

**Title:** Administrator, Disruptive Technologies Innovation Fund (DTIF)  
**Grade:** Level C  
**Department:** Disruptive Technologies Innovation Fund  
**Business Unit:** Client Solutions  
**Reporting to:** Department Manager  
**Location:** East Point, Dublin  
**Job Reference:** EI.137.25E

### **Background:**

The Disruptive Technologies Innovation Fund (DTIF) is a €500 million fund established under Project Ireland 2040. It is one of four funds set up under the National Development Plan (NDP) 2018-2027. It is managed by the Department of Enterprise, Trade and Employment and administered by Enterprise Ireland.

The Disruptive Technologies Innovation Fund involves investment in the development and deployment of disruptive innovative technologies, on a commercial basis, targeted at tackling national and global challenges. The fund is driving collaboration between the world class research base and industry as well as facilitating enterprises to compete directly for funding in support of the development and adoption of these technologies and seeding a new wave of start-ups.

The objectives of the Disruptive Technologies Innovation Fund (DTIF) are to:

- Support enterprises in Ireland to exploit the enterprise opportunities associated with 'disruptive technologies' by de-risking collaborative projects;
- Support enterprises in Ireland to collaborate in order to engage with and be prepared for challenges associated with new 'disruptive technologies' that will have a transformative impact on the way we work and live in the future;
- Build on research undertaken in Ireland and leverage that research further by supporting the delivery and exploitation of new technology-based solutions from that research;
- Foster deeper and wider RD&I collaborations between the public and private sectors in key technology areas and, in particular, to support collaborations between large firms and SMEs in Ireland;
- Strengthen spin-out, spin-in and other start-up activity associated with disruptive technology
- Prepare Irish enterprises and public bodies to engage in European and global partnerships around the development and deployment of disruptive technologies;
- Promote innovation and drive collaboration between Ireland's enterprises and its research base.

Further information is available at <https://enterprise.gov.ie/en/what-we-do/innovation-research-development/disruptive-technologies-innovation-fund/>.

### **Role Purpose**

Become a key member of the DTIF team within the Client Solutions Division. The successful candidate will provide comprehensive administration, reporting and communications support services to the Department Manager and DTIF team.

## **Key Deliverables**

### ***DTIF Programme Administration and Reporting Support Services***

- Run the preparation, implementation, delivery and evaluations phases of the DTIF Programme by administering and organising all support components of the DTIF programme, particularly during Programme Call promotions, evaluations and grant management phases.
  - Create and maintain a range of suitable query and feedback options and channels for stakeholders and respond to and filter queries as appropriate.
  - Coordinate and organise collation and delivery of all related documentation at each phase of the execution of the Programme.
  - Support the preparation of internal reports, performance indicators and relevant documentation for reporting to senior management and internal committees at regular intervals.
  - Support the planning, preparation and reallocation of department budgets.
  - Organise, participate and support all DTIF meetings with a range of stakeholders, including Government Departments, client companies, external experts and other agencies. Tasks include organising all logistics, scheduling meetings, secretariat services and minute-taking e.g. for panel evaluations and other meetings as required.
  - Provide administration support for new Programme cycles review processes.
  - Create and update databases and spreadsheets to include collating, recording, processing and verifying a range of data and information into a range of IT systems to support the management and delivery of the Programme.
  - Set-up and maintain relevant files and records for the Department and maintain all information and data in line with GDPR requirements.

### ***Promotion, Awareness and Communications Support Services:***

- Proactively liaise, network and build relationships with a range of diverse internal and external stakeholders e.g. DETE and other Government Departments, client companies, research communities, expert panel groups, other agencies etc.
- Support the organisation of DTIF-specific promotion, communications and engagement events and support the creation of awareness and promotion campaigns for the DTIF at other internal and external organisational stakeholder events.
- Support the creation, development and ongoing maintenance of key communications content and channels such as the DTIF website and social media platforms.
- Administer all documents and communications materials between partners and stakeholders of the DTIF to include uploading content to the front-end of the consortium website and contribute to social media channels.

### ***Department Manager and Team Support Services:***

Support the Department Manager to successfully execute the operation of the Fund and Team:

- Schedule and manage calendars and appointments, handling a range of communications and channels and proactively contributing to the successful running of the Department through introducing continuous improvements and efficiencies.
- Budget administration for the team incl Oracle purchase requisitions and reporting.
- Provide administrative support for key projects as may be assigned from time to time.
- Play an active role as a key contributor to the team and the wider Client Solutions Division, as required.

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

- Excellent administration, coordination and organisational skills and experience, coupled with a high level of accuracy and attention to detail to meet challenging deadlines, is essential.

- Experience in providing project management and/or event management support is essential.
- Robust IT proficiency and experience in using MS Office 365 applications including Microsoft Excel, Word, Outlook, Teams coupled with an ability to learn new technologies and EI's specific software systems, is essential.
- Excellent oral and written English communication skills, coupled with a keen interest and skill in sourcing, researching and developing content or collateral for a range of print and digital communication platforms e.g. reports, publications, website is essential.
- Demonstrated ability and/or experience to proactively build and engage in networks and relationships across a range of diverse internal and external stakeholders is essential.
- Demonstrated skills and/or experience in using social media across a range of digital platforms for business communication purposes e.g., X, LinkedIn.
- Experience/exposure to supporting administration activities aligned to budget management.
- Broad awareness and understanding of Enterprise Ireland's role, structures and services is desirable.
- Demonstrated ability to prioritise tasks and manage work efficiently to strict deadlines.
- Willingness and ability to work on own initiative and use sound judgement, professionalism, confidentiality and discretion.

## **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:**

**€31,545 to €58,019 per annum contributory superannuation**

Rising to €61,817 by long service increments

**€30,253 to €55,266 per annum non-contributory superannuation**

Rising to €58,836 by long service increment

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.

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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.

To apply for the position, please send a detailed CV and supporting document quoting reference number **EI.137.25E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received on or before **Tuesday 21<sup>st</sup> October 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 HR DEPARTMENT, ENTERPRISE IRELAND ON Tuesday 30<sup>th</sup> SEPTEMBER 2025**

**Enterprise Ireland is an equal opportunities employer**

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