

Title: Executive, People Operations Team
Grade: Level D
Department: People Services
Division: People & Global Markets
Reporting To: People Operations Manager, People Services
Location: East Point, Dublin
Job Reference: 048.EI.26E
Salary: €52,546
Closing Date: 11th June 2026

Applicants must have employment eligibility to work in Ireland and to be available to work in the Enterprise Ireland location specified for the role.

Background:

Enterprise Ireland is the Irish government's trade and innovation agency, helping innovative Irish businesses go global. We support ambitious, internationally focused Irish companies to grow, create jobs and achieve greater scale and global reach. Our clients, employing 230,000+ people across all regions of Ireland, make a crucial contribution to the Irish economy. Delivering for Ireland, Leading Globally (2025-2029) is our strategy that outlines our aims and ambitions for the Irish enterprise base and its purpose to 'Accelerate Sustainable Irish Business'. The ambition of the strategy is to support Irish exporting companies to make an even greater contribution to the Irish economy through international growth and nationwide employment, with the long-term ambition that exporting Irish companies become the primary driver of the Irish economy.

The strategy sets out four strategic objectives for the Irish enterprise base; Start, Compete, Scale and Connect. Enterprise Ireland supports businesses throughout Ireland with a comprehensive, tailored and client-focused approach. Its programmes include extensive start-up, scaling, innovation and management development programmes and supports, direct investment, funding seed and venture capital schemes and services, all of which is supported by a highly experienced employee complement of c.850 across a network of offices in Ireland and 42 overseas locations to help Irish enterprise succeed globally.

Role Purpose:

Reporting to the People Operations Manager within the People Services Department, the successful candidate will have responsibility for a broad range of activities within the People Operations team, contributing to the effective delivery of HR services throughout the organisation.

The People Operations Executive will be responsible for managing our people information management systems, analysing, and reporting on people-related data, and providing meaningful insights to the business based on this information.

Working in collaboration with colleagues across the organisation, particularly within the People, Payroll, and IT teams, the Executive will provide systems and administrative support across a variety of operational and technology functions that underpin the delivery of Enterprise Ireland's people agenda. This includes supporting the implementation and embedding of new systems and driving process improvement initiatives.

The role will also involve supporting and leading key activities and projects within the wider People Departments (People Services, People Overseas, and People Ireland).

Key Deliverables:

- Act as the lead super-user, and primary point of contact for HR's people information management systems, as well as for systems projects and programmes (e.g. system upgrades and module releases, data migrations, organisational restructures).
- Develop an in-depth end-to-end understanding of HR processes and the breadth of people information available, with the aim of developing centralised digital systems and solutions that support effective mapping, recording, and tracking of information for HR reporting purposes.
- Conduct in-depth research and analysis of available data and produce, maintain and continuously enhance a suite of regular people reports and dashboards, ensuring that are suitable for distribution to relevant management groups and committees, as required.
- Support the delivery of HR reporting services by collaborating with HR and cross-functional colleagues to coordinate, compile and produce regular data outputs.
- Manage and oversee the day-to-day operation of HR systems, ensuring data is inputted accurately and performing regular monitoring and audit checks. This includes tracking the impact of system updates, releases and changes on Enterprise Ireland's operating system and on the accuracy and integrity of people data.
- Provide system support by managing user access and security permissions. This also involves offering guidance, support, and training across the team, as needed.
- Record and investigate system issues as they arise and raise, escalating them for resolution through the relevant Departments or service providers using agreed processes.
- Co-ordinate the provision of responses to internal auditors and the Office of the Comptroller & Auditor-General (C&AG) as required.
- Co-ordinate and support information requests from our parent Department, including managing responses to Parliamentary Questions (PQs) relating to people information within Enterprise Ireland, Freedom of Information (FOI) requests assigned to the People Operations team, and other reporting requests.
- Act as the first line of support for the Compensation & Benefits Lead within the People Operations team, ensuring continuity of service for employees and key stakeholders.
- Manage assigned strategic HR projects and programmes to support the delivery of Enterprise Ireland's broader People Strategy.
- Work across the People teams to design, develop, and implement a centralised digital solution for HR's people information management service, and act as a key contributor to the longer-term digitalisation strategy for the People function.
- Drive continuous improvement by ensuring systems and processes remain current, effective, and accurate, enabling seamless service delivery and an excellent experience for employees and other stakeholders.
- Act as the team lead and advocate for process improvements, cross-training, and the adoption of agile/lean ways of working, ensuring the team is equipped to provide high-quality people services to both internal and external stakeholders.
- Lead relevant procurement processes across the People Operations function, as required.
- Manage relationships and contracts with external service providers, ensuring that all services are delivered in accordance with the contractual obligations and service level agreements.
- Contribute to the development and review of relevant policies, procedures, and processes, ensuring alignment with current legislation, directives, and best practice.
- Support the Time & Attendance (T&A) function as required, including line management responsibility for the T&A Administrator.

Functional Competencies (Key Skills & Knowledge):

- Experience in managing multiple projects and competing priorities at one time to meet demanding and tight deadlines, while maintaining accuracy and attention to detail is essential.
- Demonstrated skills and experience in developing solutions to systems issues and supporting others with the same is essential.
- Knowledge and understanding of the work of a HR department, including HR processes and procedures, and/or experience working in a HR, IT, or Payroll function is essential.
- Skills and experience working with data and information management systems and technologies, coupled with experience in conducting research and data analysis for large data and information projects is essential.

- Programme/Project management skills and experience are essential.
- Good analytical skills with an ability to synthesise, prepare and present data and information for reporting purposes, coupled with a strong interest and curiosity in investigating data and information.
- Capacity to work on one's own initiative and to report on progress as required.
- Capability to communicate clearly and effectively, both written and oral, with people at all levels within and outside the organisation.
- Knowledge of HR Information systems is desirable, coupled with an ability to develop a deep and expert knowledge of Enterprise Ireland's HR Systems.
- A demonstrated capability to supervise an internal team is desirable.
- Proven skills and experience in engaging, networking, and building effective relationships with a range of internal and external stakeholders.
- Skills and experience in procuring external service providers and managing the ongoing contracts, relationships, and services with providers.
- Strong numerical ability and attention to detail.
- Experience working with agile and lean practices is an advantage.
- Clear understanding of, and commitment to, professionalism, confidentiality, and discretion.

Enterprise Ireland Behavioural Competencies:

Results Focused

Strong drive to achieve, with the ability to remain outcome and results focused with regard to multiple business priorities and organisational goals. Strong commitment to 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

Expertise in building and developing teams, working collaboratively with colleagues, shares information and respect the opinions 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

The ability to lead, inspire, motivate, and energise yourself and others to creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€52,546 to €75,472 per annum contributory superannuation
Rising to €77,286 by long service increments.

€50,198 to €71,809 per annum non-contributory superannuation
Rising to €73,532 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 & Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the essential 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 essential requirements. This must be presented in the mandatory application form (maximum 2 pages – template attached) accompanying your CV.

A complete application includes:

1. A completed mandatory application form
2. A copy of your CV

Failure to submit the mandatory application form and CV may result in your application not being considered.

To apply for the position, send a detailed CV and mandatory application form quoting the relevant job number **048.EI.26E** to talentacquisition@enterprise-ireland.com to be received **on or before Thursday, 11th June 2026**.

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

ISSUED BY THE HR DEPARTMENT ON THURSDAY, 21ST MAY 2026.

Enterprise Ireland is an equal opportunities employer

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