

Title: Senior Executive, Strategy and Policy
Grade: Level E
Division: CEO Office
Reporting To: Department Manager, Strategy and Policy
Location: East Point, Dublin
Ref: EI.053.25E
Closing Date: Wednesday, 14th May 2025

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

Background:

Enterprise Ireland (EI) is committed to delivering transformational change for Irish enterprise and driving the pace of innovation within the EI client-base. By leading the way in discovering and understanding the business transformation and emerging technologies trends for the future, EI will support its clients with their innovation actions and help them sustain, grow and scale their businesses. EI has internal, national, and international relationships representing a combined expertise that provides it with unique insight for driving investment decision making and supporting its clients to grow.

We are in steady contact with a significant client company base, we have international offices, direct and indirect access to technology experts, access to business data and a global network of relationships.

Role Purpose:

The Senior Executive will be a key member of the Strategy and Policy department and will be responsible for harnessing EI's connectivity and relationships to increase sustainable innovation within EI and its client base.

The person appointed to this role will help EI and its client companies to navigate, connect to and catch the new waves that contribute to success in business development, innovation and competitiveness for Irish Enterprise.

The person appointed will also work to better understand the policy and business challenges facing EI client companies, subsequently working with partners across the government eco-system to communicate issues and advance potential solutions.

Key Deliverables:

- Lead the development and implementation of a horizon scanning and strategic foresight methodology and culture in Enterprise Ireland, enabling the organisation to identify emerging trends and signals which can help to inform its strategic decision making and guidance to client companies.

- Horizon-scan business, policy and technology innovation trends at national and international levels, enabling the development of “what next” scenarios and actionable insights for EI.
- Develop, collate, package, and disseminate key analysis outputs into easily consumed formats for EI employees and client companies alike.
- Drive effective communications processes, both internally and externally, that ensure key analytics access, interpretation and dissemination for all relevant internal and external stakeholders.
- To further the organisation’s horizon scanning and strategic foresight agenda, proactively engage in relationship building with relevant national and international stakeholders including industry and strategic foresight experts, economic development agencies, RD&I communities, Government Departments and the wider eco-system.
- Coordinate EI’s analysis of infrastructural policy developments and the associated impact on EI’s client base. This will involve information gathering and network building across areas such as planning, water, and energy. This will also involve the systematic gathering of client views in this area to help inform EI’s communication and advocacy priorities.
- Coordinate EI’s monitoring and analysis of EU policy developments with an impact on Irish enterprise. This will include the management of policy monitoring systems and resources, engagement with external organisations and with government partners. This will also include coordination with relevant EU subject experts within EI.
- A leading role in the development and maintenance of EI’s core policy brief. The core policy brief is a centralised resource of input material for assigned staff to update and draw on for communications and briefings.
- A coordinating role in the EI-IDA collaboration initiative, ensuring that closer links between both agencies are advanced in accordance with themes contained in the high-level agreement.

Functional Competencies (Key Skills and Knowledge)

- Demonstrated skills and experience in specifying, managing and executing projects to research and analyse business, policy and technology trends across multiple sectors, coupled with a proven track record of disseminating trend results and outputs in an easily consumable manner, is essential.
- Proven skills and experience of managing and executing multiple and diverse business projects simultaneously and to strict deadlines, while also delivering quality output, is essential.
- Excellent oral and writing communications skills and experience is essential i.e. demonstrated experience of creating and writing a range of content for communications and information/data reporting purposes across digital, including social media, print and face-to-face communications channels, coupled with demonstrated skills and experience in presenting and representing to both small and large stakeholder groups, is essential.
- A strong personal network across business, policy and technology trend sources and a demonstrable experience of developing it, coupled with robust stakeholder engagement and relationship-building skills and experience, is essential.
- Demonstrated ability to digest and absorb complex policy, business and technology data and information across multiple sectors and to interpret, translate and integrate that into cogent strategic messaging, policies, approaches and action plans.

- Robust projects/programmes management and administration/information management skills and experience.
- A strong understanding of the national and EU policy spheres is desirable.
- A relevant third level qualification in business, policy or related 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 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:

€80,668 - €99,073 per annum contributory superannuation

Rising to €105,168 by long service increments

€77,917 - €94,117 per annum non-contributory superannuation

Rising to €99,910 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.

**** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.**

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 supporting 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, please send a detailed CV and supporting document quoting reference number **EI.053.25E** to hrconnect@enterprise-ireland.com to be received **on or before Wednesday, 14th May 2025**.

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 WEDNESDAY, 23RD APRIL 2025

Enterprise Ireland is an equal opportunities employer

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