

## Job Vacancy: Policy & Research Advisor

### Background

Skillnet Ireland is the national Agency dedicated to the promotion and facilitation of workforce development in Ireland. Skillnet Ireland currently funds 70 enterprise groups, supporting over 15,000 companies and 50,000 trainees across the economy each year. Our stakeholders are the leading employer and employee representative bodies such as Ibec, Chambers Ireland, CIF and Irish Congress of Trade Unions. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.

The Policy & Research Advisor will report to the Executive Director for Policy and Communications. The successful candidate will assist in developing and implementing Skillnet Ireland's policy, thought leadership and public affairs strategy, identify and developing opportunities for relevant research that has demonstrable impact on future skills and workforce development. The individual will manage a number of key partnerships with external organisations and will be a visible and articulate advocate for the organisation's work to a range of audiences. Working with people at all levels, the successful candidate will play an integral role in providing advice and detailed research to meet specific policy needs.

The individual will engage in horizon scanning to plan for future developments in the field of enterprise and workforce development ensuring Skillnet Ireland is at the forefront of emerging thinking and policy development.

### Responsibilities

- Working collaboratively with the Director to develop and implement Skillnet Ireland's policy, thought leadership and public affairs strategy.
- Providing management information and insights, backed up by high quality research and analysis on the national and international context in which Skillnet Ireland operates.
- Designing and managing engagement activities to ensure that stakeholder perspectives and views are considered and integrated into relevant policy activities.
- Chairing and supporting working groups with Skillnet Learning Networks, industry bodies and other stakeholders to progress policy development, including representing the organisation at relevant fora.
- Managing the delivery of, and reporting on, policy actions assigned to Skillnet Ireland and Skillnet Networks in relevant national/sectoral policies.
- Producing high calibre briefing materials and submissions to relevant Government Departments as required, often to challenging timescales.
- Managing relevant external research and evaluation partners to deliver quality services and to drive best practice outcomes for the Agency.



- Co-ordinating the delivery and dissemination of Skillnet Network research and innovation project
- Contributing to the design of Skillnet Ireland-funding initiatives targeted at optimising the effectiveness and impact of enterprise-led workforce development.
- Performing other related duties and participate in special projects as assigned.

## **The Individual**

You are an experienced senior policy specialist proficient in research, policy design and stakeholder management, both strategically and operationally. You are capable of applying thoughtful analysis to the labour market policies that affect private enterprise, and have the ability to articulate, educate, and persuade varying audiences with regard to Skillnet Ireland's policy priorities.

This senior role requires an exceptional level of writing and editorial competence and expertise. The role also requires diplomacy and discretion in dealing with complex issues in a highly dynamic business environment.

- A minimum of five years' experience working in a similar position within a research/policy/public affairs environment combined with a strong track record of achievement.
- Possess a thorough understanding of national policy as it relates to the labour market, workforce development, sectoral/regional skill needs and enterprise competitiveness.
- Excellent interpersonal skills with a high level of diplomacy, with ability to engage different audiences, conveying complex information in an accessible way.
- Excellent written English, with proven ability to research and write accessible, clear policy and research reports for a range of audiences.
- An independent thinker, self-directed, taking personal responsibility for the delivery of objectives and overcoming challenges.
- Strong commercial awareness, and an understanding of Skillnet Ireland strategy, our external environment and our stakeholder groups.
- Strong project management skills with an ability to manage competing priorities.
- Educated to Masters level, ideally in a relevant political science, public policy or business discipline.

## **Application Details**

Please forward your Curriculum Vitae with a brief covering letter outlining what strengths you would bring to the role. Applications should be sent by email to [hr@skillnetireland.ie](mailto:hr@skillnetireland.ie)

The closing date for receipt of completed applications is Friday 1st March 2019.



A competitive package commensurate with the position will be offered to the successful candidate. This is a permanent position, subject to a standard probationary period, based in Sandyford, Dublin. Further information on Skillnet Ireland is available at [www.skillnetireland.ie](http://www.skillnetireland.ie) Skillnet Ireland is an equal opportunities employer.