



# Cavan Monaghan Transport Coordination Unit CLG.

15 Pringle Building, Monaghan Street, Clones, Co. Monaghan, H23 FK29

Phone: 047 51840 Fax: 047 51820

e-mail: [cm@locallink.ie](mailto:cm@locallink.ie) Web: [www.locallinkcm.ie](http://www.locallinkcm.ie)

## Service Operations and Development Coordinator

Cavan Monaghan Transport Coordination Unit CLG is the company with responsibility for managing Rural Transport on behalf of the National Transport Authority for the region of Cavan and Monaghan under the brand 'Local Link Cavan Monaghan'.

We manage and deliver over 60 passenger transport services which provide door to door services for its users. We also have a number of daily services that operate to a timetable, connecting towns and villages across Cavan and Monaghan. In addition, we manage a number of transport services on behalf of Cavan Monaghan HSE directly relating to health care transport.

The following position is now available:

### Job Title: Service Operations and Development Coordinator

**Reporting to:** Manager

**Fixed term:** Full time to 31<sup>st</sup> March 2024 (Extending subject to government funding)

**Salary:** Based on Experience

**Location:** Clones, Co. Monaghan

**Car Owner:** Essential

### Summary Role

The successful candidate will be responsible to the General Manager for the coordination and implementation of TFI Local Link Cavan Monaghan operational objectives and the co-ordination, development, and implementation of our Connecting Ireland Rural Mobility Plan for Cavan Monaghan

### Main Job Tasks and Responsibilities

- Key role in transport services planning and development in conjunction with General Manager, Technical Coordinator and the National Transport Authority's service planning team
- Build strong working relationships with contracted private bus operators in prioritising the delivery of efficient, highly planned and dependable local bus services
- Overall Quality Assurance relating to operational and administrative outputs of the organisation, including development and implementation of a service Risk Assessment protocol
- Assist in the development of policy whilst maintaining an awareness of new government codes of practice/policies, legislation and directives relating to public transport in rural areas, sustainable mobility policy, and climate action

### PERSON SPECIFICATION

Applicants must clearly demonstrate how they meet the following Eligibility and Essential Criteria, both in their application form and at interview.

### Eligibility Criteria:



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transport services





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- Possess a third level qualification (Level 8 or higher in the National Framework of Qualifications) or equivalent professional qualification in transport management, transport planning, business management or other discipline relevant to rural mobility issues.
- Possess a minimum of three years relevant experience in transport management, transport planning or business management, including experience of managing and leading teams.
- Hold a current full driving licence and have access to a car for travel that cannot be undertaken more favourably by a sustainable mode

## Essential Criteria:

- Possess an understanding and / or experience of sustainable mobility policies and legislation in Ireland. Additionally, the applicant should have an interest in, and knowledge of, the “Our Rural Future Plan” and the National Climate Action Plan.
- Possess a high level of competence and experience in formulating and managing plans, studies or processes involving organisational change.
- Demonstrate competence in project management skills, and have knowledge of new and evolving developments in these areas.
- Demonstrate success in managing and motivating staff from across an organisation, including strong judgement and problem-solving skills.
- Possess experience in developing and maintaining productive working relationships with a range of internal and external stakeholders
- Demonstrate a high level of flexibility to meet the wide array of demands associated to the role
- Demonstrate competence and experience of budgetary management.
- Possess excellent interpersonal and communication skills and have the capacity to negotiate on sensitive and complex issues both internally and externally
- Demonstrate a working knowledge of Health and Safety pertaining to transport industry

## Desirable Criteria:

Applicants are asked to demonstrate how they meet the Desirable Criteria outlined below. This may be used in shortlisting applicants.

- Demonstrate experience in seeking funding and developing partnerships
- Knowledge and working understanding of IT Systems and Service
- High level of competency in the Microsoft Suite of Applications

## Applications

Applications should be in writing outlining your suitability for the role accompanied by your current C.V. and should be sent for the attention of ‘The Manager’ at the above address or emailed to [padraic.smyth@locallink.ie](mailto:padraic.smyth@locallink.ie) by close of business on Friday 15<sup>th</sup> September 2023



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