



Title: Senior Executive - Programme Manager
Grade: Level E
Department: Technology Infrastructure
Division: Research, Innovation and Infrastructure
Reporting to: Department Manager
Location: East Point, Dublin
Job Reference: 049.EI.26E
Closing Date: 12th June 2026

Applicants must have employment eligibility to work in Ireland at the time of application and 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

The Technology Infrastructure Department oversees a number of infrastructure programmes and initiatives, such as the [Technology Centres](#), the [Technology Gateways](#), the [European Digital Innovation Hubs \(EDIHs\)](#) and other national structures that are funded / co-funded by Enterprise Ireland and aim at stimulating innovation, new products and solutions for companies through collaboration, network engagement and investment in research and technical capabilities and capital equipment.

Success of the technology infrastructure programmes/initiatives is based on measuring the economic impact of the infrastructures' activities on companies that engage and ensuring the broadest and deepest possible industry engagement with companies, particularly SMEs.

This role is one of a dynamic team of twelve that reports to the Manager of the Technology Infrastructure Department. The person appointed to this role will be responsible for driving and managing the delivery of all constituent components of a portfolio of infrastructure initiatives and

will engage with a range of programme stakeholders both within Enterprise Ireland and external to Enterprise Ireland. Main external stakeholders include IDA Ireland, Research Ireland, Infrastructures' Directors, Chairs and Centres' Steering Committees, Research Institutions, and the Department of Enterprise, Tourism and Employment (DETE).

Key Deliverables will cover the full project management life cycle, including issuing/managing contracts, liaising and creating strategic alliances with internal and external stakeholders, advocating on behalf of the programmes/initiatives in internal and external meetings, presenting at Enterprise Ireland Committees and Board meetings, tracking metrics and deliverables and capturing impact at macro and micro levels, managing programme and business plan reviews, and ensuring sound financial management and maximum alignment of the Infrastructures with the implementation of Enterprise Ireland's Strategy 2025-2029 "Delivering for Ireland, Leading Globally".

Key Deliverables

To support Enterprise Ireland's drive to Start, Compete, Scale and Connect Irish business, the successful candidate, through the successful management and operation of the assigned infrastructure initiatives, will be expected to deliver as follows:

- Drive, manage and control the delivery of a portfolio of existing and future infrastructure contracts and continuously and effectively report on their progress.
- Ensure that the portfolio continues to deliver to Enterprise Ireland's agenda.
- Manage a network of infrastructure-related internal and external stakeholders.
- Work closely with each programme/initiative to support ambitious goals and develop pathways to connect with greater numbers of Enterprise Ireland client companies.
- Maintain an efficient governance of the programmes/initiatives, tight supervision of high-quality reporting processes and procedures at regular intervals.
- Work closely with Enterprise Ireland and IDA sectors to ensure optimum alignment of their strategy with the programmes/initiatives ambitions.
- Manage the operation and delivery of transparent and comprehensive external Independent Review Processes to support key funding decisions for existing/future technology infrastructures, incorporating the delivery of all recommendations and decisions arising from this process.
- Take a lead, independent role in preparing documents for Enterprise Ireland Board, Executive Committee, IRCC and other Committees and presenting on same.
- Work with the RI&I management team and Enterprise Ireland's Marketing and Communications team to ensure optimum visibility, ease of engagement and communication of value and impacts of the programmes/initiatives to Irish companies and other key stakeholders.
- Be a positive, accountable and dynamic member of the Technology Infrastructure team and collaborate with colleagues across the division and beyond.

Functional Competencies (Key Skills and Knowledge)

- Strong project/programme management skills and first-hand experience from concept to delivery is essential.
- Demonstrated experience of working in/with business environment undertaking Research, Development and Innovation (RD&I) activities is essential.
- Proven skills and experience of conducting complex research, analysis and data/information synthesis, coupled with excellent oral and written communication skills and the ability to produce high-quality reports on both technical and financial information with minimal supervision for various audiences, is essential.
- Strong interpersonal skills and demonstrated experience and proficiency in engaging effectively, networking and building relationships with multiple internal and external stakeholders at senior levels across a cross-cultural and intricate business environment between companies, state agencies, academia, Government departments, research community, and other agencies is essential.
- A third level qualification in a research, technology or business-related discipline is essential.

- Strong working knowledge and experience of the Irish Research ecosystem is desirable.

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 look-out 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

€82,290 - €101,065 per annum contributory superannuation

Rising to €104,169 and €107,282 by long service increments

€79,483 - €96,009 per annum non-contributory superannuation

Rising to €98,963 and €101,918 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 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 **049.EI.26E** to talentacquisition@enterprise-ireland.com to be received on or before **Friday, 12th 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, ENTERPRISE IRELAND ON Friday, 22nd May 2026.

Enterprise Ireland is an Equal Opportunity Employer

**[RECRUITMENT DATA PROTECTION STATEMENT FOR ENTERPRISE IRELAND 2026](#)
[\(Rezomo\)](#)**