# Hosting Proforma

InterTradeIreland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Sharon Hughes

 Name

 Organisation/

InterTradeIreland

 Department

The Old Gasworks Business Pk,

Kilmorey St,

Newry

BT35 2DE

 Address

 Telephone Fax number

02830834100

 Number

recruitment@intertradeireland.com

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| **Job Title – Policy Research Manager**To develop and manage an all island research programme that will underpin and inform the strategic interventions of InterTradeIreland as it seeks to develop the economies of Northern Ireland and Ireland. The post holder will be responsible for developing the corporate research agenda aligned to key NI/ROI Government Policy; conducting and commissioning unique pieces of research. The research will be integral and influential at a Policy level in NI and ROI, as well as support the development and delivery of cross border trade, innovation and entrepreneurship supports. The role will require active engagement with public and private sector organisations across the island that are responsible for policy research and SME development. |

Main objectives of the opportunity

|  |
| --- |
| To strategically plan, conduct and commission research into areas which affect the development of trade, innovation, entrepreneurship and businesses in the economies of both jurisdictions (Northern Ireland and Ireland).Work with colleagues across operational delivery and strategy teams and external organisations to identify and plan strategic priority areas of research. Manage the delivery of a co-ordinated research programme.To scope, tender and supervise commissioned research contracts.Manage third parties to ensure satisfactory delivery of contracts.Carry out horizon scanning activity and keep abreast of developments in the economies of both jurisdictions.To scope, undertake and deliver primary and secondary research. Build and maintain a network of key external contacts.To ensure dissemination of research insights and effective messaging to colleagues and external stakeholders.Prepare material for submission to the Board of InterTradeIreland and make formal presentations as needed. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| Third level qualification, or equivalent, in Economics.Experience within the last five years of conducting primary and secondary research in economic policy **OR** enterprise/business research.Experience of developing a strategic research agenda.Experience of writing management reports to inform strategy development. |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| The Director of Strategy & InterTradeIreland CEO |

 Who will be the individual’s line manager and/or reporting officer?

|  |
| --- |
| The Director of Strategy |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

|  |
| --- |
| By having this secondment opportunity, InterTradeIreland would benefit from new knowledge and skills which the secondee would bring to the organisation. InterTradeIreland would also benefit from the secondee’s wide experience, networks and contacts.The secondee would gain the opportunity to work in one of the 6 Cross Border Bodies which was set up under the Good Friday Agreement. InterTradeIreland is a successful, credible and trusted business cross-border development agency. The research that we carry out is at the core of upholding our reputation.The individual would gain wider career and personal development new skills knowledge and experiences and the chance to apply their own skills in a different environment.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Start Date**: Start date as soon as successful candidate has been identified and a release date agreed. **Duration**: 3 years**Location**: All roles are based in Newry, however this post may require travel across the island so therefore a car is essential. Hybrid working is available.**Resources**: Desk, Laptop and phone all provided**Funding**: InterTradeIreland will meet salary and associated expenses and the salary range is £42,685 - £45,218 per annum.**Further information**: Please email recruitment@intertradeireland.com**Closing Date:** AuthorisedApplications must be submitted by 4.00pm on **Monday 17th October 2022** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Sharon Hughes** |

**Signed:**

|  |
| --- |
| **20.09.2022** |

**Date:**