

Title	Administrator - Development Unit
Grade	Level C
Department	Centre of Excellence (LEO Support, Policy and Co-ordination)
Business unit	Regions and Entrepreneurship
Reporting to	Business Development Manager
Location	Shannon, Co. Clare
Job Reference:	EI.102.24E
Salary	€29,733 to €55,761 per annum contributory superannuation Rising to €59,411 by long service increments
Closing Date	2nd August 2024

Role purpose

The individual appointed to this role will work as part of a dedicated team in the Micro-Enterprise Centre of Excellence Unit. The primary objective of this team is to facilitate the overall effectiveness, efficiency and impact of the Local Enterprise Offices (LEOs) as the national first stop shop for enterprise development. They will carry out regular evaluations of LEO programmes and processes to ensure that they are fit for purpose and support the LEO Network to address operational challenges and meet with metrics.

The successful candidate will provide support and assistance in carrying out the various administrative and technical support functions associated with supporting the delivery of the Local Enterprise Office Service.

Key deliverables

- Assist the team to review, revise, standardize and enhance LEO programme offerings where required to drive consistency of approach in terms of policy and programme implementation
- Review systems, processes, and procedures across the LEO Network to support effective benchmarking of the service
- Conduct research to identify best practices in enterprise both nationally within the Network and internationally
- Provide support to deliver and evaluate LEO National Flagship Programmes and Events
- Support the development of pilot initiatives to include content design, mode of delivery, brand development including collateral and marketing approaches
- Evaluation of marketing, advertising, social media, and other communications to identify successful initiatives leading to product take up and conversion
- Undertake regular reviews and analysis of training and development programmes being delivered by the LEO's to understand their impact and reach
- Support CoE to ensure websites and marketing collateral being used are all up to date and reflect current guidelines and offers
- Work with LEO Corporate Marketing team and external providers to maintain a repository of existing LEO corporate and marketing materials and development of new materials as required
- Support / Engage with the LEO Corporate Marketing team to contribute to various LEO Work Programme Committees including education and training, school's enterprise, procurement, communications, marketing, branding etc.
- Administer LEO central development budget in association with LEO Budget Unit and external LEOs as required

Functional competencies (Key Skills & Knowledge)



- Demonstrated evidence of excellent administration, co-ordination and organisational skills and experience is essential
- Demonstrated evidence of skills and experience of conducting business research, evaluation, analysis and data/information synthesis is essential
- Strong numeracy aptitude, skills and experience, coupled with strong attention to detail is essential
- Demonstrated evidence of robust IT literacy (i.e., MS Office skills including Excel, Outlook, Word, and PowerPoint) is essential, coupled with an ability to learn new technologies and use Enterprise Ireland's specific software systems
- Relevant experience in a finance administration environment with knowledge of budgetary processes is desirable
- Ability to handle multiple demands and competing priorities/projects at one time to strict deadlines
- An understanding of enterprise development especially the role played by the Local Enterprise Office Network as the first stop shop for enterprise delivery in Ireland is desirable
- Good oral and written communications skills and ability to engage effectively with internal and external stakeholders
- Strong interpersonal skills and ability to positively contribute to the work of a busy team
- Ability to communicate clearly, confidently and effectively via oral and written communications
- Ability to work confidently on own initiative, use sound judgement and take decisive actions on projects/tasks as require
- A relevant third level business-related qualification would be 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

€29,733 to €55,761 per annum contributory superannuation
Rising to €59,411 by long service increments

€28,453 to €53,115 per annum non-contributory superannuation
Rising to €56,546 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 (maximum 2 pages – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.102.24E** to hrconnect@enterprise-ireland.com to be received no later than **Friday 2nd August 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 THE HR DEPARTMENT, ENTERPRISE IRELAND ON FRIDAY 12th JULY 2024.

Enterprise Ireland is an equal opportunities employer