



Title: Talent Acquisition Partner
Grade: Level D
Department: People Ireland
Reporting To: Talent Acquisition Manager
Location: East Point, Dublin
Job Reference: EI.111.25E
Closing Date: Thursday 28th August 2025

Role Purpose

We are seeking a dynamic and people-focused Talent Acquisition Partner to join our People Ireland team. This role bridges the gap between traditional recruitment and strategic talent acquisition, supporting the organisation's mission to attract, engage, and retain top talent across a diverse range of roles.

As a public sector organisation with approximately 900 employees, we are committed to delivering high-quality services to the community. This role is key to ensuring we have the right people in the right roles to meet our strategic objectives.

This role is a unique opportunity for an experienced professional to lead recruitment from end to end, providing recruitment services across the organisation for a diverse range of sectors.

The Talent Acquisition Partner will play a key role in the overall recruitment process, engaging with multiple stakeholders across the organisation to maximise recruitment outputs.

As our HR operating model continues to evolve, we are transitioning toward a fully embedded HR Business Partner model supported by centralised Centres of Excellence (CoEs), including Recruitment. This role offers the opportunity to grow alongside that transformation, with increasing focus on strategic HR delivery, and the development of a robust recruitment framework.

The individual appointed to this role will be required to work closely with other members of the People Ireland and People Overseas teams to identify strategic improvement projects within the interview process, ensuring agile and lean methods of recruitment are practiced.

Key Deliverables

- Manage the full recruitment lifecycle from role advertisement to offer across a variety of functions around the organisation, ensuring timely and effective hiring.
- Provide guidance and advice around role scoping, workforce planning and market insights to hiring managers when needed.
- Collaborate with Employee Experience team to enhance Enterprise Ireland's Employee Value Proposition and enhance candidate experience by ensuring clear communication, timely feedback and strong employer brand presence.
- Support Talent Acquisitions Manager to seek new ways to source candidates using recruitment channels with a view to building talent pipelines for critical and recurring roles.
- Continuously work to improve recruitment processes with a focus on digitalization to enhance recruitment outputs.

- Support recruitment services procurement, providing guidance on services as needed. Ensuring continuous engagement with framework members and scheduling quarterly meetings with providers and relevant HR colleagues.
- Track and analyse recruitment metrics to inform decision making and enhance service delivery.
- Collaborate with Employee Experience and Organisation, Learning and Development teams to administer interviewer/interviewee training on an annual basis to all relevant colleagues in EI.
- Provide cover for Graduate & Work Experience Placement Programme Manager as required.
- Provide support on HR policy, projects and activities.

Functional Competencies (Key Skills & Knowledge)

- Significant experience in a HR function, with a focus on talent acquisition activities is essential.
- Strong understanding of HR best practice and employment legislation is essential.
- Proven ability to manage multiple priorities in a fast-paced environment is essential.
- Experience of processing confidential and time sensitive information and demonstration of attention to detail is essential.
- Strong communication and stakeholder management skills, with the ability to engage and influence effectively at all levels, both verbally and in writing.
- Proven ability to work effectively within cross-functional teams and to build strong relationships with a wide range of internal and external stakeholders.
- Experience in utilising a variety of sourcing channels to identify key talent in market.
- Familiarity with HR IT systems to support talent acquisition efforts.
- Understanding of inclusive hiring practices, engaging with ED&I Partner to ensure best practice.
- Experience with procuring external service providers managing the ongoing contract, relationship and services with providers.
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including SharePoint, MS Teams, Outlook etc).
- Demonstrated enthusiasm for a career in HR, with a willingness to develop knowledge and skills in a dynamic environment.
- CIPD or relevant third level qualification or working towards same 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 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:

€51,511 to €73,985 per annum contributory superannuation

Rising to €75,763 by long service increments.

€49,209 to €70,394 per annum non-contributory superannuation

Rising to €72,083 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.

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the functional competency requirements listed as essential of the position. It is therefore important that you

demonstrate 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.

To apply for the position, please send a detailed CV and supporting document quoting reference number **EI.111.25** to HRConnect@enterprise-ireland.com on or before **Thursday 28th August 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 THURSDAY 07TH AUGUST 2025

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