

Client Executive (Deputy Principal)

Applicant Pack

(CE/26)

Closing date for applications: 12 noon BST on Wednesday 10th
June 2026

Invest NI is an Equal Opportunities Employer. At this time, we particularly welcome applications from people with disabilities and minority ethnic groups.

About Invest Northern Ireland

Invest Northern Ireland (Invest NI) is the economic development agency for Northern Ireland (NI) and is responsible for encouraging and supporting the establishment and growth of business enterprises and especially those with the potential to export. The agency is also responsible for promoting NI for Foreign Direct Investment (FDI). The organisation employs 650 staff, has an annual gross expenditure budget of approximately £150 million. We manage a total client portfolio of more than 3000 companies. As a global organisation with a Head Office in Belfast and a regional presence across Northern Ireland, we also have offices in 29 locations outside Northern Ireland covering the Americas, Europe, Middle East, Africa and Asia-Pacific.

We are now in the final year of Our Future in Focus [Invest NI Business Strategy 2024-2027 \(PDF\)](#) which sets out ambitious targets structured around the following priorities: boosting business investment, accelerating innovation and skills, driving global ambition, developing and achieving sustainability, maximising City & Growth Deals and promoting places and partnerships.

Invest NI is a Non-Departmental Public Body (NDPB) of the **Department for the Economy (DfE)**. A critical role for Invest NI is to deliver DfE's **Economic Vision**, the new **Business Strategy**, the **City & Growth Deals** and the recommendations of the **Independent Review of Invest NI**. For more information about Invest NI please visit our website, www.investni.com.

Our Vision

Our Vision to drive our long-term strategic response is:

“Invest NI is recognised as a leading economic development agency, instrumental in driving a balanced, sustainable, productive, and prosperous Northern Ireland economy through unlocking the potential of businesses across the region”.

Our Mission

Our Vision has been allied with our Mission Statement. Our mission statement defines the purpose and goals of the organisation. These are:

“To work with businesses to accelerate their growth by increasing external sales and innovation, creating good quality jobs, boosting productivity and skills, growing inward investment and reducing carbon emissions. “

Our Values

Our Values are at the heart of everything we do. They define how we operate, behave, and interact on a daily basis. Our core values are:



About the Role

Client Executive is the title used for DP grade roles within Invest NI's Sector, Regional and Solutions Teams. These teams are located within the Clients & Global Markets Group under our Chief Commercial Officer and the Regional Business & Development Group under our Chief Development Officer. Client Executives are focussed on the management and support of the organisation's portfolio of client companies through effective relationship management and solution delivery.

Working with businesses that can make the greatest contribution to increasing productivity, driving innovation and delivering export growth, the Client Executive's role is to help businesses achieve their full potential.

Sector and Regional teams provide account management and tailored support to businesses that can make the greatest contribution to increasing productivity, innovation and export growth in Northern Ireland.

Solutions teams provide information, guidance and support to businesses directly and through a range of information services.

Posts will be available in Sector, Regional and Solutions teams and you will be asked to indicate which is your preference as part of the application process.

Job Description (Roles and Responsibilities)

Job title

Client Executive

Application deadline

12 noon BST on Wednesday 10th June 2026

Grade

Deputy Principal (DP)

Salary

The salary range for this position is **£47,304 - £49,515 per annum**. The entry point for the successful candidate will be at the minimum of the range.

Contract Type

Full-time, permanent. The successful appointee will be subject to a 9-month probationary period. At the end of this period, subject to satisfactory performance and attendance they will be confirmed in post. If their performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

This competition will also be used to create a reserve list to fill any permanent and temporary vacancies requiring the same skill set which may arise within 12 months of the competition.

Start Date

As soon as possible (depending on notice period).

Location

Sectoral and Regional Client Executives will be based in our headquarters in Bedford Street, Belfast or across our Regional Office Network - North West Regional Office (Derry/Londonderry), Western Regional Office (Omagh), Southern Regional Office (Newry), Eastern Regional Office (Ballymena / Belfast) and Belfast City Office (Belfast).

Solutions Client Executives will usually be based in our headquarters in Bedford Street, Belfast.

You will be asked to indicate which of our offices you would be willing to work from in your application.

Main purpose of the job**Roles in Sector and Regional Teams**

The main duties will include but not be limited to:

- Account managing a portfolio of Invest NI customers or inward investment companies capable of growth and which have the potential to impact positively on the NI economy and/or are of particular importance to the NI economy;
- Establishing a business management relationship with key influencers and decision-makers (NI and internationally based) within client companies and encouraging clients to bring forward proposals for the growth of the business;
- Developing relationships with Key Stakeholders and Partners at regional and sub-regional and Community Planning level to drive best practice and bring the work of Invest NI into the community to support economic growth;
- Establishing and working with cross-divisional teams to develop solutions for clients, optimising the resources of Invest NI and the wider support network to facilitate the accelerated growth of their client portfolio, and drawing upon all resources available to deliver successfully against annual targets/objectives;
- Ensuring clients are fully informed and aware of Invest NI products and services, and how these products and services can support company growth, provide solutions to address their issues, and contribute to the further development of the company;

- Appraising and negotiating packages of financial support for businesses in line with Invest NI strategy and its intervention principles;
- Analyse investor business plans and, subject to a positive appraisal, prepare casework papers to obtain approval for Invest NI support, negotiating the legal contract between both parties;
- Monitoring the performance of clients in the portfolio to ensure targets and performance measures are met using the range of modelling and analytical techniques including social media and initiating corrective action where required to ensure public funds are used appropriately;
- Monitoring progress of project implementation to ensure targets and performance measures are met, taking action as appropriate;
- Providing information, briefings, reports, and statistics as required by Invest NI colleagues, Department for the Economy staff and Ministers within agreed deadlines;
- Ensuring the accuracy and timeliness of core company data held on Invest NI systems, including Key Performance Indicators, for companies in their portfolio;
- Representing Invest NI at events/seminars/conferences throughout Northern Ireland (potentially overseas) and promoting Invest NI's role and activities as appropriate;
- Identifying and working on sectoral issues to support the development of the sector;
- Identifying and working on sub regional issues to support the development of sub regional propositions;
- Working closely with Invest NI's business development teams to promote Northern Ireland as an investment location for projects where there is a strategic alignment to current economic policy and Invest NI's business plan;
- Designing and delivering inward visit programmes showcasing Northern Ireland's capabilities, resources, and talents, specific to the business of the potential investment opportunity;
- Managing multi-year budget allocations for projects, ensuring spend is in line with profile with timely adjustments being made as required.

Roles in Solutions Teams

The main duties will include but not be limited to:

- Identifying, formulating, and monitoring improvement opportunities within client companies or internal customers through the assessment of need versus capability, action planning, and the proactive provision of advice and support;
- Challenging, appraising, and negotiating applications for assistance from client companies in line with Invest NI's policies and procedures, with particular focus on skills;
- Project managing growth projects to ensure successful delivery;
- Establishing and maintaining credible relationships with key influencers and decision-makers within client companies, the wider business base, sectoral bodies and other government bodies;
- Advising client companies or stakeholders on support available from Invest NI and signposting to other organisations where appropriate;
- Monitoring spend to ensure value for money and economic benefit;
- Managing, guiding, coaching, and mentoring staff to ensure the optimum performance of the team, including the control of associated resources;
- Providing input to briefings, reports, and statistics as required by Invest NI colleagues;
- Representing Invest NI at relevant events/seminars/conferences and promoting Invest NI's role and activities as appropriate.

This list is not exhaustive, and the successful applicant will be required to perform additional duties as allocated by management.

Selection Process

i) Selection Criteria

To be considered for the role, applicants must be able to demonstrate, by the closing date for applications, how they meet the following essential criteria, **using specific examples**.

Essential Criteria		
The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below		
Criteria		Method of Assessment
General	Possess a full driving licence and have full use of a vehicle for business purposes or have access to a form of transport which will permit travel throughout Northern Ireland to meet the requirements of the post in full, both in a timely and effective manner.	Application Form
Experience & Knowledge	<p>Commercial experience: Recent experience gained in either a business, industrial, or commercial environment, in management functions such as finance, marketing, production, product/process development etc.</p> <p>Relationships: Experience of using strong customer-focused relationships with key influencers or decision makers to deliver mutually beneficial results as well as working in teams to deliver beneficial results.</p>	Application form Application form/Interview
Skills	<p>Business and Financial Analysis: Proven experience in financial analysis and the assessment of business risk and developing risk mitigation strategies.</p> <p>Business Strategy: Experience of understanding an organisation's business/commercial strategy, displaying an understanding and assessment of business risk, identifying business strengths and constraints, and formulating action plans to address key issues, resulting in enhanced business performance.</p>	Assessment Assessment/Interview

	<p>Judgment: Experience of using sound judgement to identify and achieve buy in for appropriate, value for money solutions leading to a mutually beneficial outcome.</p>	Interview
	<p>Prioritisation: Experience of proactively managing conflicting priorities to ensure business needs are met.</p>	Interview
	<p>Monitoring Performance: Monitor and appraise the performance of companies and projects to ensure successful delivery, identifying problems and providing solutions, as well as ensuring appropriate governance and compliance.</p>	Interview

Recent has been defined as within the past 5 years

ii) Shortlisting

A shortlist of candidates for assessment and interview will be prepared on the basis of the information contained in the application form.

Responses in your application form should refer to specific examples that demonstrate how and to what extent you satisfy the essential criteria outlined. Only those applicants who, from the information supplied on the application form, most closely match the selection criteria for the post will be shortlisted.

Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.

iii) Interview and Assessment

Shortlisted candidates will be invited to the next stage of the selection process which will include an interview and assessment. These will be held as soon as possible after the closing date for applications.

The selection panel will assess applicants against the interview and assessment criteria as appropriate. The panel's decision at every stage of the selection process is final.

iv) Application Forms

Completed applications, demonstrating the experience and skills sought, must be submitted to the Monitoring Officer by the specified closing date.

All applications for employment are considered strictly on the basis of merit.

To ensure equality of opportunity for all applicants:

- Only completed applications on the application form will be accepted. CVs or any other supplementary material in addition to completed application forms will not be accepted.
- Applicants must complete the application form in Arial size 10 font, or block capitals using black ink.
- The space available on the application form is the same for all applicants and must not be altered or re-formatted and applicants must not exceed the space provided.
- Applicants submitting their completed application form electronically must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.
- Applications which are received after the closing date and time will not be accepted.
- Applicants should ensure they provide evidence of their experience on their application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities. Invest NI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the selection criteria.
- Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn. Please see our candidate guidance, via the link below for more information on appropriate and inappropriate use.

[Guidance on Artificial Intelligence and Recruitment.pdf](#)

v) Appointment

If successful, you will be expected to take up the position as soon as possible. Should you decline an offer of appointment, you may not be offered any future posts to be filled from this competition.

- **References**

Your appointment is subject to receipt of two satisfactory references.

- **Before Starting**

Prior to taking up your duties, you will be asked to accept the main terms of your appointment in writing.

- **Eligibility to Work in the UK**

All applicants must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant.

- **Vetting Requirements**

Your appointment is also subject to a background check. Invest NI will organise a Criminal Record Check on successful candidates to be carried out by AccessNI. The category of AccessNI check required for this post is Basic Disclosure Certificate. You should not put off applying for a post because you have a conviction, and any disclosure will be seen in the context of the job role, the nature of the offence and the responsibility for the care of existing clients and employees. We deal with all criminal record information in a confidential manner and in accordance with our Privacy Standard. Information relating to convictions is destroyed after a decision is made.

More information can be found on <http://www.accessni.gov.uk/>. If you are being considered for appointment, you will be asked to complete the AccessNI application form for a Basic Disclosure Certificate. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. A copy of Invest NI's Policy on the Recruitment of Ex-Offenders is available upon request.

Canvassing

Canvassing in any form is not allowed at any stage of the process.

Benefits of employment

Invest NI is committed to building a workplace where people feel valued, supported and able to do their best work. Working with us gives you access to a wide range of benefits designed to help you thrive both professionally and personally.

Pension

We offer all employees access to an attractive pension scheme. Full details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>.

Holidays

You will receive 25 days of annual leave, increasing to 30 days after 5 years' service, plus 12 Public and Privilege holidays each year. Our leave year runs from 1st February to 31st January. If you join part way through the year, your leave entitlement will be calculated on a pro-rata basis.

Flexible Working Hours

The standard working hours are 37 per week, Monday to Friday. Employees will be required from time to time to work outside normal working hours to fulfil the demands of the role. Invest NI operates a flexible working scheme. Staff may work flexibly from 7.30am to 7.00pm with a minimum of half an hour for lunch. At management discretion and without adversely affecting the overall efficiency of Invest NI, staff who have built up enough hours each month can take up to a maximum of 3 flexible working days.

Family Friendly Policies

Family-friendly policies play a vital role in supporting employees with caring responsibilities and helping them maintain a healthy work–life balance.

Hybrid Working

We offer hybrid working for most roles with a combination of in-office and remote work, offering greater flexibility.

Wellness and Inclusion

We have a variety of vibrant Employee Connection Groups as part of our commitment to Diversity & Inclusion including the Professional Women's Network, Men's Health and Wellbeing Group, Young Connection Group and LGBTQ+ Connection Group.

Invest NI promotes positive health and wellbeing through regular events and initiatives throughout the year with access to wellness programs that support mental and physical well-being. We actively promote 'Take 5 Steps to Wellbeing' to improve everyone's physical and mental health at work and at home.

Counselling and support for employees via an **Employee Assistance Program (EAP)** and access to a Welfare Support Service providing an individual and confidential service to staff and managers at all levels.

Community

A Sports and Social Committee organise events for Invest NI staff and their guests.

Our new Corporate Charity is **Cancer Fund for Children**. We raised over £45k for the NI Children's Hospice during 2024 to 2026 through running, hiking, abseiling, rowing, baking and many other team activities. You can get involved in events and initiatives to help raise money to support our charity partner.

Learning and Development

Invest NI is committed to supporting staff to reach their full potential. We actively develop staff and invest significantly in training and development for business success

and personal growth. This includes on-the-job training, external training and, where appropriate, further education.

Additional Information

Travel

It is not Invest NI's policy to pay travel expenses to any candidate attending interview unless their journey is from outside Northern Ireland or the Republic of Ireland. For these candidates, expenses will be payable only for flight or ferry crossings to a maximum of £100, on presentation of valid receipts, and only for attendance at final interviews.

No accommodation or relocation expenses are payable in connection with this position.

Conflicts of Interest

Applicants must note the requirement to declare areas of actual, potential or perceived conflict with the interests of Invest NI. You will be required to make such declarations upon offer of employment and annually thereafter for Invest NI's consideration. You will be required to abide by the rules adopted by Invest NI in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities.

No Smoking Policy

Invest NI operates a no smoking policy in all its offices.

Interview Guidance

Interview guidance is available by clicking the link below:
[invest-northern-ireland-interview-guidance.pdf \(investni.com\)](https://investni.com/invest-northern-ireland-interview-guidance.pdf)

Data Protection

The Invest NI Privacy Notice is available at:
[Invest Northern Ireland - Privacy Notice for Job Applicants \(PDF\) \(investni.com\)](https://investni.com/Invest-Northern-Ireland-Privacy-Notice-for-Job-Applicants-PDF)

Diversity and Inclusion

We are an Equal Opportunities Employer and are committed to a diverse and inclusive workplace where everyone can thrive

We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. To help ensure that we are meeting our Equality of Opportunity obligations, we monitor the **community background and sex of our job applicants and employees** in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

Regardless of whether they actually practice religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities. On the form you will be asked to indicate the community to which you belong to. If you

do not answer the question about Community Background, or if you tick the “not a member of either” box, we are required by the Fair Employment & Treatment (NI) Order 1998 to use the residuary method of making a determination which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

We also ask you to provide additional data about yourself which we use to help us assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

Whilst you are not obliged to answer the questions on the Monitoring Form and you will not suffer any penalty if you choose not to do so, we encourage you to answer the questions. **Whether or not you choose to complete it, the Monitoring Form included with your application form is regarded as part of your application and should be returned.** If you answer the questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

You can read our Equal Opportunity Statement by clicking on the link below:
[Equality of Opportunity.pdf \(investni.com\)](#)

Disability Requirement and Reasonable Adjustment Requests

We want to ensure that all applicants have the opportunity to perform to the best of their ability. If you require any reasonable adjustment to take part in the selection process, please indicate this in the relevant section of your application form and outline your disability and the specific adjustment you need.

All requests for reasonable adjustments will be considered at every stage of the recruitment process.

To help us support you fully, you may provide any relevant supporting information for your request, such as an Occupational Psychologist’s report or a GP’s medical statement.