



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director of Strategy</b>
<b>Reports To:</b>	Chief Executive Officer
<b>Salary:</b>	€61,742 - €67,403 per annum

### About us

Cross-border trade is a vital and growing contributor to the economies of Ireland and Northern Ireland, currently worth €8/£7 billion per annum. InterTradeIreland has been helping small businesses in Ireland and Northern Ireland explore new cross-border markets, develop new products, processes and services and become investor ready for 20 years, and there is much more still to be achieved.

We are looking for a **Director of Strategy** to help us deliver on our strategic goals and make sure that we enhance the opportunities for cross-border trade and innovation co-operation in the years ahead.

As Director of Strategy, you will work closely with the CEO and be a member of the Body's Senior Leadership Team and will be required to inform the future strategic direction of the Body.

You will be responsible for ensuring access to relevant information and intelligence/policy insights to inform strategic alignment/direction and strategic messaging. In addition to leading a team ensuring the delivery of the team's objectives, you will engage and build partnerships with Governments and key influencers in Ireland and Northern Ireland. You will ultimately be responsible for establishing the strategic priorities of InterTradeIreland based on political/economic insights and developing and enhancing the public profile of the Body.

### What's in it for you?

- Opportunity to have a key strategic role in the growth of economic development on the island of Ireland.
- Lead input to major policy and strategic projects from design to implementation.
- Gain exposure to high profile stakeholders throughout the island.
- Enjoy an environment that values flexibility, honesty and integrity and supports personal learning and development.
- The security of a permanent role, 30 days annual leave, and flexible working arrangements.

## **Key Responsibilities of the Role**

- Lead the formulation of InterTradeIreland's corporate strategy and development of key performance metrics, in line with North/South economic and policy objectives.
- Source and establish from data and policy insights a robust evidence base to inform InterTradeIreland's corporate strategy and business supports.
- Develop and evolve InterTradeIreland's research agenda to support the Body as a voice of authority on all cross border trade and economic co-operation matters and priority areas.
- Establish and develop strategic relationships and drive collaboration with key stakeholders including central and local government departments, the North South Ministerial Council, economic development agencies and trade and business representative organisations.
- Influence and collaborate with central and local government policy divisions and influence the development of new policy ideas, ensuring policy creates practical and implementable delivery proposals that will bring benefit and impact to both jurisdictions.
- Lead and direct the dissemination of knowledge across the organisation to inform decision making.
- Lead a team with responsibility for the formulation of the organisation's communications strategy and corporate messaging.
- Management and utilisation of financial and staff resources to maximise outputs and ensure compliance with all financial controls and procedures.
- Develop and enhance the public profile of InterTradeIreland at local, regional and national level and effectively promote the organisation's mission with key stakeholders, potential partners and the wider community using a wide range of media and digital technologies.
- Lead, develop and empower teams, through strong leadership and clear objective setting, ensuring delivery of organisational objectives.

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It may be adjusted from time to time by the, in line with organisational need and changes in the business environment.**

## Person Specification

### 1. ESSENTIAL CRITERIA

- A degree qualification or equivalent third level professional qualification.
- A minimum of 5 years' experience at a **senior management level**\* in an organisation of similar complexity and financial scale as InterTradeIreland with lead responsibility for the formulation and development of corporate strategy, policy engagement and delivery.
- Experience of policy development in areas of enterprise development and/or science and innovation working with others to input into policy.
- A strong capacity for strategic thinking with proven experience of translating external and internal insights in the development of a strategy to successfully deliver the aims and objectives of an organisation at **senior management level**.
- A comprehensive understanding of SME's and the wider economic issues affecting them.

*\*senior management level is defined as working or reporting directly to individuals at CEO level (or the next level) or equivalent and managing a team where the role includes responsibility for the performance of an organisation or department making decisions affecting strategic issues.*

### 2. DESIRABLE CRITERIA

- A postgraduate qualification in a discipline related to the duties of the post e.g. economics, science & technology, business or innovation.
- Experience of the strategic planning and policy formulation processes and legislative frameworks within which the public sector.

**Applicants will also be assessed against the following five competencies:**

#### **Strategic Awareness and Vision**

- Contribute effectively to shaping the strategic direction of an organisation, developing policies and plans to implement the strategy and setting appropriate objectives and targets.
- Deliver on strategic goals through the development and implementation of appropriate plans and allocation of resources.

### **Internal and External Relationships and Communication**

- Confidently engage and negotiate with a range of internal and external stakeholders (e.g. Ministers or Corporate Board level) using strong influencing and negotiating skills to secure their commitment to successful delivery on organisational objectives.
- Excellent oral and written communication skills with evidence of an ability to engage and communicate effectively complex policy concepts and issues to a range of stakeholders at governmental /agency level and/or business organisations.
- Communicate effectively to a variety of audiences, using excellent communication skills to convey InterTradelreland's mission and work and to promote and enhance the image of the organisation.
- The ability to negotiate and maintain effective relationships with key contacts internally and externally, displaying sensitivity, tact and diplomatic skills.

### **Leadership and People Management**

- Provide dynamic leadership and direction to a multidisciplinary team, using well developed people management skills to achieve engagement with, and commitment to, the objectives of the organisation.
- Lead by example, providing a personal approach which inspires, encourages and empowers staff to take their own decisions and instigate action.

### **Commercial Awareness**

- Understand the challenges and opportunities facing Irish and Northern Irish enterprises trading cross border including for example, start-up funding, innovation capability, building scale etc.

### **High Performance and Delivery of Results**

- Lead the formulation of organisational strategy, and drive their implementation to achieve the organisation's targets.
- Analyse complex information and make sound decisions based on analysis, experience and judgement.

**Shortlisting will be carried out on the basis of the Essential Criteria. InterTradelreland does however reserve the right to use the Desirable Criteria depending on the number of applications received. You should therefore make it clear on your application form how you meet the Desirable as well as the Essential Criteria.**