

## Job Description - Bia Innovator Campus CLG- Project Co-ordinator

**The Closing Date for receipt of completed applications is: 4.00pm on 22nd May 2020**

Galway County Council, Teagasc, Athenry Community Council, Galway Roscommon Education and Training Board, Western Development Commission and SCCUL are the initiators of BIA Innovator Campus CLG, a step change project that will transform the food entrepreneurship landscape in the West of Ireland. The campus addresses a seismic need for regional food workspace infrastructure by realising a dynamic food and drink innovation and incubation centre of scale, 2493 square metres (26,7834 sq. ft.). It is a unique infrastructure enabler with far reaching innovation ecosystem benefits in the inimitable and compelling location of Mellows Campus, Athenry, Co. Galway.

This is a unique and rewarding opportunity to join BIA Innovator Campus CLG and champion the development of this game changing food innovation campus. The Board of BIA Innovator Campus CLG are looking for a highly organised and charismatic individual for the role of **BIA Innovator Campus Project Co-ordinator**.

They will be mandated to deliver on the BIA Innovator Campus ambition to become the first and leading food infrastructure project in Ireland to have multi food sector infrastructure and support at one location. The plan is to deliver seamless growth, innovation, business development and acceleration supports across 4 deliverables:



### The role of BIA Innovator Campus Project Co-ordinator

#### Project Management from Development to Operational Phase

- Manage all relevant project administration documentation and reporting requirements relating to the capital build project, funding condition compliance, KPIs, Service Level Agreements etc and as directed by the General Manager and/or Board. Liaise with Innovation Lead to ensure delivery of Health and Safety Plan across the facility and Food safety Compliance procedures.
- Liaise with lead consultants and others responsible for delivering the multifaceted building programme to achieve key KPIs.
- The financial management of the construction phase including all payments, claims and reporting, liaison with Finance & Funding Committee and board as necessary in relation to the development of the project during this development phase and forecasting towards the operational phase.
- Deputise/Act in the role of GM when required in meetings and implement decisions of the Board of Directors & Strategic Advisory Boards/Committees established for the project.
- Manage EU Projects on behalf of Bia Innovator Campus CLG which may include travel at a European Level.

#### Community Engagement/ Communication & Business Development in preparation for Operational Phase

- Be responsible for planning and implementing a Stakeholder Register and Engagement Strategy.
- To maintain a comprehensive record of stakeholder engagement activities and to lead on the preparation of any required documentation for internal reporting of same.
- Prepare for operational launch through a high level of engagement with key agency stakeholders, energetic awareness building and developing a strong client pipeline primarily across Connacht and North Munster.
- Manage letting, memberships, finance, sales, marketing, and events etc to ensure a high occupancy rate on opening. Lead client negotiations to maximise both occupancy and income target goals.
- Develop strong productive working relationships with external stakeholders to ensure that collaboration among all stakeholders including those from public, private, educational/training and community sectors is maximised so that the vision and objectives of the project are delivered.
- Engage and develop a community of stakeholders from the wider food, innovation and enterprise community at a regional and national level.
- Create and nurture a collaborative environment, encourage networking benefit and synergies among tenant businesses and other food businesses.
- To be responsible for the implementation of a best in class community engagement strategy, ensuring its successful implementation and that the message delivered to the public is effective in how this campus is relevant to them individually and its delivery being a significant asset for the region.
- To organise and attend engagement meetings/ consultation processes with various food community groups and stakeholders to promote and implement sustainable food community activities.

- To be proactive and creative, identifying ideas and opportunities to ensure communications and engagement is 'best in class' and that the reputation of Bia Innovator Campus CLG and its integrity is exemplary.
- To maintain Social Media channels focused on industry activation.
- Manage the letting process including development of lease/license documents, tenancy agreements, deposits, tenant preparation programmes in conjunction with LEO.
- Lead out on all programming activity for the operational phase from commercial planning, to execution, marketing.

**Reporting structure:** You will report directly to the GM or a key person nominated by the BIA Innovator Campus CLG Board of Directors and have responsibilities in delivering KPIs aligned with BIA Innovator Campus growth objectives.

**Candidate Profile:**

**Minimum Essential Qualifications**

- A QQI Level 8 degree in a relevant discipline
- A minimum of 5 years' experience of working within a business environment, proven track record of managing a broad range of stakeholders.

**Essential Knowledge & Skills**

- Strong marketing and presentation skills - experience of marketing and communications, including social media platforms.
- Competent in Powerpoint, Word and Excel.
- Strong organisational and multi-tasking skills. Results driven - a "completer/finisher". Pro-active in problem solving, great attention to detail with an ability to see the bigger picture.

**Desirable Knowledge & Skills**

- In-depth knowledge and relevant experience of the food/agri food sector for a minimum of two years.

**Behaviour Competencies**

- Strong interpersonal and networking skills, a connector, with genuine interest in supporting the success of others. Passion for and understanding of entrepreneurial communities.
- Ability to work as part of a team, including consulting, collaborating and building relationships with key stakeholders.
- Be diplomatic but action orientated.
- A results-driven individual with a strong focus on goal-setting, performance delivery and accountability with minimal supervision and an ability to adapt to changing requirements and shifting work priorities.
- Capable knowledge of finance and accounts. A head for figures, margins, budgets, and revenue.
- Flexibility to work across a multifaceted site and to work evenings and weekends where required. European travel may be required.
- Experience of managing stakeholder and community engagement activities for a regional or national scale project is desirable.

Candidates must have the knowledge and ability to discharge the duties of the post and if successful agree to undertake the duties attached to the post and accept the conditions under which the duties are required to be performed.

**Location and Term:**

The role of BIA Innovator Campus Project Co-ordinator will be located initially in Teagasc, Mellows Campus, Athenry, Co. Galway, and when complete, in BIA Innovator Campus buildings.

This is a 1-year fixed term contract and is subject to a probationary period for 6 months with reviews at months 3 and 6. It is intended that the successful applicant will take up employment within one month of any offer.

**Character:**

Candidates shall be of good character and references shall be sought.

**Health:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirement as to health, it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by BIA Innovator Campus CLG.

**Salary:**

This is a middle management role offering a salary of €45,000 p.a.

**Annual leave:**

23 days per annum

**Hours of Work:**

The normal working hours are 39 hours per week. This role will require a strong degree of flexibility as evening and weekend work, along with some foreign travel will be a central part of the delivery requirements.

**Driving Licence:**

The appointee must hold a full driving licence for Class B vehicles free from endorsement / disqualification and shall drive a motor car in the course of their duties, and for this purpose, provide and maintain a car to the satisfaction of the BIA Innovator Campus CLG. The appointee's Insurance Policy must cover such use and indemnify BIA Innovator Campus CLG. Travel and subsistence expense will be paid in accordance with nationally agreed rates applicable to the sector.

**Recruitment Timeline:**

- Advertisement Date – 8<sup>th</sup> May.
- Deadline closes for application submissions 22<sup>nd</sup> May 2020 @ 4pm.
- 1st round interviews – week of the 8<sup>th</sup>/9<sup>th</sup> June – potentially online.
- 2<sup>nd</sup> round interviews including a presentation – provisionally 17<sup>th</sup> June – will be held in line with government guidelines and appropriate social distancing.

**How to apply:**

Application forms can be downloaded from: [www.biainnovatorcampus.ie](http://www.biainnovatorcampus.ie) and sent to [hello@biainnovatorcampus.ie](mailto:hello@biainnovatorcampus.ie) along with a scan of qualification documents and cover letter. All sections of the application form must be fully complete. Application deadline: **22<sup>nd</sup> MAY 2020 at 4pm.**

***BIA INNOVATOR CAMPUS CLG IS AN EQUAL OPPORTUNITIES EMPLOYER***

This position is funded in collaboration with Galway County Council.



Comhairle Chontae na Gaillimhe  
Galway County Council