



Title: Executive – Facilities, Overseas Property Manager
Grade: Level D
Department: People Operations and Facilities
Division: People and Transformation
Reporting to: Facilities Manager
Location: East Point, Dublin
Job Reference: EI.027.25E

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

Role Purpose

The People Operations and Facilities Department looks after various services for Enterprise Ireland including the management of buildings and leases for the 10 properties based in Ireland and a global suite of 40+ overseas offices.

The Facilities team ensures that the accommodation, services and facilities for all offices are appropriate for carrying out the business of Enterprise Ireland. This includes property management for owned and leased properties, cleaning, security, reception and both planned and reactive maintenance works.

Enterprise Ireland works closely with the Department of Foreign Affairs (DFA) when considering overseas accommodation. Where feasible the agency co-locates with DFA and often other agencies in an Ireland House.

Arising from the continued expansion of Enterprise Ireland's global footprint and the multiple co-location projects with the Department of Foreign Affairs under the Ireland House arrangement, a new opportunity has arisen at Level D for managing the portfolio of overseas office leases.

The person appointed will report to the Head of Facilities and will liaise closely with the senior leadership team, local managers and external stakeholders to co-ordinate timely and seamless office moves and lease renewals. This individual will be responsible for ensuring that all overseas offices adhere to Enterprise Ireland's space, layout, and design requirements, achieve the highest building energy ratings and sustainability standards possible, and comply with local building regulations.

The successful candidate will also play a key role in supporting the management of key facilities projects such as Facility Management, Catering and facilities related procurement projects.

Key Deliverables

Lease Management: Maintain a comprehensive register of all overseas leases, tracking property details such as floor areas, seating capacity, building energy rating, lease expiry dates, break/renewal options, rent and service charge costs. Appoint property agents, as required, to secure new office locations or negotiate lease extensions. Prepare proposals for the relevant Enterprise Ireland approving committee regarding lease extensions, new leases and refurbishments. This requires close collaboration with the relevant Overseas Manager, Regional Manager, and Divisional Manager of Global Markets to ensure that the proposal is supported at these levels.

Ireland House projects: Assist the Enterprise Ireland Facilities Manager with Ireland House projects by scoping requirements with relevant Overseas Managers and communicating these to the Centralised project team in DFA. Attend meetings with DFA to ensure that Enterprise Ireland's office design requirement, including layouts, facilities, and furniture are adhered to. Complete assigned actions within strict timelines to ensure accurate reporting and timely escalation of issues. Maintain good communication with DFA to ensure the current status of all projects is accurately captured and reported back to Enterprise Ireland's key stakeholders. Provide support for any agreed overseas office moves and refurbishments, ensuring that Enterprise Ireland's requirements are prioritised and delivered, achieving the best value for money and the highest sustainability options.

Energy Management: Ensure the monthly tracking of Enterprise Ireland's office energy consumption, collate bills and data for electricity, water use. Identify possible overspend or overconsumption and take corrective action as needed. Support the Facilities Manager in developing strategies and projects aimed at reducing consumption. This includes compiling periodic reports as required by the Sustainable Energy Authority of Ireland (SEAI), the Department of Enterprise, Trade and Employment (DETE) and other government departments.

Sustainability: Prepare detailed project plans for the implementation of various facility-related initiatives to help Enterprise Ireland achieve and exceed its 2030 targets for energy efficiency and greenhouse gas emissions. Collaborate with Enterprise Ireland's Green Team to scope, tender, and implement other initiatives outlined in Enterprise Ireland's Climate Action Roadmap, taking a lead role in ensuring projects are delivered and status updates are provided. Identify and drive engagement strategies across the organisation to ensure that colleagues are aware of the impact they have on energy consumption and other resources such as waste and water.

Budget Management: Prepare and review the capital spend, rent and service charge budgets at least quarterly. Monitor budgets associated with the Facility Management contract to ensure services are delivered within budget. Identify opportunities for savings and increased efficiency without compromising service quality.

Contract Management: Support the Facilities Manager in managing the Facilities and Catering contracts. Monitor performance to ensure compliance with contract terms, Service Level Agreements, and Key Performance Indicators. Support EI's internal FM team in overseeing the day-to-day delivery of FM services, including maintenance, cleaning, security, catering, and other soft and hard services.

Procurement: Manage the procurement process for facilities related goods and services, ensuring compliance with Enterprise Ireland's procurement policies and procedures. This includes drafting and issuing tenders, evaluating tender responses and maintaining accurate records and documentation throughout the process.

Functional Competencies (Key Skills and Knowledge)

- Experience of managing a property portfolio is essential, with the ability to accurately track and manage lease details, including financial aspect and critical dates.
- Robust knowledge and understanding and demonstrated skills and experience in tender processing and contract management is essential.
- Significant demonstrable experience of working in a Facilities role including workspace planning is essential.
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, and Excel) is essential.
- Excellent oral and written English communication skills is important.
- Experience of managing a range of multiple and competing priorities at one time to meet demanding and tight deadlines while maintaining accuracy and attention to detail.
- Experience of engaging, networking and building relationships with internal stakeholders at all levels and with a range of external stakeholders.
- Demonstrable experience of generating reports from technology systems and ability to monitor and analyse the data from these reports.
- Knowledge and understanding of public sector requirements in relation to building regulations and energy management is desirable.

- A relevant 3rd level qualification is desirable.

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:

€50,501 to €72,534 per annum contributory superannuation

Rising to **€74,277** by long service increments

€48,244 to €69,014 per annum non-contributory superannuation

Rising to **€70,670** by long service increments

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 supporting document quoting reference number **EI.027.25E** to hrconnect@enterprise-ireland.com to be received **no later than Thursday 29th May 2025**.

N.B. 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 THE HR DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY 08TH MAY 2025

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