

- Job Title:** Assistant Project Executive
- Duration:** 9-month work placement (9am-5pm Monday – Friday)
- Division:** Regional Development – Mid-East Region
- Location:** Dublin, Global HQ
- Salary:** €27,564 per annum pro rata
- Deadline:** Friday, 29<sup>th</sup> of September 2023

**Application:** Please send your CV directly to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) with “IDA: Regional Development- Assistant Project Executive Application” as the subject line.

Applications will be reviewed and shortlisted by IDA Ireland in partnership with the Open Doors Initiative. The selection process will consist of a competency-based interview. Further details provided when the shortlisting process has been completed.



IDA Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of our workforce. If you have a reasonable accommodation request, please contact Claire at [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) or 085 143 5159.

## About IDA

As Ireland's inward promotion agency, we partner with established companies, both large and small, working with them every step of the way to achieve a smooth, fast and successful set-up of their operations in Ireland. In other words, our main objective is to encourage investment into Ireland by foreign-owned companies to create jobs and positively impact the Irish economy.

We work with a portfolio of over 1,800 overseas company operations in Ireland across a myriad of industry sectors from Technology, Life Sciences, International Services and Financial services. For every 10 jobs created by Foreign Direct Investment (FDI) in Ireland, 8 more jobs are generated in the wider economy. There are over 300,000 people in Ireland working directly in IDA Ireland client companies.

Today 9 of the world's top 10 Pharmaceutical companies, 14 of the top 15 Medical Technology companies, 8 of the world's top 10 Financial Services companies and 4 of the global top 5 Technology companies have established strategic operations in Ireland.

In IDA Ireland we value our People, Professionalism, Passion for Performance & Achievement, and Public Service. We embrace a culture of support, respect, equality, collaboration, inclusivity and work-life balance. And you now have the opportunity to be part of the phenomenal team that makes an impact

on the future of Ireland. IDA Ireland is also firmly dedicated to promoting and advocating for greater Equality, Diversity & Inclusion (EDI), to ensure a welcoming environment for everyone across the organisation.

## Regional Development

IDA Ireland is committed to the pursuit of more balanced regional development across the country and our efforts in fulfilling our FDI mandate are aligned with the National Planning Framework, for delivering compact growth. Regions is one of the five Pillars under IDA Ireland's current organisational strategy, Driving Recovery and Sustainable Growth 2021-2024. The strategy has a delivery target of 400 investments to Regions by 2024.

The economic impact of FDI is significant, both nationally and across all regions outside of Dublin. There are 831 IDA client operations employing 163,653 people directly outside Dublin – representing 54% of total FDI employment. This is the highest ever FDI employment. In addition to employment, an estimated €15.1bn was spent in 2021 by IDA client companies located in regional locations outside Dublin comprised of Payroll (€10.1Bn) and purchase of Irish materials (€2.5Bn) and services (€2.5Bn).

The Mid East Region comprises counties Kildare, Louth, Meath and Wicklow. There are 113 IDA client companies in the Mid-East Region, employing 21,861 people. The FDI performance in the region has been consistent over the past five years with employment among IDA clients increasing by 30%. Counties in the Mid-East also benefit hugely from the direct and indirect employment generated by IDA client companies located in Dublin. The Mid-East has a significant ecosystem of well-established companies across Technology, Life Sciences, International Financial Services and Engineering and Industrial Technologies. It has also won significant investment in the Food and the Film sub-sectors. IDA Ireland is targeting 40 investments for the Mid-East Region in the period 2021-2024.

## Job Role

The purpose of this role is to work as part of the Mid East Region team to aid the delivery of IDA regional targets for Kildare, Louth, Meath and Wicklow. The ideal candidate will contribute to the growth and economic impact of client investment projects across the Region by providing and delivering comprehensive marketing and related services to colleagues across the organisation.

## Key Tasks

In line with the strategy targets and objectives set out in "Driving Recovery and Sustainable Growth 2021-2024" for the sector, the key tasks include:

- To prepare a suite of marketing materials for the division, including presentations, Infographics and documents
- To liaise with the wider organisation in utilising new means of online marketing activities, using social media to aid the Region's marketing efforts.
- To prepare, design and plan itineraries for the Region.
- To prepare reports and briefs as required for both internal and external stakeholders.
- Aid the Mid-East Regional Manager in marketing the region and managing stakeholders.
- To explore and apply ways of driving efficiencies in service delivery.

- To deliver key tasks by ensuring dignity, respect and equality are applied in the workplace.
- To ensure that continuous learning and development is undertaken through informal and formal learning and participation in the Performance Management and Development Review Process.
- To ensure that IDA's values of People, Professionalism, Passion for Performance and Public Service are upheld at all times.
- To demonstrate flexibility in undertaking additional tasks as may be assigned.

### **Additional Capabilities**

- Strong organisational skills for a wide range of projects
- Proactive work ethic to compliment a highly dedicated team of professionals
- In-depth knowledge of computer packages, proficiency and experience in the use of Word, Excel and PowerPoint are essential
- Experience of content creation applications would be desirable
- Proof reading and editing skills

### **Requirements**

- The successful candidate must hold full time work authorisation for the full duration of the 9-month placement.
- A third level related qualification to Level 7 standard on the National Qualification Framework is essential; but please note education and experiences from other countries will be considered equally.
- This role will observe the organisation's Hybrid Working Model.

### **Additional Information**

- This role includes mentoring, organisational buddies, training opportunities and tools for the role.
- Relevant additional language capability is seen as an advantage.
- Candidates should provide flexibility and interest in career progression and development via opportunities, which may arise in IDA's offices in Ireland and Overseas
- Aspects of this role may require travel, when possible and working outside of normal office hours to align with the Overseas markets.
- Reasonable Accommodation will be facilitated during the recruitment processes and throughout the placement.

### **Key Competencies Required**

- Client Focused Relationship Building
- Communications & Personal Effectiveness
- Networking
- Sales & Marketing
- Knowledge of the Business
- Creativity & Innovation
- Project Management