

Title: Department Manager
Grade: Level F
Department: Risk Management
Reporting to: Executive Director
Location: East Point, Dublin
Job Reference: EI.136.24E
Salary: €102,913
Closing Date: Tuesday, 4th February 2025

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

Role Purpose

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 220,000 people across Ireland, make a significant contribution to the Irish economy.

With a comprehensive, tailored suite of supports including extensive start-up, scaling, innovation and management development programmes, a network of over 40 overseas locations, supported by a highly experienced staff of over 800 at home and abroad, Enterprise Ireland is equipped to help Irish enterprise achieve their ambitions.

Enterprise Ireland has a complex and evolving risk landscape. As the agency enters a new Corporate Strategy term (2025-2029) together with implementation of a new Investment Strategy, an evolving Research and Innovation ecosystem, and delivery of an ambitious Service Delivery Transformation Programme, it is critical that the agency's risk management processes and capabilities are proportionate to the requirements.

The Risk Management Department will bring together the key capabilities of risk management, internal audit planning & management, information management and procurement management to play a key role in supporting delivery of the agency's strategic objectives.

Role Purpose

The role of Department Manager presents an exciting new opportunity for an experienced business leader to lead the risk management processes of the agency at a strategic and operational level.

The Department Manager will be a key member of the EI Leadership Team, collaborating seamlessly with internal and external stakeholders to ensure that the agency's risk management activities are planned and managed optimally.

Key Deliverables

- Lead and manage the team in providing highly effective processes across a range of key areas including:
 - Risk Management
 - Internal Audit

- Freedom of Information
 - Data Protection
 - Data Governance
 - Procurement
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- Provide effective people leadership to all colleagues including the development of their skills, competencies, experience and expertise and the evolution of a continuous improvement culture to effectively deliver on Enterprise Ireland's services.
 - Develop and manage the agency's Risk Management Framework to provide a robust approach to identifying, assessing, and managing risk.
 - Assess and report on risks at business unit, divisional and corporate level and continuously assess risk against risk appetite and risk tolerances.
 - Work as a member of the Leadership Team in developing and embedding a strategic approach to managing the agency's resources and decision-making based on risks and opportunities.
 - Manage the internal audit programme and ensure robust planning and management of the audit schedule and issue resolution.
 - Liaise with internal audit, C&AG, and Government Departments in relation to audit and compliance requirements and inspections.
 - Lead and manage the procurement team in providing expertise in tender, contract management and public procurement guidelines to Enterprise Ireland stakeholders.
 - Work with business leads to develop procurement strategies that deliver value for money and support achievement of Enterprise Ireland's strategic objectives.
 - Oversee the process to monitor and evaluate supplier performance to ensure quality, risk management, and service standards are met. /
 - Develop strategies and lead the information management and governance activities to ensure compliance with relevant regulations, including GDPR, the Data Sharing and Governance Act, the Open Data Act and the Freedom of Information Act.
 - Prepare and present risk, audit, procurement and information reports to senior management, Audit, Finance & Risk Committee (AFRC) and Enterprise Ireland Board.
 - Lead the team in their collaboration with other business units throughout EI, with clients, and with external stakeholders.

Functional Competencies (Key Skills and Knowledge)

- Demonstrated skills and experience in developing risk management strategies and applying risk management techniques to optimise business performance at an operational and strategic level is essential.
- Demonstrated experience in audit and/or control testing through internal audits or control design and operational effectiveness testing is essential.
- Knowledge of EU and Irish Regulations and public sector accountabilities and requirements is essential.
- Certification in Risk Management, Internal Audit or equivalent is essential.
- Excellent people management and leadership skills with the experience and capability to lead, inspire and motivate large, high-performance, results-focused teams is essential.
- Knowledge & understanding of public procurement guidelines, Data Protection regulations, and information management policies and guidelines.
- Demonstrated experience and ability to interact and influence a broad range of stakeholders and build constructive relationships internally and externally.

- Results oriented, with experience of achieving targets and objectives, working with and through others to contribute to corporate goals.
- Ability to think critically and to identify and lead the implementation of innovative options and solutions.

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.136.24E** to hrconnect@enterprise-ireland.com to be received **on or before Tuesday 4th February 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 TUESDAY 14th JANUARY 2025

Enterprise Ireland is an equal opportunities employer

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