

Job Title: Senior Executive – Policy & Advocacy
Department/Division: Strategy and Policy
Reporting To: Head of Strategy and Policy
Grade: Level E
Location: East Point, Dublin
Job Reference: **012.EI.26E**
Salary: **€82,290**
Closing Date: **29th April 2026**

Applicants must have employment eligibility to work in Ireland and to be available to work in the Enterprise Ireland location specified for the role.

Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Enterprise Ireland's (EI) strategy for the period 2025 – 2029, will focus on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

Role Purpose

The Strategy & Policy Team plays a central role in shaping Enterprise Ireland's strategic direction and policy engagement. We ensure that the agency is effectively delivering and communicating its strategic priorities, and that the existing and emerging needs of Irish enterprise are reflected in policy development.

As Senior Executive – Policy & Advocacy, you will lead on policy development and government engagement, ensuring Enterprise Ireland's strategic priorities are reflected in national policy frameworks. This role requires a seasoned professional with deep experience in policy analysis, stakeholder engagement, and public affairs, capable of contributing to decision-making at the highest levels.

Key Deliverables

- Lead policy development initiatives aligned with Enterprise Ireland's strategic objectives, ensuring coherence with national economic priorities.
- Shape and influence public policy development through proactive engagement with government departments, agencies, and industry stakeholders.
- Represent Enterprise Ireland in high-level policy fora, working groups, and consultations to advocate for the needs of Enterprise Ireland's client base.
- Provide strategic advice to senior management and Enterprise Ireland's Board on emerging policy issues, risks, and opportunities.
- Develop evidence-based policy positions using rigorous analysis of economic, sectoral, and regulatory trends.

- Oversee preparation of briefing materials for Ministers, senior officials, and Oireachtas committees.
- Build and maintain strong networks across government, industry, and international bodies to advance Enterprise Ireland's policy agenda.
- Mentor and guide junior team members, fostering capability in policy analysis and stakeholder engagement.

Functional Competencies (Key Skills and Knowledge)

- A third level qualification in Business, Economics, Public Policy or equivalent is essential.
- Proven expertise in national policy development and advocacy within a public sector environment is essential.
- Demonstrated ability to influence senior stakeholders and navigate political and administrative systems is essential.
- Excellent written and verbal communication skills, including experience preparing ministerial briefings and policy papers is essential.
- Demonstrated capability to analyse global and national trends, interpret complex economic and policy data, and identify strategic opportunities and challenges.
- Advanced analytical and research skills with the capability to understand complex strategic economic and policy issues and communicate them effectively to diverse audiences.
- In-depth understanding of Irish enterprise policy, international business trends, and the challenges facing Enterprise Ireland's clients.
- Comprehensive knowledge of relevant policies, Enterprise Ireland's development role, and programmes.
- Proven experience as a team leader with strong teamwork skills, across diverse teams, levels and functions.
- Ability to manage multiple strategic projects under tight deadlines.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Communicates the Enterprise Ireland purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables you and others to excel in terms of job performance.

Salary Scale**€82,290 to €101,065 per annum contributory superannuation**

Rising to €104,169 and €107,282 by long service increments.

€79,483 to €96,009 per annum non-contributory superannuation

Rising to €98,963 and €101,918 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. **

Application and selection process

The selection process may include short-listing of candidates. The selection criteria will be based on the essential requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the essential requirements. This must be presented in the mandatory application form (maximum 2 pages – template attached) accompanying your CV.

A complete application includes:

1. A completed mandatory application form
2. A copy of your CV

Failure to submit the mandatory application form and CV may result in your application not being considered.

To apply for the position, send a detailed CV and mandatory application form quoting the relevant job number **012.EI.26E** to talentacquisition@enterprise-ireland.com to be received on or before **Wednesday, 29th April 2026**.

N.B. All correspondence will be acknowledged in writing by the Talent Acquisition Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact talentacquisition@enterprise-ireland.com.

ISSUED BY THE HR DEPARTMENT ON WEDNESDAY, 8TH APRIL 2026.

Enterprise Ireland is an equal opportunities employer

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