



**Title:** Assistant Development Adviser  
**Grade:** Level C  
**Department:** Digital Technologies  
**Business Unit:** Technology & Services  
**Reporting to:** Senior Development Adviser  
**Location:** East Point, Dublin  
**Job Reference:** **EI.056.24E**

### **Role Purpose**

The Assistant Development Adviser will work as part of the Digital Technologies team. The role will have a strong project focus to assist client companies (both individually and collectively) to maximise their growth potential thereby generating significant export income and jobs in Ireland. The Assistant Development Adviser will work closely with colleagues in the team and, where appropriate, the wider Division to ensure the efficient operation of the Department's day-to-day activities. The successful candidate will support a number of Development Advisers in their client work, assist with the delivery of the Client Engagement Model, will contribute to the delivery of sector specific events with both local and overseas teams and undertake other tasks as assigned.

### **Key Deliverables:**

- Work with a number of Development Advisers to build and maintain relationships with clients and, over time, to develop a small portfolio of companies.
- Provide support to the implementation and continuous improvement of the Client Engagement Model.
- Contribute to the preparation of investment proposals as required.
- Develop and maintain relationships both internally with colleagues and externally with key stakeholders to ensure the delivery of a client focused, effective service.
- Undertake research and analyse data and statistics to identify trends and economic developments for planning purposes and the development of strategic plans.
- Receive, review, collate and process information and produce accurate and timely reports as required
- Collate and maintain databases on pipeline/approvals monitoring/performance against metrics data, coordinate pipeline updates on a weekly basis, maintain departmental performance against metrics spreadsheets, maintain copies of documents approved at Committee.
- Identify opportunities for process improvement and system efficiencies and provide support for continuous improvement initiatives across the Department.
- Work with colleagues on the organisation and delivery of sector specific events, webinars and inward buyer visits.
- Carry out general administrative activities and assist other team members in the Department as required.

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

- Demonstrated evidence of a strong interest in Irish business, with a general understanding of the challenges facing SMEs, is essential.
- Demonstrated skills of conducting business research and financial data analysis is essential.
- Excellent planning, administration and organisational skills, with the ability to prioritise tasks and manage work time efficiently to meet deadlines, is essential.

- Knowledge of Enterprise Ireland's Client Engagement Model and the supports available.
- Project Management skills with the ability to co-ordinate inputs and activities from across relevant parts of the organisation.
- Ability to communicate clearly, confidently and effectively both verbally and through written communication.
- Ability to work confidently on own initiative, use sound judgement and take decisive actions on projects/tasks as required.
- Robust IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint)
- Willingness to take on other key projects as may be assigned from time to time.
- A third level qualification or progress towards a relevant third level business qualification 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 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 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:**

**€29,439 to €55,209 per annum contributory superannuation**

Rising to €58,823 by long service increments.

**€28,171 to €52,589 per annum non-contributory superannuation**

Rising to €55,986 by long service increments.

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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 (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 the supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.056.24E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received no later than **Wednesday, 5<sup>th</sup> June 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](mailto:hrconnect@enterprise-ireland.com)**

**ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY, 16<sup>th</sup> MAY 2024**

*Enterprise Ireland is an equal opportunities employer*