



Title: Department Manager, Head of People Ireland
Grade: Level F
Department: People Ireland
Reporting to: Divisional Head - People & Transformation
Location: East Point, Dublin
Job Reference: EI.148.24E

Applicants must have the legal right to live and work and be available to work in the location.

About Enterprise Ireland:

At Enterprise Ireland, we pride ourselves on fostering a dynamic and inclusive work environment that celebrates diversity and equal opportunities. As a forward-thinking organisation, we provide our employees with the platform to thrive and build fulfilling careers. Our unwavering commitment to excellence in client delivery is underpinned by our dedication to aligning with Enterprise Ireland's Purpose, Vision, and Values.

Role Purpose

The role of the People Ireland Department Manager presents an exciting opportunity for an experienced HR leader. This role is integral to driving an agile and responsive resourcing model through a future focussed strategic workforce planning approach. The successful candidate will advance our People Business Partner model across our Irish operations, manage key enterprise-wide projects aligned to our People Strategy, including embracing a digital approach, and lead on Employee and Industrial Relations within Ireland.

Reporting to the Divisional Head of People and Transformation, the successful candidate will collaborate closely with the Head of People Overseas, the Head of Organisation Change & Development and the Head of People Operations & Facilities, as well as the wider Leadership team.

A team of People Business Partners and executives report to this Department Manager role and are instrumental in supporting both our leaders as well as colleagues across our Irish footprint. This includes how we best work together in a Blended environment, balancing a client focus with organisational, team and individual needs.

At the core of our People agenda is our THRIVE People Strategy, which lays a roadmap towards enhancing our people experience. This strategy covers key priorities for:

- Talent and Career
- Health and Wellbeing
- Readiness for the Future
- Inclusion, Diversity and Equality

- Values and Purpose
- Empowerment and Leadership

These priorities are instrumental in shaping our approach to how we enable our people to add even more value to our clients and make a real difference. We are seeking a strategic and dynamic leader, comfortable with an agile approach to change, who can help us take our People Ireland agenda to the next level.

Key Responsibilities:

People Business Partnering:

- Lead a team of HR Business Partners who serve as partners to both managers and employees areas across our Irish operations. In partnership with the Head of People & Transformation, set a strategic agenda for Business Partners that aligns with Organizational Development priorities.
- Manage, develop, and coach the team, establishing clear objectives, providing clarity, coaching through obstacles and measuring impact.

Strategic Workforce Planning, Recruitment

- In conjunction with the lead strategic workforce Planning Business Partner, lead the development of a forward-thinking workforce approach for Enterprise Ireland. Ensure workforce alignment with organisational objectives and proactively address challenges and opportunities within Ireland.
- Engage extensively with internal leaders to identify their needs and support their resourcing requirements, including identifying critical roles and succession planning needs within Ireland.
- Lead the enterprise-wide end-to-end recruitment and onboarding processes, including developing and implementing effective sourcing strategies, overseeing candidate selection, and ensuring a positive candidate experience and enhancing employer branding. Lead & develop our international Graduate & Intern Programs
- Oversee enterprise-wide performance management and development process to enhance employee growth and organisational effectiveness.

Key People Strategy Programs and Initiatives

Provide leadership in the identification, design and implementation of innovative HR change programs and initiatives outlined in the People Strategy – THRIVE including:

- Lead on comprehensive Equality, Diversity and Inclusion programs to foster a diverse and inclusive workplace in Enterprise Ireland. This includes creating equitable policies, conducting diversity training, supporting underrepresented groups, and enhancing inclusive practices.
- Develop and implement employee wellbeing programs addressing physical, mental, and emotional well-being.
- Proactively engage with employees to ensure their voices are heard and their needs are met. Conduct regular employee surveys to gather feedback, analyse insights, and collaborate with leaders to identify improvement areas and implement strategies that enhance the overall employee experience.
- Contribute to key digital and data analytics projects, bringing a future fit approach to our employee experience and to provide real time insights for decision-making.
- Build on the progress made in adopting an Agile HR approach to recruitment, working in an iterative and transparent way, inviting feedback from users of our services, so we can adapt and improve.
- Provide leadership on our Lean projects, implementing the changes identified to realise efficiency and continue to improve our services.

Employee Relations & Industrial Relations:

- Proactively lead and oversee the Employee Relations and Industrial Relations Ireland agenda.
- Serves as the primary point of contact for resolving complex employee and industrial relations issues. This includes mediating disputes, conducting investigations, and implementing strategies to maintain a harmonious work environment.
- Collaborate with internal and external stakeholders, including Trade Unions and employee representatives, to maintain open communication and healthy working relations.
- Develop, implement, and continually update HR policies and procedures to ensure legal compliance and alignment with organisational goals ensuring that these policies reflect best practices and promote a fair and equitable work environment.

Person Specification - Skills, Experience & Qualifications:

Essential:

- Significant leadership experience: leading, inspiring, and developing a high-performing team.
- Experience in a minimum of 3 of the following areas: HR/People change management, Strategic Workforce Planning, HR Business partnering, Employee Engagement and Employee/Industrial Relations.
- Experience in rolling out large-scale HR projects, with clear evidence of improvement.
- Evidence of recent continuous professional development and commitment to ensuring current knowledge of the people profession.

Desirable:

- Qualifications in HR/OD/People/Leadership or Organisational Psychology.
- Membership of CIPD, IITD, or other professional bodies.
- Awareness of/experience in Agile HR and an openness to exploring new ways of working, always looking to deliver value and enhance the employee experience.
- Demonstration of proficiency in project management and simultaneously overseeing multiple people initiatives, while effectively communicates progress and outcomes in a transparent way.
- Highly developed and impactful communication, networking, and interpersonal skills to enable beneficial collaborations with a wide range of internal and external stakeholders.
- Well-developed organisational skills, with the ability to manage own workload and team workload in line with changing priorities.
- A collaborative and enthusiastic outlook, with the ability to partner with other colleagues, including the wider People and Transformation Division, to ensure a cohesive and value-added service to our internal clients, enabling them to do their best work with EI's external clients.
- Evidence of strong influencing skills and the ability to advance cultural change initiatives within the people strategy, enabling sustainable performance, wellbeing and engagement.
- High levels of emotional intelligence, with the ability to see issues from a range of perspectives, adopting an empathetic, people first, approach.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€102,913 to €119,661 per annum contributory superannuation

Rising to €127,295 by long service increments.

€97,767 to €113,678 per annum non-contributory superannuation

Rising to €120,930 by long service increments.

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.

Application and Selection Process

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of the supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.148.24E** to hrconnect@enterprise-ireland.com to be received **on or before 13th January 2025**.

All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact hrconnect@enterprise-ireland.com

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON
02nd December 2024
Enterprise Ireland is an equal opportunities employer**

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