

**Acting Assignment/Temporary Lateral Assignment  
(Min. 6 month assignment)**

**Title:** Legal Adviser  
**Grade:** Level D  
**Department:** Direct Investment Portfolio  
**Business Unit:** Investment Solutions  
**Reporting to:** Senior Legal Adviser  
**Location:** East Point, Dublin  
**Job Reference:** EI.129.25E

### **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 220,000 people across Ireland, make a significant contribution to the Irish economy nationally and regionally.

Enterprise Ireland's forthcoming strategy, for the period 2025-2029, will focus on supporting Irish business to accelerate sustainably and increasingly contribute 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 Investment Solutions Division is responsible for delivering supports to manage and maintain its direct and indirect equity supports through direct investment and through investment as an LP into Venture Funds. The role of the Direct Investment Portfolio Department is to manage the Enterprise Ireland (EI) investment portfolio.

As part of the Direct Investment Portfolio team, the role of the Legal Adviser involves the preparation of legal agreements to reflect the organisation's equity funding decisions and the decisions made by Enterprise Ireland as a shareholder. These decisions arise when Enterprise Ireland is a shareholder in a company and matters arise that require the consent of Enterprise Ireland, such as changes to existing agreements, sale of Enterprise Ireland's shares and new investment rounds in investee companies.

### **Key Deliverables**

- Prepare, review and negotiate investment legal agreements in line with Enterprise Ireland standard approach to facilitate:
  - Decisions to invest in client companies by way of shares and/or loan notes;
  - Decisions to vary the terms of existing shareholders' agreements;
  - Decisions in relation to various consent matters which may arise by virtue of Enterprise Ireland's shareholding.
- Clarify any legal issues encountered and ensure that any specific approvals required are obtained.
- Ensure information systems (in particular the portfolio management system) is maintained and kept up to date on an on-going basis.
- Provide assistance in relation to legal matters regarding Enterprise Ireland investments to colleagues in the Investment Solutions Division and other stakeholders including Client Advisers and Department Managers.

**Functional Competencies (Key Skills and Knowledge)**

- Experience of drafting, reviewing, negotiating and finalising legal agreements is essential.
- Strong attention to detail and a track record of identifying critical issues, combined with the ability to communicate, evaluate and resolve these issues with colleagues and clients is essential.
- Demonstrated skills and experience of building networks and relationships across all levels and engaging with a range of stakeholders in a business environment is essential.
- A qualification in law, corporate governance or a related discipline is essential.
- Knowledge of Enterprise Ireland's legal agreements and/or seed, venture capital legal agreements is desirable.
- Excellent communication skills, both verbal and written together with a proficiency in dealing with a wide range of issues and developing responses to complex situations.
- Ability to effectively work in a team environment with a co-operative and flexible attitude to colleagues.
- Ability to deal with multiple demands and competing priorities to tight deadlines.
- Excellent decision making and judgement abilities.
- Demonstrated evidence of excellent IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) with the ability to learn and use Enterprise Ireland's specific software systems.

**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 EI 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.

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**Salary Scale:**

Applicants are advised to contact [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) in relation to the applicable salary.

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**Application and Selection Process:**

The selection process may include short-listing of candidates. The selection criteria will be based on the 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 requirements for the position. This should be contained in a short supporting document (maximum 2 pages – template attached) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

**Eligibility:** Internal applicants must have successfully completed 6-months probation to be eligible to apply.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.129.25E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received **no later than Monday, 22nd September 2025**.

***N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)***

**ISSUED BY THE HR DEPARTMENT ENTERPRISE IRELAND ON MONDAY, 1<sup>st</sup> SEPTEMBER 2025**

***Enterprise Ireland is an equal opportunities employer***

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