**Clermont Content Creation Enterprise Hub Manager**

**October 2022**

**Information for Candidates**

**Introduction**

Clermont Enterprise Hub CLG was established in 2017 as a not-for-profit company. Led by Wicklow County Council and key stakeholders, its mission is to oversee the construction, development and management of key, demand-led, enterprise hub infrastructure. Over a series of strategic sectoral developments, it will maximise the potential of Wicklow County Campus, Rathnew, a 55-acre site dedicated to Enterprise, Education and Innovation.

Its first project, the Content Creation Enterprise Hub, was backed by Regional Enterprise Development Funding in 2020 and is currently under construction but scheduled to open in Q1 2023.

The Enterprise Hub will provide workspace for start-ups and established businesses in the Content Creation and CreaTech sectors. In addition, it is designed as a hub and event space which will cater for training, business supports, networking and business events while bringing together all stakeholders in the sector. The overall aim is to foster creative industry business growth and job creation along with the expansion of the sector throughout the region.

The aim of the Hub is to provide the Wicklow region with the innovation capacity to create more jobs and enterprises in the content creation sector. The Hub is one of a number of innovative workspaces that are being developed in partnership with local authorities, academia and private industry in the region. The Hub focus will be aligned with the strategic direction of the Film & TV Crew Academy East which is already in operation on the Clermont Campus.

**Content Creation Enterprise Hub Manager Role**

The company now wishes to recruit a Full Time Manager to manage the Clermont Content Creation Enterprise Hub at Wicklow County Campus, Rathnew.

Applications are invited from suitably qualified persons to manage the day to day running of the Enterprise Hub and to roll out screen-sector specific business supports for its clients. This full-time, contract position will run over a 3 year period, remunerated at €60,000 per annum. This position will report to the board of Clermont Enterprise Hub CLG and is based in Rathnew, though occasional travel may be required. Experience working in the screen sector and / or managing an enterprise hub are a pre-requisite.

The Hub Manager will be responsible for ensuring achievement of the project’s 3-year commercial objectives and the management of the hub on a day-to-day basis.

The successful candidate shall report to the Board of the Clermont Enterprise Hub CLG and work in partnership with the screen industry partners, business support agencies and other stakeholders.

**An indicative list of duties is provided below:**

Drive a coordinated approach across all tasks associated with the Enterprise Hub including:

1. Property operations (the asset)

2. Economic activity (programming and operations)

3. Ecosystem development (networking)

**Commercial Development**

• Develop a programming and operational business model for the space, reflecting best-practice from best-in-class facilities, including:

1. Facilitating the creation of a collaborative and inclusive environment for academia, enterprise and key stakeholders.
2. Organising a number of introductory events to establish the presence of the Hub within the ecosystem framework and raise the Hub’s profile within the sector.
3. Identifying and establishing collaborative relationships with potential tenants interested in locating in the Hub.
4. Creating a strong marketing brand, including marketing and communication materials, for the Hub which outlines its vision and mission.
5. Ensuring ongoing strong marketing and branding visibility to generate maximum occupancy and financial viability of the Hub.
6. Provision of sector specific business supports in partnership with the Local Enterprise Office.
7. Working closely and maintaining a high level of communication with the Manager of the Film & TV Crew Academy East, located at the Hub and with the Wicklow Film Commissioner and support their activities.
8. Ongoing recruitment and account management of new tenants who wish to locate in the Hub.
9. Horizon scanning for additional funding opportunities to facilitate further development of the Hub including the preparation of funding applications.

**Operational Requirements**

1. Liaise with the project delivery team and main contractor where appropriate to ensure that the Hub is completely handed-over and operational in line with the specified requirements as set out in the original design brief.
2. Oversee hub and building operations including client and operation processes. These include but are not limited to:

* Hub occupancy KPIs
* Client relationship management
* Client query management
* Accounting and financial management incl. reporting & compliance
* Room and facilities booking
* Scheduling of weekly Hub programmes and events
* Co-ordination of marketing and social media activities
* Progress reports to Board of Directors and attend Board Meetings

1. Ongoing building and facilities management in partnership with campus management team and relevant contractors.
2. Staff supervision as required in line with commercial development targets.

Any other duties that may be assigned to the role from time to time.

The Manager may be required to work outside office hours or on weekends on occasion.

This list is not exhaustive and might be complemented by reasonable and related additional tasks.

The Manager will be supported and working with (amongst others) the Directors of the company, the Economic Development Team of Wicklow County Council, the Local Enterprise Office, Screen Ireland, The Film & TV Crew Academy staff, the Wicklow Film Commissioner and the Mid East Regional Enterprise Plan Programme Manager.

**Salary**

The Manager will lead on the roll out of this initiative on behalf of Clermont Enterprise Hub CLG. This full-time contract position, ( i.e. 9am-5pm, Mon to Fri) will run over a 36-month period, remunerated at €60,000 per annum.

The company has the right to alter the hours of work from time to time. All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (regulations) 2001.

The Employee shall not be entitled to receive any additional remuneration for work done outside his/her normal hours of work but shall be entitled to reasonable time off in lieu in agreement with the Board. Without prejudice to the above, the employee may not exceed a limit of more than five days time-in-lieu accrued without the express permission of the Board.

**Qualifications and requirements of the post**

The Company declares that the qualifications for the position of Hub Manager 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 will be required to undergo a medical examination carried out by the Company’s Occupational Health Doctor prior to appointment.

**(c) Education, Experience**

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

(a) must hold a relevant third level qualification (level 8), such as Business, Film & TV Production or another equivalent third level qualification that is relevant to the role.

(b) have at least five years satisfactory relevant experience in film production and / or a comparable role in enterprise centre management, or both.

(c) possess a high level of understanding of the content creation sector, its supports structure, and has a wide network of contacts in the sector;

(d) possess a high standard of administrative and management experience;

(e) have satisfactory knowledge of business support agencies, the needs of start ups, micro enterprises and free lancers, procurement, and Local Authority legislation and procedures.

(f) Have excellent communications and business report writing skills with demonstrated evidence of IT literacy (i.e. MS Office skills (including outlook, Word, Excel, Powerpoint) and Zoom/Teams).

(g) Have financial literacy skills to manage a budget, be able to financial presentations to the board and undertake evaluation and assessment of projections and proposals for financial assistance.

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

1) Previous supervisory or management experience in an innovation or business environment.

2) A postgraduate degree qualification in Entrepreneurship or similar .

3) Experience in project and relationship management.

**Location**

The position is based at Wicklow County Campus, Rathnew, Co.Wicklow

**Residence**

Holders of the posts hall reside in the district in which their duties are to be performed or within reasonable distance thereof.

**Annual Leave**

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave runs from 1st January till 31st December. The current leave entitlement for this post is 25 days.

**Driving License**

Candidates must hold a clean current class B driving license and will be required to have access to his/her own car.

**Probation:**

There shall be a period after appointment take effect, during which such a person shall hold the position on probation.

Such period shall be 6 months, but the Line Manager may, at his/her discretion, extend such period.

Such a person shall cease to hold the position at the end of the period of probation unless during this period the Line Manager has certified that the service is satisfactory.

There will be assessment(s) during the probationary period.

**Application Process**

**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.

**Application Process**

Interested applicants are invited to **post 3 hard copies** of the application form to:

Head of Enterprise, LEO Wicklow, Clermont House, Wicklow County Campus, Rathnew. Please state ‘Content Creation Enterprise Hub Manager Role’ on the envelop.

**and**

email a soft copy to [enterprise@leo.wicklowcoco.ie](mailto:enterprise@leo.wicklowcoco.ie) by closing date Friday 11th November at 12noon. Please use ‘Content Creation Enterprise Hub Manager Role’ in the subject line of your email. As part of your application, you should set out your skills and experience to meet the requirements of the position.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**12 noon on Friday 11th November 2022.**

Applications must be received by the deadline specified on the form.

**Selection Process**

**Eligibility / 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 predetermined 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 that it would be reasonable not to admit all candidates to the interview, by reason of the number of applications received and the general standard of knowledge, training or experience of the candidates, only persons likely to attain a standard sufficient for selection and recommendation for appointment shall be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Clermont Enterprise hub CLG is satisfied that such a person fulfils the requirements of the position.

**Competitive Interview**

Candidates are expected to demonstrate in their application form and at the interview that they have the knowledge, understanding, skills, and experience required for the role as detailed above in the job responsibilities/duties and required qualifications for the position.

**Competencies for the post:**

Key competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

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| **Management & Leadership**  ***(Leadership & Management Skills; Strategic Ability; Networking & Representing)*** | * Lead by example and be able to implement change in an orderly and determined manner. * Understands the landscape and political reality and context of the company, the local authority and related agencies and stakeholders. * Ability to sustain a positive image and profile of the company, and of the supporting local authority/ Local Enterprise Office & other relevant parties. * Develops and maintains positive and beneficial relationships with relevant interests and sections within the key players in the screen industry, the local authority and business support agencies. |
| **Delivering Results**  ***(Problem Solving & Decision Making; Operational Planning; Communicating Effectively)*** | * Acts decisively and makes timely, informed and effective decisions. * Translates the KPIs and objectives into clear priorities and actions for the day to day management of the hub environment and achieve quality outcomes. * Be a problem solver and innovator. * Able to operate in a cross disciplinary environment. * Establishes high quality reporting standards. * Ability to manage the allocation, use and evaluation of resources to ensure that they are used effectively to deliver on operational plans. * Ability to drive and promote reduction in costs and minimisation of waste. |
| **Performance Through People**  ***(Communication/ Interpersonal Skills, Innovation & Initiative)*** | * Demonstrates ability to manage performance. * Have excellent people management skills. * Shows visible commitment to the purpose, mission and vision of the company and funding agencies. * Shows experience in the development of a team and its members to achieve the company objectives. * Demonstrates the ability to empower and encourage others and work in partnership with other stakeholders. * Effectively identifies and manages conflict and potential sources of conflict at work. * Demonstrates excellent written and verbal communication and interpersonal skills. * Presents ideas effectively to individuals and groups. |
| **Communication & Personal Effectiveness**  ***(Understanding of the Role and Working Environment)*** | * Have a satisfactory knowledge of what is expected of the Hub Manager as per above. * Have knowledge of the Local Enterprise Office supports, services and processes and range of public and private supports available to small enterprise and free lancers in the content creation sector in Ireland. * Have sound commercial awareness and strong business planning, evaluation & research skills. * Be familiar with the preparation of accounts and interpretation of financial statements. * Have strong project management skills. * Have strong interpersonal, report writing, presentation and communication skills. * Be able to work on own initiative as well as a team. * Be self motivated. * Extensive knowledge of the roles within live-action production. * Have strong business acumen with experience that demonstrates an understanding of the small and micro business environment in Ireland and the needs and requirements of owner-managers of small business, especially in the content creation sector and the services supporting this sector. * Understand the business supports agency landscape, and public funding calls and can work to tight deadlines. |

**Right to Information and Review**

Clermont Enterprise Hub CLG 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 within five working days of the date of notification of a relevant decision.

**Confidentiality**

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

**Other**

This appointment is subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

**Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any member of the Board of Clermont Enterprise Hub CLG, or any 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

**Period of Acceptance**

The company shall require the person to whom an appointment is offered to take up such an appointment within a period of not more than one month and if they fail to take up the appointment within such a period or such longer period as the company in its absolute discretion may determine, the company shall not appoint them.

**Closing date:**

**Tuesday 22nd November 2022 at 12noon.**

The application form can be found here: <https://www.wicklow.ie/Living/Your-Council/Job-Vacancies>