

JOB DESCRIPTION	
<b>POSITION:</b>	<b>Commercial Projects Manager</b>

<b>EMPLOYER:</b>	Enterprise Northern Ireland (ENI)
<b>RESPONSIBLE TO:</b>	ENI Chief Executive
<b>LOCATION:</b>	Flexible
<b>DURATION:</b>	Full-Time Permanent
<b>SALARY:</b>	£30,000 -£33,000 (depending on skills and experience.) plus performance related bonus

## 1.0 BACKGROUND

Enterprise Northern Ireland (ENI) - the network of Local Enterprise Agencies was established in 2000.

ENI has three key areas of activity:

- Business Support - ENI has extensive experience in managing both national and cross-border entrepreneurship programmes, which provide a high quality, value added continuum of support which complements local and national government strategies for entrepreneurship, enterprise & successful economic development.
- Network Support - ENI provides support to LEAs including continuing professional development, joint purchasing, brand development, international business development, members E-zines and tender support
- An informed Voice - ENI represents the interests of LEAs and lobbies on behalf of small businesses;

ENI is accredited through 'Investors in People' and 'ISO 9000'.

## 2.0 BACKGROUND

Reacting to a dynamically changing socio-economic environment, ENI is embarking on an ambitious direction of travel. Two foundational elements of this approach are:

- the development of an accessible framework of timely, impactful support for start-ups and growing enterprises across Northern Ireland; and
- the gathering, evaluation and dissemination of critical insight around enterprise support.

These foundational activities are aligned to NI Executive's Programme for Government, a key element being, "the development of a dynamic and innovative economy."

## 3.0 ROLE OF THE COMMERCIAL PROJECTS MANAGER

The Commercial Projects Manager will be responsible for managing all aspects of the implementation of key projects linked to ENI strategic direction.

She/he will ensure that the key strategic projects are implemented on time, delivering planned commercial targets and ensuring compliance with agreed quality levels.

The Commercial Projects Manager will be responsible for key areas such as project(s) design and implementation; stakeholder (multiple) liaison; communication and planning; budget management; and progress reporting.

### Main Duties and Responsibilities

#### Strategic Overview

- Work effectively with the senior team at ENI on key strategic projects aligned to the direction of travel of the organisation and its purpose.
- Liaise, effectively, with relevant enterprise, entrepreneurship and economic development stakeholders so as to ensure that the key projects are designed, implemented and developed.

#### Project(s) Management

- Manage all aspects of several projects simultaneously to ensure their delivery is both on time and impactful.
- Develop contingency plans as required to ensure successful implementation of key projects.
- Manage stakeholder and delivery partner engagement on ongoing basis throughout project(s) implementation and development.
- Manage project(s) activity data gathering, analysis and reporting on a monthly basis.
- Manage engagement with and feedback from various customer and stakeholder groups.

### **Commercial Management**

- Ensure effective management of commercial aspects of key projects.
- Provide financial reporting linked to project delivery models, on an ongoing basis.
- Provide financial management information to ENI Financial Controller, eg. p/orders, budgets, payments, activity analysis.

### **Communication & Engagement**

- Establish protocols for communicating with all project(s) stakeholders, eg. LEAs, delivery partners, sponsors and the wider enterprise support network.
- Arrange and facilitate operational meetings of various stakeholders on an ongoing basis to ensure successful implementation of projects, transparency of information and effective decision making.
- Work with the ENI marketing team to ensure full implementation and monitoring project related Marketing Plans.

### **Innovation**

- Provide feedback, through regular reporting, on project(s) development ideas and opportunities to Enterprise NI senior team.
- Assess own development needs to improve performance and fulfil future potential
- In conjunction with ENI senior team and external delivery partners, develop new regional delivery concepts within the parameters of the ENI direction of travel.

### **Other**

- To undertake any other duties as directed by the ENI Chief Executive to ensure the successful design, development and implementation of key strategic projects.

## 4.0 PERSON SPECIFICATION

### Commercial Projects Manager – Enterprise Northern Ireland.

Working closely with the senior team you will lead on the implementation of key projects, from early-stage brief through to impactful delivery. Projects will be varied in scope and scale and will be aligned to the ENI core purpose of supporting and promoting the development of enterprise and entrepreneurialism throughout Northern Ireland.

We are looking to hire an individual who will exude an enthusiasm for and an interest in our purpose – enriching local communities and growing the NI economy through the support and promotion of enterprise and entrepreneurialism.

### **ESSENTIAL**

- At least 12 months experience (in the past three years) experience of project or programme management or significant operations management.
- Evidence of capability and confidence to engage with and coordinate a range of stakeholders.
- Evidence of strong IT skills and of their use in management and reporting.
- Clean driving licence and use of vehicle

### **DESIRABLE**

- Degree or equivalent third-level qualification.
- Ability to work across several projects at the same time and keep projects on schedule.
- Ability to develop, deliver and report on project management plans
- Experience of working to tight timelines and limited budget, effectively using resources
- Knowledge of how enterprise/entrepreneurialism is supported and encouraged in Northern Ireland.

### **PERSONAL QUALITIES AND SKILLS REQUIRED**

Candidates for this post must be able to demonstrate (through interview) the following key interpersonal skills:

- Leadership and confidence
- Highly developed communication skills (verbal and written)
- Influencing/Negotiating
- Strong customer service approach
- Innovative problem-solving skills