



**Title:** Legal Adviser  
**Grade:** Level D  
**Department:** Equity & Legal  
**Business Unit:** Investment Services & Entrepreneurship  
**Reporting to:** Senior Legal Adviser  
**Location:** East Point, Dublin  
**Job Reference:** EI.005.24E

### **Role Purpose**

Enterprise Ireland provides support and funding assistance to internationally focused enterprises in the manufacturing, technology and international services sectors in their journey from start up to scaling.

The Investment Services Division is responsible for delivering supports to manage and maintain its direct and indirect equity supports through direct investment and through investment as an LP into Venture Funds.

The role of the Equity & Legal Department is to manage the Enterprise Ireland (EI) investment portfolio.

As part of the Equity & Legal team, the role of the Legal Adviser involves the preparation of legal agreements to reflect the organisation's equity funding decisions and the decisions made by Enterprise Ireland as a shareholder. These decisions arise when Enterprise Ireland is a shareholder in a company and matters arise that require the consent of Enterprise Ireland, such as changes to existing agreements, sale of Enterprise Ireland's shares and new investment rounds in investee companies.

### **Key Deliverables**

- Preparation, review, negotiation of investment legal agreements in line with Enterprise Ireland standard approach to facilitate:
  - Decisions to invest in client companies by way of for shares and/or loan notes;
  - Decisions to vary the terms of existing shareholders' agreements;
  - Decisions in relation to various consent matters which may arise by virtue of Enterprise Ireland's shareholding.
- Clarification of any legal issues encountered and ensuring that any specific approvals are obtained.
- Ensuring information systems (in particular the portfolio management system) is maintained and kept up to date on an on-going basis.
- Provision of assistance in relation to legal matters regarding Enterprise Ireland investments to colleagues in the Investment Services Division and other stakeholders including Development Advisers and Department Managers.

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

- Experience of drafting, reviewing, negotiating and finalising legal agreements is essential.
- Strong attention to detail and a track record of identifying critical issues, combined with the ability to communicate, evaluate and resolve these issues with colleagues and clients is essential.

- Demonstrated skills and experience of building networks and relationships across all levels and engaging with a range of stakeholders in a business environment is essential.
- A qualification in law, corporate governance or a related discipline is essential.
- Knowledge of Enterprise Ireland's legal agreements and/or seed, venture capital legal agreements is desirable.
- Excellent communication skills, both verbal and written together with a proficiency in dealing with a wide range of issues and developing responses to complex situations.
- Ability to effectively work in a team environment with a co-operative and flexible attitude to colleagues.
- Ability to deal with multiple demands and competing priorities to tight deadlines.
- Excellent decision making and judgement abilities.
- Demonstrated evidence of excellent IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) with the ability to learn and use Enterprise Ireland's specific software systems.

## **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 you and others to excel in terms of job performance.

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### **Salary Scale:**

#### **€49,506 to €71,105 per annum contributory superannuation**

Rising to €72,814 by long service increments

#### **€47,271 to €67,654 per annum non-contributory superannuation**

Rising to €69,277 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. \*\*

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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, please visit [www.consciatalent.com/enterprise\\_ireland](http://www.consciatalent.com/enterprise_ireland) to upload a detailed CV and supporting document quoting reference number **EI.005.24E** to be received **on or before 18<sup>th</sup> July 2024**.

For queries in relation to this role or the application process applicants should contact Donald at [donald@consciatalent.com](mailto:donald@consciatalent.com) or call Donald at +353 87 616 3195

**Conscia Talent will acknowledge all correspondence within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact Dearbhla at [dearbhla@consciatalent.com](mailto:dearbhla@consciatalent.com)**

**Enterprise Ireland is an equal opportunities employer**