



Title	Senior Executive Regional Funds Compliance and Governance
Grade	Level E
Department	Regional Infrastructure
Division	Research, Innovation & Infrastructure
Reporting To	Department Manager
Location	East Point, Dublin or regional office in Waterford, Cork, Athlone, Shannon or Galway
Job Reference	EI.002.25E
Salary	€79,086
Close date	Monday, 3rd February 2025

Applicants must have employment eligibility to work in Ireland and to be available to work from one of the Enterprise Ireland locations specified for the role.

Background

In 2022, as part of an overarching strategy to support regional enterprise development, the Government announced nine Regional Enterprise Plans with the objective of supporting significant regional initiatives to build on sectoral strengths and/or to improve enterprise capability in each region. Funding of €145m was secured under the European Regional Development Fund (ERDF) to support these plans and the Smart Regions Enterprise Innovation Scheme was launched. The aim of the Smart Regions Scheme is to accelerate economic growth across all regions with a focus on enterprise development. The Scheme supports the development of innovative services through local infrastructure, innovation clusters and services to SMEs.

Enterprise Ireland's key focus is building productive and resilient Regions aligned to our Corporate Strategy. This entails optimising growth opportunities, building the scale and expanding the reach and capability of enterprises in regional locations.

Role Purpose

This Senior Executive, Regional Funds Compliance and Governance will manage the day-to-day operation of the audit and compliance function of ERDF programming whilst also engaging on wider Infrastructure/Research & Innovation programmes as the need arises. The individual appointed to this post will carry out a wide range of independent internal reviews of business processes to evaluate the integrity of operating systems, the adequacy and effectiveness of internal controls, and compliance with legislation, regulations, policies and procedures ensuring that all are undertaken to the highest possible standards and working with external consultancy support as required. The person will work closely with the Regional Assemblies on the governance, compliance and audit requirements of the ERDF funding. This role is part of the Senior Regional Funds Executives Team who work together to support successful applications under ERDF. These projects deliver key infrastructure and programmatic solutions that add to the provision of funding for each regional ecosystem.

Key Deliverables

- Design and develop a process that adheres to the Governance requirements of the European Regional Development Funds as detailed by the Regional Assemblies requirement, set out in the SLA.
- Develop compliance processes, that complement the strategic direction, implementation and delivery of the regional funding programmes.
- Develop processes and procedures to allow for good governance in the utilisation of these funds.
- Individually, or working as part of a team, carry out strategic, operational, and financial assessments.
- Recommend improvements for the effectiveness of controls and governance processes.
- Manage the reporting requirements of programme activity internally and externally to relevant Government Departments, Regional Assemblies and EU Commission.
- Create and implement effective communications that will provide visibility and awareness on the regional funding programmes performance to internal and external stakeholders.

- Support the Regional Funds team in its day-to-day engagement with projects providing support, guidance and expertise to ensure programme milestones are achieved.
- Monitor funded projects' performance and track progress.
- Lead on innovative practices to programming through review, audit findings and consultation.
- Drive continuous improvement to ensure consistent effective and efficient processes across Committees and that procedures are documented clearly and available to all staff on Enterprise Ireland's Committees SharePoint site.
- Ensure Enterprise Ireland's compliance with the deliverables in the Code of Practice for the Governance of State Bodies and manage external Regional Assembly; DPER & EU Commission audits ensuring that high compliance rates are maintained.
- Manage the register of Enterprise Ireland Policies and Key Corporate Documents relating to Regional Funds, ensuring that policies are reviewed as scheduled and new or discontinued policies are added or removed from the register as required.
- Develop and implement feedback mechanisms for the team, Committee members, staff and other relevant stakeholders to continuously measure the satisfaction levels with the service provided by the team. Develop and implement an action plan to address findings.
- Undertake other duties related to compliance that may be assigned.

Functional Competencies (Key Skills and Knowledge)

- Significant demonstrated skills and experience of working in compliance and/or audit, and within company governance structures is essential.
- Demonstrated skills and experience of working in and/or with regional development or enterprise partnerships is essential.
- Demonstrated experience of working directly in ERDF management and a demonstrated knowledge of EU reporting requirements is essential.
- Excellent analytic skills and evidence of significant experience in analysing business data and information for business/company development purposes is essential.
- Demonstrated skills and experience in creating effective practical compliance solutions, that enables smooth implementation by all stakeholders is essential.
- Significant programme or project management experience relating to public sector initiatives.
- Procurement skills and experience to procure services and manage contract relationships and engagement.
- Organisational and administration management skills and experience, with strong attention to detail and proven ability to manage a range of complex projects.
- Skills and experience in building and managing multiple stakeholder collaborations, engagement and relationships at all levels.
- Strong knowledge and understanding of Enterprise Ireland's regional enterprise development agenda, including regional economic development trends, opportunities and challenges.
- Excellent oral and written English communications skills and experience to produce a range of diverse content for reporting and presentation purposes.
- Experience of working in a team environment with a co-operative and flexible attitude to colleagues to support the achievement of team objectives.
- A third level qualification in a relevant business and/or finance discipline.

Enterprise Ireland Behavioral 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 project' 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 maximizes how these can be utilized 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:

€79,086 - €97,130 per annum contributory superannuation

Rising to €103,106 by long service increments

€76,389 - €92,272 per annum non-contributory superannuation

Rising to €97,951 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 essential 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.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.002.25E** to hrconnect@enterprise-ireland.com to be received on or before **Monday, 3rd February 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 PEOPLE DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 10TH JANUARY 2025

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