

Title	Development Adviser – Dublin Region
Grade	Level D
Department	Dublin
Division	Regions and Local Enterprise
Reporting to	Regional Director, Dublin
Location	Eastpoint
Job reference	EI.038.24E
Salary	€48,381 to €69,540 per annum contributory superannuation Rising to €71,212 by long service increments

Role purpose

Developing regionally based businesses is a key pillar of Enterprise Ireland's Strategy and building the scale and expanding the export reach of enterprises to drive economic growth is a crucial element of the strategy.

Reporting to the Regional Director and working closely with colleagues, the Development Adviser will work with a portfolio of non-exporting and early-stage exporting clients in the Dublin region that have the potential to achieve further growth once barriers to growth have been identified and addressed.

The Development Adviser will be responsible for delivering company development engagements, which will be diagnostic based and structured. The successful candidate will engage with clients, over the long-run, to understand their businesses and the issues they face and provide all necessary supports, using the range of Enterprise Ireland's financial and services offers. The ultimate objective is to help those companies achieve their export ambition.

Key strategic objectives aligned to this role includes:

- Increasing the number of first-time exporters in the Dublin region drawn from both existing and new clients
- Driving and delivering increased digitalisation, sustainability and productivity among existing and new clients in the region
- Developing funding propositions to drive company development and expansions up to and including presenting funding proposals to relevant EI Committees including Enterprise Ireland's Investment Committee.

Key deliverables

- Prospect for new clients and implement Enterprise Ireland's engagement process with all relevant companies including pre-meeting preparation, diagnostic-type meeting and post-meeting analysis, leading to an agreed Growth Plan with client companies
- Work with client companies directly and through external advisors as appropriate to progress and monitor implementation and achievement of growth plans
- Identify and inform companies of relevant Enterprise Ireland supports and activities (financial and non-financial) to address priority gaps identified through company engagement as part of an overall growth plan
- Assess, prepare, and present funding proposals for non-Committee Financial Offers, including new and existing online financial supports, as well as proposals to relevant Funding Committees including EI's Investment Committee
- Undertake the administration of Category 1 and Category 2 funding post-approval tasks including administration of grant claims, time extensions and other related activities
- Update Client Engagement Systems (CES) and other data management systems in relation to the client portfolio



- Ensure clients are connected to relevant sector and non-sector initiatives and collaborate and share information and engage with sector and overseas colleagues where appropriate
- Contribute to the continuous improvement of Enterprise Ireland engagement approach by contributing to the development of client case studies and supporting material
- Where required, engage with the Local Enterprise Offices and EI's LEO Centre of Excellence to support and help identify companies becoming EI clients
- Support peer learning across the Development Advisor network including proactive participation in team meetings, case conferences and portfolio reviews
- Undertake other company related activities that might be assigned from time to time across the Department and Division

Functional competencies (key skills and knowledge)

- Demonstrated skills and experience of engaging with and advising companies in developing key aspects of their business to drive business impacts and outcomes while delivering high levels of client service is essential
- Demonstrated skills and experience of evaluating company business plans and/or applications to support areas of company development is essential
- Demonstrated awareness and understanding of the challenges facing regionally based client companies across the six business areas of Strategy, Finance, Innovation, People & Management, Operations and Sales & Marketing is essential
- Ability to engage successfully with senior members of company management teams and to influence with credibility, specifically on key elements of the business plan is essential
- Strong oral and written communications skills, including report writing ability and presentation skills is essential
- Knowledge and understanding of company finance and an ability to undertake financial analysis is highly desirable
- Demonstrated skills and experience of presenting project proposals to EI Committees and/or demonstrable evidence of contributions into such projects is highly desirable
- Knowledge of Enterprise Ireland's financial and non-financial supports early stage exporting clients together with the ability to prepare and present cases for Enterprise Ireland investment support
- Project Management skills with the ability to co-ordinate inputs and activities from across relevant parts of the organisation
- Ability to acquire an in-depth knowledge and understanding of the drivers of international business competitiveness in an Irish indigenous business context
- A relevant third level qualification in business or related discipline is desirable

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain 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 Enterprise Ireland 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

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas

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 others to excel in terms of job performance.

Salary scale

€48,381 to €69,540 per annum contributory superannuation

Rising to €71,212 by long service increments

€46,146 to €66,165 per annum non-contributory superannuation

Rising to €67,753 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.

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 (maximum 2 pages – see template provided) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number EI.038.24E to HRconnect@enterprise-ireland.com to be received on or before 6 May 2024

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

ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON 12 April 2024