

Title	Development Advisers x2
Grade	Level D
Department	1. Mid-West / 2. Dublin
Business unit	Regions and Local Enterprise
Reporting to	Regional Director
Location	1. Shannon/Tralee / 2. Dublin
Job reference	EI.089.24E
Salary	€50,001 to €71,816 per annum contributory superannuation Rising to €73,542 by long service increments
Closing Date	26 th July 2024

Role purpose

The Development Adviser (DA) will support Ireland's economic development by working closely with colleagues to build the scale and expand the reach of regionally based enterprises.

The DA will work with a portfolio of non-exporting and early stage exporting clients that are potential or emerging exporters and have the potential to achieve further growth once the barriers to growth have been identified and addressed. The DA will also develop a potential pipeline of new Enterprise Ireland clients in the region.

The Development Adviser will be responsible for delivering company development engagements, which will be diagnostic based, structured and time-limited in nature.

Key strategic objectives aligned to this role include to:

- Increase the number of first-time exporters in the region drawn from both existing and new clients and help drive increased exports by existing exporters
- Drive and deliver increased productivity and resilience among the existing and new client base in the region as part an overall business development engagement
- Develop funding propositions to drive company development and expansions up to and including presenting funding proposals to relevant EI Committees including Enterprise Ireland's MAC and Investment Committee

Key deliverables

- Engage in proactive prospecting of the region based SMEs to help both determine eligibility for Enterprise Ireland supports and the onboarding of new clients
- Implement Enterprise Ireland's engagement process with relevant SMEs to include pre-meeting preparation, facilitated diagnostic-type meeting and post-meeting analysis, leading to an agreed Growth Plan with client companies
- Work with client companies directly and through external advisors to progress and monitor implementation and achievement of growth plans
- Identify and inform companies of relevant Enterprise Ireland supports (financial and non-financial) to address priority gaps identified through EI's Client Engagement Model
- Assess, prepare and present funding proposals for non-Committee Financial Offers, including new and existing online financial supports, as well as proposals to relevant Funding Committees including EI's Investment Committee
- Undertake the administration of Category 1 and Category 2 funding post-approval tasks including administration of grant claims, time extensions and other related activities
- Update Client Engagement Systems (CES) and other data management systems in relation to these client companies
- Ensure clients are connected to relevant sector and non-sector initiatives and collaborate and share information with sector colleagues where appropriate

- Contribute to the continuous improvement of Enterprise Ireland's engagement approach by contributing to the development of client case studies and supporting material
- Engage with Regional Stakeholders such as the LEO's and Chamber of Commerce to support and help identify potential established SME's becoming EI clients
- Support peer learning across the Development Advisor network including proactive participation in team meetings, case conferences and portfolio reviews
- Undertake other company related activities that might be assigned from time to time across the Division

Functional competencies (Key Skills and Knowledge)

- Demonstrated skills and experience of working with companies in developing their business is essential
- Demonstrated skills and experience of professionally evaluating company business plans and/or applications to support their company development and growth is essential
- Knowledge and understanding of company finance and an ability to undertake financial analysis is essential
- Evidence of engaging effectively with internal or external clients to deliver business impacts and outcomes while delivering high levels of client service is essential
- Demonstrated skills and experience of presenting project proposals to Committees and/or demonstrable evidence of contributions into such projects is essential
- Understanding of EI's Client Engagement Model and engagement process
- Demonstrated awareness and understanding of the challenges facing regionally based ED client companies across 6 business areas of Strategy, Finance, Innovation, People & Management, Operations and Sales & Marketing
- Ability to engage successfully with senior members of company management teams and to influence with credibility and assurance on a broad range of business issues
- Knowledge of the business sectors within the region's client base
- Knowledge of Enterprise Ireland's financial and non-financial supports early stage exporting clients together with the ability to prepare and present cases for Enterprise Ireland investment support
- Strong oral and written communications skills, including report writing ability and presentation skills
- Project Management skills with the ability to co-ordinate inputs and activities from across relevant parts of the organisation
- Ability to acquire an in-depth knowledge and understanding of the drivers of international business competitiveness in an Irish indigenous business context
- A relevant third level qualification in business or related discipline 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**€50,001 to €71,816 per annum contributory superannuation**

Rising to €73,542 by long service increments

€47,744 to €68,331 per annum non-contributory superannuation

Rising to €69,970 by long service increments

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 supporting document (maximum 2 pages – see template provided) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.089.24E** to hrconnect@enterprise-ireland.com to be received on or before **26th July 2024**.

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 FRIDAY 5th JULY 2024

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