

Title	Senior Executive, Climate Action
Grade	Level E
Department	Climate Action
Reporting to	Department Manager, Climate Action / Executive Director (interim)
Location	East Point, Dublin
Salary	€69,659
Job Reference	EI.116.21E
Closing Date	12 th October 2021

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

The Senior Executive, Climate Action will be a key member of a small team that is responsible for the development and execution of an ambitious climate action strategy and operational plan that reflects the Government's Climate Action Plan. This also reflects EI's own needs and client company development needs to address the national commitment to decarbonise and to capture business opportunities emerging from low-carbon transition.

The successful candidate appointed into this role will help drive EI's climate and sustainability strategy agenda and support the delivery of the Climate Enterprise Action Fund. They will join with the Climate Action Department Manager in being a thought leader and influencer across this space nationally working collaboratively with our other agencies e.g. SEAI, IDA, Bord Bia etc.

They will bring expertise and clarity around what clients need to do to decarbonise and transition to a net zero carbon operation and use their technical know-how to add to our climate action offers and supports.

Key deliverables

- Deliver transformational change and innovation both for EI and its client companies, by developing and executing an ambitious client-centred, results-driven and future-focussed strategy and operational plan on climate action and sustainability together with the Climate Action Team
- Shape Enterprise Ireland as a public sector leader in Climate Action by working with relevant internal stakeholders to reduce our own operational carbon footprint and becoming more sustainable as an agency
- Encourage and support clients to develop a high level of environmental awareness and capability to become more competitive and sustainable, through new EI funding schemes, programmes, products and supports
- Ensure Client facing teams are adequately supported and informed to integrate sustainability within the Client Engagement Model (CEM). Lead and manage internal strategic and operational initiatives that will steer optimum visibility, engagement and action responses from within EI to climate action and sustainability by building internal awareness and developing and managing effective action plans
- Build an integrated approach to the development and delivery of client offers and supports with Innovation, Digitalisation, Policy, Regions and Sectoral teams to ensure consistent EI approach to sustainability for clients and stakeholders
- Collaborate with colleagues in other agencies to maximise the delivery and effectiveness of supports available to clients to meet their pathway to a net zero transition
- Work with relevant Sector Departments to maximise opportunities for clients with low carbon solutions e.g. HPSU, Cleantech, EMOS etc.
- Measure the impact of existing and future sustainability programs, by developing metrics, internal reporting, and managing inputs from multiple teams and effectively communicate trends and relevant standards to key decision makers and leaders
- Support the management of Enterprise Ireland's execution of the Climate Enterprise Action **Fund**, or any future climate funds. This will incorporate all components from concept to delivery

- Provide sustainability expertise to EI management on areas such as certification and environmental standards and contribute to the development of relevant policies and KPIs
- Support the activation of a climate change culture and education of sustainability within EI and drive employee awareness of sustainability, thereby contributing to the objective of public sector leading by example

Functional competencies (key skills and knowledge)

- A demonstrated robust knowledge and understanding, of national and international protocols, policies and practices as well as key trends and approaches to climate action and sustainability development for business purposes and their application in supporting enterprise in Ireland is essential
- Demonstrated understanding of national or international funding for sustainability supports for companies in Ireland or other business / company development programmes or initiatives is essential
- Programme / project management skills and experience of managing delivery through each stage is essential
- Strong proficiency and experience in building and managing stakeholder engagement and relationships across a broad and diverse internal and external network is essential
- Demonstrated experience of working with large enterprise and/or SME's on implementing and executing sustainability programmes initiatives and/or strategy (e.g. attainment of an ISO environmental standard) is desirable
- Experience of having worked at a senior capacity in a climate action / sustainability role is desirable
- Skills and experience of engaging and working with a range of external service providers and other external resources and consultants
- Demonstrated skills and experience of driving and managing communications and engagement opportunities and initiatives, coupled with strong oral and writing communications skills, to include experience of producing content for papers, reports, presentations and other written communications collateral
- Strong presentation skills and ability to represent EI and its position/agenda across diverse platforms
- An understanding of EI's Client Engagement Model, products, services and offers and a keen appetite to build awareness and knowledge of other national and international investment and funding sources related to climate and sustainability for enterprise
- A third level qualification in a relevant discipline 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 look out 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**€69,659 to €85,605 per annum contributory superannuation**

Rising to €90,872 by long service increments.

€66,659 to €81,324 per annum non-contributory superannuation

Rising to €86,329 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 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.

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.116.21E** to be received **on or before Tuesday, 12th October 2021**.

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 TUESDAY, 21ST SEPTEMBER 2021.