

<b>Title</b>	Executive
<b>Grade</b>	Level D
<b>Department</b>	Climate, Sustainability and Agritech
<b>Business unit</b>	Food & Sustainability
<b>Reporting to</b>	Department Manager
<b>Location</b>	East Point, Dublin
<b>Job reference</b>	EI.078.22E

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**Application Process:**

To apply for this position, please send a detailed CV and supporting document quoting reference number EI.078.22E to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)

**Applicants must have the legal right to live and work, and be available to work in the location.**

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Enterprise Ireland (EI) is committed to embedding sustainability and climate action in its strategic approach to company and sectoral development, aligned to Government's [Climate Action Plan](#) and EI's Corporate Strategy. This approach will involve EI driving transformational change in embedding sustainability and climate action as a fundamental part of company development and competitiveness in export markets.

**Role Purpose**

Working as part of the Climate, Sustainability and Agritech team, the Executive will be a key member supporting the delivery of an ambitious work programme and organisation response that reflects the Government's Climate Action Plan, and client company development needs to address the national commitment to decarbonise and to capture business opportunities emerging from the low-carbon transition.

The successful candidate appointed to this role will work with client companies across the organisation to support their sustainability transformation and capture business opportunities emerging from the low carbon transition. They will engage with stakeholders, across the organisation, government, and civil society to inform and implement the delivery of enterprise policy in the areas of climate action and sustainability.

**Key Deliverables**

- Manage a portfolio of clients within the Sustainability, Climate and Agritech department, to assist them to grow and scale their businesses.
- Work collaboratively with other parts of Enterprise Ireland to ensure the full suite of supports are delivered to your client portfolio
- Increase client company engagement with Enterprise Ireland's sustainability supports, including the Green Transition Fund, through working with colleagues across the organisation
- Support Enterprise Ireland's inputs into the development of enterprise policy in the areas of climate change and sustainability – in line with the achievement of national enterprise decarbonisation targets
- Effectively communicate the challenges and needs of enterprise in the low carbon transition by engaging and developing relationships with stakeholders across government departments agencies and representative bodies/civil society
- Contribute to the further development and implementation of key strategic projects and action responses such as funding programmes, CO2 reduction targets, offshore renewable energy, and offshore wind

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

- Ability to work effectively with companies to develop and articulate business plans, to evaluate these business plans and to prepare and present cases for Enterprise Ireland investment support is essential
- Demonstrated awareness and understanding of the major policy and market drivers impacting the enterprise sector in the low carbon transition, at sectoral and individual company level, is essential
- Ability to work effectively with companies to develop sustainability strategies as part of their overall business growth plans is essential
- Understanding of Enterprise Ireland's client engagement process and of Enterprise Ireland financial and services offer to clients is desirable
- Strong oral and written research and communications skills and experience e.g., experience of report writing, data analysis and external communications, across a range of channels
- Experience in working with and influencing internal and external stakeholders, from a range of backgrounds and perspectives is desirable
- A relevant third level qualification – e.g. environmental science, public policy, sustainable development - or experience. or professional training, in this area, is desirable

***Applicants should note that attendance at networking and other relevant events will be part of this job and will therefore require some engagement outside of Enterprise Ireland's normal business hours.***

## **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.

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**Salary Scale****€44,851 to €64,567 per annum contributory superannuation**

Rising to €66,119 by long service increments

**€42,724 to €61,433 per annum non-contributory superannuation**

Rising to €62,908 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.

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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 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, send a detailed CV and supporting document quoting reference number **EI.078.22E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be **received on or before Friday 19<sup>th</sup> August 2022**

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 05<sup>th</sup> August 2022**