



Job Description

Strategy & Policy Manager

TEAM: Strategy Team
GRADE: Manager - £45,399 - £48,059 per annum
REPORTS TO: Strategy Director

ABOUT US

We are a unique all island economic development agency and our mission at InterTradelreland is to provide leadership, advice and support to businesses across the whole island and help them maximise export growth opportunities through greater cross-border collaboration, innovation, entrepreneurship, and trade. With over 20 years' experience supporting thousands of SMEs, we have a deep and practical understanding of how to help businesses address challenges and take advantage of new growth opportunities.

We are now looking for a **Strategy & Policy Manager** to join our team. The successful candidate will help us deliver on our strategic goal of ensuring that we continually enhance the opportunities for cross-border trade and innovation co-operation in the years ahead.

As Strategy & Policy Manager, you will have a lead role in developing and implementing InterTradelreland's policy agenda which will have external and internal aspects. By engaging with the policy environment in both Ireland and Northern Ireland you will gain a unique understanding of both and will be able to identify emerging opportunities for cross-border, trade, innovation, entrepreneurship and collaboration. With this distinct knowledge it is anticipated that you will play a key role in proactive stakeholder engagement and representing the organisation on government policy steering and industry groups, detailing opportunities for cross-border policy alignment, co-ordination, and collaboration.

Internally, this all-island policy engagement and knowledge will underpin the organisation's strategy and future delivery and you will support and work with colleagues in the development of our ongoing corporate direction, while supporting the delivery of economic policy priorities in both jurisdictions.

WHAT'S IN IT FOR YOU?

- We have big ambitions, and we want you to help shape our future. Join our team and support the growth of economic development on the island of Ireland.
- Enjoy flexible working arrangements, including flexi-time and a blend of office and remote working, 30 days annual leave, as well as an attractive pension package.
- Be part of a team that values flexibility, honesty and one which supports your professional growth, personal learning and development.
- Join an organisation committed to supporting the health and wellbeing of all our employees. We have a dedicated wellbeing team, made up of representatives from across the organisation, who develop and deliver a comprehensive health and wellbeing programme, educating and supporting all our staff by offering benefits and initiatives to support a wide range of physical, mental and social health.

KEY DUTIES AND RESPONSIBILITIES:

- Proactively engage with the policy environment and with key stakeholders in both Ireland and Northern Ireland, applying strategic foresight to monitor and identify opportunities for economic growth and business development.
- Position InterTradeIreland as a key economic development partner with a unique role to build connections and collaboration across the island.
- Establish influential relationships with a wide range of internal and external stakeholders to identify opportunities where all island collaboration can accelerate economic growth.
- Lead the development of InterTradeIreland's policy agenda, supporting our corporate direction and the economic policy priorities in both jurisdictions.
- Lead InterTradeIreland's strategic response to government economic strategies and policy development across the business support landscape and understanding the implications for InterTradeIreland.
- Work with internal colleagues to identify and deliver on opportunities for cross-border policy alignment, co-ordination and collaboration, to the benefit of companies across the island.
- Produce and present well-written reports, consultation papers, policy documents, committee and board papers and provide specialist advice, support and briefings on complex policy issues within InterTradeIreland and externally.
- Ensure compliance with InterTradeIreland's employment and equality policies and procedures at all times, and to undertake the duties of this position in an inclusive, fair, safe and respectful manner.
- Any other duties as required by line manager.

The above is given as a broad range of duties and is not intended to be a complete description of all tasks

PERSON SPECIFICATION

Educational and Professional Qualifications

Essential Criteria	Desirable Criteria
A third level, or equivalent, professional qualification.	Postgraduate qualification in a relevant discipline, e.g. public policy, business or economics.

Previous Experience/Training

Evidence of the following criteria will be assessed via the application form **and/or** interview process.

Essential Criteria
A minimum of 3 years' experience of working in the area of policy or economic business development and/or working with others to influence future policy.
Proven project management skills, in the context of leading or supporting policy and strategy development initiatives.
Experience of explaining policy concepts and their implications to both experts and non-experts, with the ability to produce clear conclusions.
Experience of establishing a network of key external contacts and developing effective working relationships with them.
Demonstrate a high level of oral and written communication skills with evidence of an ability to engage and communicate effectively in a range of formal and informal settings, including Statutory Committees, Conferences, and 1:1 senior meetings.

REQUIRED COMPETENCIES

Below is a full list of the key competences for this role which will be assessed via the application form and/or interview process.

- Strategic Awareness and Vision
- High Performance and Delivery of Results
- Leadership and People Management
- Internal and External Relationships and Communication
- Commercial Awareness