation, Procurement and Budget Managementl

- Ensure all activities are delivered on time and on budget.
- Write requests for tender as and when required.
- Ensure that any procurement of work from a third party is implemented in line with Fáilte Ireland procurement policy.

Carry out all other duties as required and participate as a full member of the Strategy Management & Investment Analysis team by supporting different work projects, as required, from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

The successful candidate must have a proven track record with a minimum of three years' experience in a business management role and can demonstrate an in-depth knowledge of the principles, practices, methodologies and techniques required of this position. We are seeking an individual that can think clearly, analytically and rationally about economic development issues. The successful candidate will have experience delivering in tight timeframes. This is an opportunity for a motivated individual to drive changes and improvements in a developing division.

In order to be eligible to apply for this role you must have / demonstrate in your application form the following

- Understanding of investment (grant) appraisal, economic impact and evaluations methodologies.
- 3 year's experience in a business management or relevant role.

QUALIFICATIONS/MANDATORY TRAINING

- A professional qualification (minimum Level 6 under the QQI Framework) in a related discipline is essential

DESIRABLE CRITERIA

- An understanding of economic development and Irish tourism.
- Experience of developing end-to-end processes with multiple stakeholders and managing multiple complex projects in parallel.
- Working knowledge and application of the Public Spending Code and EU State Aid Rules.
- Experience of governance models and alignment with key audit and corporate governance requirements of investment schemes.
- Experience of European Union funding programmes.
- Experience / knowledge of the JTF territory.
- Access to own transport.
- Experience of public sector investment schemes.
- Experience in multi-stakeholder internal and external communications.

KEY COMPETENCIES

- Strategic Thinking
- Managing Relationships
- Commercial Awareness
- Embracing Innovation

HOW TO APPLY

Please return your completed application form via https://orangerecruitment.ie/register-failte-ireland/

Please go to Fáilte Ireland's Career Page for the most up-to-date details on this role.

Closing Date: **Wednesday November 20th at 3pm**

SALARY, KEY BENEFITS & LOCATION

Salary: **€65,799 – €104,652*** per annum

*This role will be filled in line with Public Pay Policy at Point 1 of the relevant Salary Scale unless the successful candidate is appointed from an existing public sector role

LOCATION:

Blended work model with office location in any of the following:

- Áras Fáilte, 88–95 Amiens Street, Dublin 1, D01 WR86
- 3rd & 4th Floor Crescent House, Hartstonge Street, Limerick, V94 K35Y
- Unit 5, Calbro Court, Tuam Road, Galway, H91 YKH4
- Cork
- Mullingar

SELECTION PROCESS

Shortlisting will be based on applications and the selection process may involve two competency based interviews. A panel of successful candidates may be formed following the selection process.

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Fáilte Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. We encourage you to reach out to us directly at recruitment@failteireland.ie should you require assistance or reasonable accommodation during the recruitment process.