

**PORTLAOISE INNOVATION CENTRE DAC**

**CENTRE DIRECTOR JOB DESCRIPTION**

The CUBE at Portlaoise is a multi-point incubation hub for the development of a Low Carbon Centre of Excellence, assisting in attracting and developing companies with a low Carbon focus.

The CUBE seeks to deliver jobs and innovation in the emerging low carbon economy. It is envisaged that the Cube at Portlaoise will be a major new collaboration and initiative, potentially the first of its kind in the country that will have a significant impact across the region, nationally and internationally.

The CUBE is an initiative of Portlaoise Innovation Centre DAC. Portlaoise Innovation Centre Designated Activity Company Limited by Shares was set up in June 2018.

The CUBE will become a catalyst for future Low Carbon initiatives, specialising in bespoke professional services and training programmes tailored to align with the requirements of disparate sectors for which there is currently minimal advice or service available. The provision of an innovative and collaborative space to create communities of practice will spearhead future Low Carbon initiatives on this island. Companies located in the Cube and affiliated to the Cube will avail of/or provide services through the Cube. These services will be available to the wider region and nationally.

**Purpose:**

The Cube has a distinct focus on Four Equal Pillars:

* Job Creation
* Low Carbon Urban Design & Planning
* Low Carbon Services to Enterprise - Technical Knowledge, Skills & Talent Development
* Incubation of Low Carbon focused start-ups and SME’s

**Services will include:** Incubation and office space, industry focused training/ events, and industry-led research projects.

**Role Purpose:**

Reporting to the Advisory Panel and Directors of Portlaoise Innovation Centre DAC, the Centre Director will work as a member of a small dynamic team to develop The CUBE as a vibrant hub. The role will involve responsibility for set-up and income generation through the rental of incubation and office space, training, industry focused events, and industry-led research projects. The role will involve significant client engagement at the individual and/or business level and requires engagement with the wider business, research, and academic communities. The Director will support and develop the synergies between researchers and business. S/he will also be responsible for identifying and sourcing alternative funding. The Centre Director will have previous relevant experience, will be highly motivated and will bring a strong sense of commitment to the ideas and values inherent in the work of the company.

**Key Responsibilities:**

* Oversee the strategic, developmental, operational, financial, marketing and administrative activities that facilitate the smooth running of The Cube.
* Liaise with marketing professionals to develop marketing materials and implement a marketing plan aligned to the targets set out for The CUBE Low Carbon Centre of Excellence.
* Grow and actively promote the services of The CUBE to targeted sectors
* Liaise with educational institutions and stakeholders to schedule and promote suitable training programmes and events
* Liaise with SEAI and third level education institutions to identify opportunities to collaborate on research projects within The CUBE
* Manage the co-ordination and promotion of training programmes and events around the low carbon agenda and related matters associated with The CUBE
* Work with stakeholders locally, regionally, nationally and internationally to develop The CUBE Low Carbon Centre of Excellence
* Identify and liaise with international researchers, promoting research opportunities and speaking engagements
* Attract and develop new industry partners to engage with The CUBE, through network development
* Participate in industry and research events and other relevant forums to promote the strategic objectives of The CUBE and maintain a high-level awareness of The CUBE’s activities and impact
* Promote the CUBE to established businesses in the Midlands who could potentially utilize the services of The CUBE.
* Work with industrial and enterprise development agencies such as IDA, Enterprise Ireland, LEOs to promote The CUBE.
* Deliver on the existing business targets set out for The CUBE
* Source supplementary funding, account for such funds, and manage any projects arising from such funds
* Promote and implement innovation and continuous improvement in the processes and programmes of The CUBE.
* Contribute to related economic development in the county and region.
* Flexibility in undertaking additional tasks as may be assigned from time to time

**The ideal candidate will have the following attributes:**

* A relevant business/industry related qualification together with a proven track record in business development
* Relevant industry background experience would be a distinct advantage
* Have excellent communications/team working skills and experience in client/customer engagement in delivering customer service
* Have proven experience in event management and/or delivery of projects and special events, networking events or engagement with other agencies providing support to business

**Additional Requirements:**

* A Degree or higher qualification in a business or relevant industry
* Full Driving Licence

**Remuneration:**

A salary of up to €80,000 is available, dependant on the successful candidate’s ability and experience for the role.

***Portlaoise Innovation Centre DAC is an equal opportunities employer***