



Title:	Assistant Executive
Grade:	Level C
Department:	Leadership Talent & Skills
Business Unit:	Client Solutions
Reporting to:	Senior Client Solutions Lead or Specialist
Location:	Dublin Eastpoint
Job Reference:	EI.061.25E

Applicants must have employment eligibility to work in Ireland and to be available to work in the Enterprise Ireland location specified for the role.

Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Our forthcoming strategy, for the period 2025-2029, will focus on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

Role Purpose

The Leadership Talent & Skills team purpose is to provide development support to clients looking implement appropriate leadership, management, and people strategies to drive business growth and job creation. The team works with clients to understand and address their scaling challenges from a people perspective, helping them to put appropriate plans in place utilising EI and other funding supports

Key Accountabilities

- Support the development of HR, OD and Leadership capability solutions for client companies. This will involve collating and developing documentation to present to the client or internal stakeholders.
- Engage with colleagues and clients to source information required to develop support packages.
- Support the procurement of relevant services on behalf of EI, including the writing of tenders, in association with relevant colleagues such as the Procurement Department.
- Support the management of EI's relationship with a range of external suppliers ensuring all activities are carried out to best practice standards in terms of quality, relevance and value for money, using the appropriate evaluation process.
- Undertake market research into a wide range of industry sectors to support the commercial due diligence of funding applications.

- Work with the team to produce briefings on specific companies and industrial trends for use by colleagues in developing solutions for clients.
- Routinely analyse data to identify performance trends including proactively developing this data and potential insights.
- Maintain the information management systems used by the team, taking responsibility for the structure and quality of these systems.
- Identify opportunities for process improvement and system efficiencies and provide support for continuous improvement initiatives across the Department & Division.
- Support the team to plan, organise and co-ordinate events, meetings and initiatives both internally and externally as required.
- Develop and maintain relationships both internally with colleagues and externally to ensure the delivery of a client focused, effective service.
- Carry out general administrative activities and assist other team members in the Department/Division with client activities as required.
- Contribute to a continuous improvement ethos in helping deliver client service excellence as a core feature of our culture and operating model. This may include the need to work outside of core office hours.
- Be a champion for values based decision making across the team.

Functional Competencies (Key Skills and Knowledge)

- Knowledge and understanding of HR and OD challenges facing SMEs and large companies is essential
- Experience in project management, managing projects to meet agreed timelines is essential.
- Excellent oral and written communication skills, with strong report writing ability is essential.
- Knowledge and understanding of the key growth challenges facing clients as they scale.
- Demonstrate an ability to understand, analyse and take a strategic perspective on industry/market trends to enhance client offerings and services.
- Experience and knowledge of procurement and budget management.
- Strong networking skills and a demonstrated interest in building on and expanding key relationships with relevant stakeholders
- A demonstrated knowledge and understanding of blended and e-learning trends, best practices and approaches and of how participation on capability development programmes support client companies to develop and grow their business is desirable
- Understanding of Enterprise Ireland strategy and policies, and State Aid Rules is desirable.
- Knowledge of best practice approaches to digital marketing/branding, to support client uptake on programmes/services is desirable

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

€31,233 - €57,445 per annum contributory superannuation

Rising to €59,318 by long service increments

€29,953 - €54,719 per annum non-contributory superannuation

Rising to €56,483 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.

* 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:

How to apply:

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.

Eligibility: Internal applicants must have successfully completed 6-months probation to be eligible to apply.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.061.25E** to hrconnect@enterprise-ireland.com to be received **on or before Thursday 10th July 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 THE HR DEPARTMENT, ENTERPRISE IRELAND ON Thursday 19th June 2025

Enterprise Ireland is an equal opportunities employer