

<b>Title</b>	Executive, Horizon Scanning
<b>Grade</b>	Level D
<b>Department</b>	Strategy & Policy
<b>Reporting to</b>	Senior Executive, Horizon Scanning
<b>Location</b>	East Point, Dublin
<b>Salary</b>	<b>€52,026</b>
<b>Job Reference</b>	<b>EI.174.25E</b>
<b>Closing Date</b>	<b>Friday, 9th January 2026</b>

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

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### **Background**

Enterprise Ireland's strategy Delivering for Ireland, Leading Globally (2025–2029), sets out an ambitious vision to position Irish-owned exporting companies as the primary drivers of Ireland's economic growth. With targets to increase employment in supported companies to 275,000 and grow exports to €50 billion by 2029, the strategy places a strong emphasis on innovation, competitiveness, and global connectivity.

### **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.

The Horizon Scanning Executive will play a key role in identifying emerging trends, technologies, and global developments that impact Irish enterprise. This position supports Enterprise Ireland's strategic objectives by providing evidence-based insights to inform policy, programme development, and client engagement. The role will also contribute to monitoring national and EU policy developments relevant to Irish SMEs and the wider enterprise sector.

### **Key Deliverables**

- Support the development and management of a horizon scanning toolkit and resources for Enterprise Ireland
- Plan and deliver horizon scanning workshops for colleagues across Enterprise Ireland including the presentation of trends and facilitation of horizon scanning exercises.
- Research and analyse emerging global trends, technologies, and business models relevant to Irish enterprise. Extracting insights on emerging developments and trends in specific areas of strategic relevance.
- Prepare and present evidence-based reports, briefing notes and position papers for internal stakeholders including senior management, the Enterprise Ireland Board.
- Promote awareness and adoption of horizon scanning practices across Enterprise Ireland and engage proactively with colleague across the agency to optimise information-gathering and analysis processes.

- Build and maintain positive relationships with colleagues across Enterprise Ireland and the wider enterprise policy ecosystem building awareness of the opportunities and challenges facing our clients both at home and overseas.
- Contribute to the wider aims of the strategic policy team, including policy monitoring and the development of strategic positions.

### **Functional Competencies (Skills, Experience & Qualifications)**

- A third level qualification that includes a strong research component is essential – preference will be given to candidates with a background in STEM subjects or areas such as Information Systems or Economics.
- Proven experience in conducting and synthesising complex research and analysis using diverse sources is essential.
- Excellent written and oral communication skills, including experience preparing reports and presenting to varied audiences is essential.
- Strong relationship-building and influencing skills across internal and external stakeholders is essential.
- Sound knowledge of Irish enterprise policy and a strong understanding of the challenges faced by Enterprise Ireland's clients.
- Ability to manage multiple tasks and projects within deadlines and coordinate cross-functional teams to ensure alignment with strategic goals.
- Experience in researching business and technology trends research is desirable.

### **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**

€52,026 to €74,725 per annum contributory superannuation

**Rising to €76,521 by long service increments.**

€49,701 to €71,098 per annum non-contributory superannuation

**Rising to €72,804 by long service increments.**

Candidates should note that entry will be at the minimum point 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 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 requirements for the position. This should be contained in a short document (template attached - maximum 2 pages) 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, send a detailed CV and a completed supporting document quoting reference number **EI.174.25E** to [HRConnect@enterprise-ireland.com](mailto:HRConnect@enterprise-ireland.com) to be received by **Friday 9<sup>th</sup> January 2026**.

***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 FRIDAY 19<sup>th</sup> DECEMBER 2025**

**Enterprise Ireland is an equal opportunities employer**

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