

Title:	Senior Legal Adviser
Grade:	Level E
Department:	Direct Investment Portfolio
Business Unit:	Investment Solutions
Reporting to:	Department Manager
Location:	Eastpoint, Dublin
Job Reference:	EI.090.25E
Salary:	€80,668
Closing Date:	Friday, 4th July 2025

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 220,000 people across Ireland, make a significant contribution to the Irish economy nationally and regionally.

Our strategy, 'Delivering for Ireland, Leading Globally 2025-29', will focus on supporting Irish business to accelerate sustainably and increasingly contribute 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 Investment Solutions Division is responsible for delivering supports to manage and maintain its direct and indirect equity supports through direct investment and through investment as a Limited Partner (LP) into Venture Funds.

The role of the Direct Investment Portfolio Department is to manage the Enterprise Ireland investment portfolio (consisting of equity, loan notes and repayable advances) to ensure the investments are completed and managed in accordance with the legal agreements. The key objective is to support the delivery of maximum impact on companies' development, financial performance and economic outcome.

The Senior Legal Adviser will work closely with the New Investments team and the Direct Investment Portfolio team to advise on any legal matters relating to investments in client companies. The role will require strong co-ordination with external legal service providers ensuring that new investments are completed in a timely manner.

Key Deliverables

- Advise and collaborate with colleagues within Investment Solutions on legal agreements.
- Prepare, review, negotiate and finalise legal agreements to facilitate investments in companies by way of equity, repayable advances or convertible debt instruments.
- Take responsibility for negotiation on post investment restructuring and trade sales.
- Lead on negotiating restructuring cases involving debt and equity refinancing, in particular loan refinancing.
- Lead on negotiating cases with providers of debt & equity financing including their financial representatives.

- Manage the relationship with external legal providers on all new investment cases ensuring an adherence to the service level agreement to ensure that investments are completed in a timely manner.
- Contribute to the development and implementation of Enterprise Ireland's investment policy (equity, equity equivalent, loan notes, repayable advances), reporting and management of assigned projects.
- Coach and mentor new and existing staff members to support and develop their capability and knowledge of new investments, in particular with respect to debt restructuring and banking engagement.
- Manage a small team and be a positive and dynamic senior member of the team and the wider Investment Solutions Division.

Functional Competencies

- Demonstrated track record of identifying the critical issues in legal agreements and the ability to communicate, evaluate, negotiate, and resolve issues with colleagues and clients is essential.
- Demonstrated track record of drafting legal agreements is essential.
- Proven experience in negotiating legal agreements with legal firms and funding institutions, including venture capitalists, venture debt providers and banks, is essential.
- A legal qualification with relevant post qualification experience is essential.
- Experience in banking, securitisation, issuing loan agreements and debt restructuring.
- Proven IT capability and experience of utilising management information systems.
- Experience of managing external service resources and contractors.
- Excellent communication skills, both verbal and written together with a proficiency in dealing with a wide range of legal issues and developing responses to complex situations.
- Excellent decision making and judgement abilities.
- A track record of results through leadership, coaching, team-working and active knowledge-sharing.
- Ability to effectively manage and support a small team, working in a team environment with a co-operative and flexible attitude to colleagues to support the achievement of team objectives.

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.090.25E** to HRConnect@enterprise-ireland.com to be received **on or before Friday, 4th 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 HR DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY, 12TH JUNE 2025

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