

Job Title: Legal Adviser
Grade: Level D
Department/Division: Equity
Business Unit: Investment Services
Reporting to: Senior Legal Adviser
Location: East Point, Dublin
Job Reference: **EI.146.21E**
Salary: €44,907
Closing Date: **24th January 2022**

Application Process:

To apply for this position, please send a detailed CV and supporting document quoting reference number EI.146.21E to hrconnect@enterprise-ireland.com

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

Role Purpose

The Investment Services Division is responsible for delivering supports to manage and maintain its direct and indirect equity supports through direct investment and through investment as an LP into Venture Funds.

The role of the Equity Department is to manage the Enterprise Ireland (EI) investment portfolio (consisting of equity, loan notes and repayable advance (RA)) to ensure the investments are completed and managed in accordance with the legal agreements.

As part of the Equity team, the role of the Legal Adviser involves the preparation of legal agreements to reflect the organisation's equity funding decisions and the decisions made by Enterprise Ireland as a shareholder. These decisions arise when Enterprise Ireland is a shareholder in a company and matters arise that require the consent of Enterprise Ireland such as changes to negotiated agreements; trade sales, investee company reorganisations; new investments made by venture capital investors and new share issues.

Key Deliverables

- Preparation, review, negotiation of investment legal agreements in line with Enterprise Ireland standard approach to facilitate:
 - Decisions to invest in client companies by way of for shares and/or loan notes;
 - Decisions to vary the terms of existing shareholders' agreements;
 - Decisions in relation to various consent matters which may arise by virtue of Enterprise Ireland's shareholding.
- Clarification of any legal issues encountered and ensuring that any specific approvals are obtained.
- Ensuring information systems (in particular the portfolio management system) is maintained and kept up to date on an on-going basis.
- Provision of assistance in relation to legal matters regarding Enterprise Ireland investments to colleagues in the Division and other stakeholders including development advisors and department managers.

Functional Competencies (Key Skills and Knowledge)

- Experience and a high level of competence in understanding and drafting contracts is essential.
- Strong attention to detail and a track record of identifying critical issues, combined with the ability to communicate, evaluate and resolve these issues with colleagues and clients is essential.
- A Legal /Corporate Governance qualification or undertaking same is desirable
- Knowledge of Enterprise Ireland's and/or seed, venture capital legal agreements would be an advantage.
- Excellent communication skills (verbal and written) together with a proficiency in dealing with a wide range of issues and complex situations.
- Ability to effectively work in a team environment with a co-operative and flexible attitude.
- Ability to deal with competing priorities to tight deadlines.
- Demonstrated evidence of excellent IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential and the ability to learn and use Enterprise Ireland's specific software systems.

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

€44,907 to €63,928 per annum contributory superannuation

Rising to €65,464 by long service increments.

€42,301 to €60,825 per annum non-contributory superannuation

Rising to €62,285 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) 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.146.21E** to HRConnect@enterprise-ireland.com to be received on or before **Monday, 24th January 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

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON MONDAY, 10TH JANUARY 2022.

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