



<b>Title</b>	Senior Executive - OD Project Operations and Engagement Manager
<b>Grade</b>	Level E
<b>Division</b>	People and Culture
<b>Department</b>	Organisation Development and Culture
<b>Reporting to</b>	Department Manager, Organisation Development and Culture
<b>Location</b>	East Point, Dublin
<b>Job Reference</b>	EI.043.24E
<b>Closing Date:</b>	<b>20<sup>th</sup> May 2024</b>

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

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### **Role Purpose**

The Senior Executive will play a pivotal role in establishing and leading project operations within the Organisational Development and Culture (ODC) function. Design and implement a range of organisational learning and development skills and training interventions that are aligned to the delivery of Enterprise Ireland's organisational goals and Thrive People Strategy.

In this capacity, they will leverage the latest technology to track, monitor, and report on all of the OD projects. Reporting to the Head of OD, they will not only drive operational excellence but also join the OD Business Partnering team.

This role offers a unique opportunity to shape and lead project operations within the OD function while actively contributing to Enterprise Ireland's strategic success through OD Business Partnering and leading impactful engagement and communications projects aligned with our People Strategy - THRIVE. The successful candidate will play a key role in implementing advanced technology solutions to drive efficiency, excellence, and organisational thriving in OD project management.

### **Key Deliverables**

- Take a lead role in establishing and leading project operations within the OD function.
- Engage in OD Business Partnering, collaborating closely with key stakeholders to align projects with broader organizational strategies.
- Implement robust people metrics to enhance the efficiency and effectiveness of OD projects.
- Design and execute a business skills analysis to identify and determine future skills needs requirements to drive delivery of Enterprise Ireland's corporate strategy.
- Lead, manage and evaluate learning and development programmes under the Thrive People strategy.
- Procure and manage a range of relevant external services providers to deliver appropriate learning and development initiatives.
- Design and implement methodologies to evaluate, analyse and report on the effectiveness of training programmes (team workshops, programmes, e-learning, blended-learning) and implement changes to programmes arising from these evaluations and from EI participant/management feedback.

- Leverage the latest technology to develop and implement tools for tracking, monitoring, and reporting on OD projects.
- Stay abreast of technological advancements to continuously enhance project management capabilities.
- Collaborate effectively with fellow OD team professionals to ensure seamless coordination and execution of projects.
- Foster a culture of collaboration and knowledge-sharing within the OD function.
- Provide regular updates, insights, and reports on the progress and impact of OD projects to the Head of OD.
- Engage with the Senior Leadership Team to align project outcomes with broader organizational goals.
- Identify opportunities for continuous improvement in project operations.
- Implement best practices and innovative approaches to enhance the effectiveness of OD initiatives.

### **Functional Competencies (Key Skills & Knowledge)**

- Strong experience of developing and implementing a diverse range of customised and integrated learning and development and organisational change management projects, programmes and initiatives across a spectrum of groupings/teams and functional areas within an organisation is essential.
- Strong project management and organisational skills and experience to manage a range of multiple projects and programmes with competing priorities and to meet demanding deadlines and deliver results is essential.
- Ability to effectively lead, manage and support a small team, working in a team environment with a co-operative and flexible attitude to colleagues to support the achievement of team objectives is essential.
- Demonstrated expertise in leveraging technology for project tracking, monitoring, and reporting.
- Strong interpersonal and collaboration skills to work effectively with peers and senior leadership.
- Knowledge understanding of and experience of implementing skills, learning and development models, tools, techniques and best practice organisation development strategies, coupled with a proficiency and experience of using new and emerging IT systems and technologies to drive effective learning and development programmes and initiatives in an organisation.
- A clear understanding of Organisation Development strategies to drive and support the delivery of business goals and objectives.
- Excellent oral English communications and writing skills and experience to communicate effectively with key stakeholders.
- Relevant qualifications in HR, Project Management, Organizational Development, or related fields is advantageous.

### **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 project' 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.

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**Salary Scale:**

**€ 77,528 to € 95,216 per annum contributory superannuation**

Rising to € 101,074 by long service increments.

**€ 74,884 to € 90,453 per annum non-contributory superannuation**

Rising to € 96,021 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.

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**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 (maximum 2 pages – see template provided) 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 your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.043.24E** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received on or before **Monday, 20<sup>th</sup> May 2024**.

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](mailto:hrconnect@enterprise-ireland.com)

**Issued by the People and Change Department, Enterprise Ireland on Friday, 26<sup>th</sup> April 2024**

**Enterprise Ireland is an equal opportunities employer.**