



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director of Trade</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. InterTradelreland 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 Trade** 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 Trade, you will work closely with the CEO, will be a member of the Body's Senior Leadership Team and will have overall responsibility for ongoing development, delivery and scaling of InterTradelreland's trade supports and initiatives.

This will include the development and effective rollout of a corporate trade strategy. Working closely with the Strategy team, who will provide relevant trade data sources including policy and market intelligence data and insights, you will be further responsible for translating this strategy into delivery, through a wide range of trade supports. You will also be required to ensure these supports are effective and delivering optimum performance evidenced by assessment against relevant performance indicators.

### What's in it for you?

- Opportunity to have a key strategic role in the growth of economic development and trade 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 trade strategy, in line with InterTradeIreland's legislative remit and wider government economic and policy objectives in Ireland and Northern Ireland.
- Lead the development, implementation, promotion and scaling of existing and future trade supports in response to issues faced by SME's and especially within the priority work areas defined in the organisation's Corporate and Business Plans.
- Ensure effective and efficient delivery of a wide range of trade supports and associated key performance indicators which currently fall within the area of trade to ensure the targets set in relation to value and impact are met.
- Lead, develop and empower the Trade teams through strong leadership and clear objective setting, ensuring delivery of organisational objectives.
- Identify and promote emerging technologies to enhance delivery of InterTradeIreland programmes/services.
- Work closely with the other InterTradeIreland teams to ensure effective and efficient delivery of services and sharing of information.
- Management and utilisation of financial and staff resources to maximise outputs and ensure compliance with all financial controls and procedures.
- 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, trade and business representative organisations and SME's.

**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 **senior management\* experience** working in an economic or business development role in a public or commercial private sector organisation.
- Experience of leading the development and delivery of trade initiatives/programmes in response to business needs, thus demonstrating a high level of commercial awareness and understanding of economic and business issues.
- A strong capacity for strategic thinking with proven experience developing 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. business, leadership and management.

**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.**