

Title: Senior Investment Adviser, Equity
Grade: Level E
Department: Equity & Legal
Business Unit: Investment Services & Entrepreneurship
Reporting to: Department Manager
Location: Eastpoint, Dublin
Job Reference: EI.104.24E
Salary: €77,528
Closing Date: 15th July 2024

Background

Enterprise Ireland provides support and funding assistance to internationally focused enterprises in manufacturing and international services sectors in their journey from start up to scaling. A key focus of Enterprise Ireland's Strategy 2022-2024 is the ambition to accelerate the growth of our fastest growing clients and work with them to:

- Develop leadership teams with ambition;
- Strengthen management and financial capability;
- Provide pathways to new sources of funding;
- Assist enterprises to connect with and realise opportunities overseas.

Role Purpose

The Investment Services Division is responsible for the management of equity supports through Direct Investment and through investment as a Limited Partner into Venture Funds. The key objective is to support the delivery of maximum impact on companies' development, financial performance and economic outcome.

The role of the Equity Department is to manage Enterprise Ireland's Direct Investment Portfolio (Equity and Debt) to ensure the investments are completed and managed in accordance with the investment agreements and transaction timelines. Enterprise Ireland is currently ranked as Europe's most active domestic Venture Capital Investor by PitchBook. The equity matters, which the department manages, include investment rounds (from Seed to Series E), trade sales and restructures. The companies we deal with range from high growth early stage to established companies.

The Senior Investment Adviser will be responsible for the management of an active equity portfolio of investments, dealing with internal and external stakeholders while completing all aspects of Due Diligence on both equity investment and divestment decisions.

Key Deliverables

- Manage and monitor equity decisions for a portfolio of high growth companies in accordance with Enterprise Ireland's strategies and policies.
- Lead negotiations on complex equity transactions with multiple stakeholders including founders, venture capital funds, institutional investors, legal firms and corporate finance firms.
- Make and implement investment, conversion and exit decisions.
- Lead the investment process from appraisal to company valuation and through to legal completion.
- Prepare and present direct equity and debt investment proposals and reports at Board sub-committees.

- Manage the Valuation process of a portfolio of companies in which Enterprise Ireland has equity and debt investments.
- Provide advice and expertise on commercial financial support and investment matters by engaging and communicating with colleagues across the organisation.
- Engage with external services providers as required for legal and investment services.
- Ensure that activities are carried out to the highest levels of Due Diligence and Corporate Governance while abiding by State Aid Rules.
- Conduct presentations at Enterprise Ireland's key stakeholder investment briefing forums.
- Coach and mentor colleagues within the team as required and share knowledge and expertise with the wider Enterprise Ireland team.

Functional Competencies (Key Skills and Knowledge)

- Demonstrated skills and experience in the area of financial assessment, early stage investing, and equity products is essential. (A strong background in corporate finance / corporate banking will be considered)
- Excellent financial and analytical skills including a professional accounting qualification is essential.
- A proven track record and proficiency, achieved through current or recent work experience, of managing a portfolio of companies and preparing and presenting business/investment cases to senior management is essential.
- Recent evidence of negotiating, influencing, and achieving results through leadership, coaching, team-working and collaboration is essential.
- Experience of managing critical commercial issues in business/investment cases, and ability to effectively communicate, evaluate and resolve these issues with colleagues and clients is essential.
- Current or recent work experience that demonstrates robust skills and practice in preparing, reviewing, negotiating, and finalising legal agreements.
- Demonstrable experience of engaging with relevant key stakeholders.
- Excellent communication skills, both oral and written.
- Evidence of achieving results through leadership, coaching, team-working and collaboration.
- Knowledge of Enterprise Ireland's equity policies and financial supports 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**€77,528 to €95,216 per annum contributory superannuation**

Rising to €101,074 by long service increments

€74,884 to €90,453 per annum non-contributory superannuation

Rising to €96,021 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 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, send a detailed CV and a completed supporting document quoting reference number **EI.104.24E** to hrconnect@enterprise-ireland.com to be received **on or before Monday 15th July 2024**.

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 TUESDAY 25th JUNE 2024