

Title: Talent Acquisition Manager
Grade: Level E
Department: People Ireland
Reporting To: Department Manager, People Ireland
Location: East Point, Dublin
Job Reference: EI.118.25E
Starting Salary: €81,475
Closing Date: Thursday 9th October 2025

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

Role Purpose

We are seeking a dynamic and strategic Talent Acquisition Manager to lead and manage the strategy and operations for the delivery of an effective recruitment service which will help to shape the future of Enterprise Ireland through sourcing talented people.

This role will suit a results-driven professional with a passion for leading a team, identifying top talent, building strong employer branding and delivering an exceptional candidate experience. The successful candidate will also have significant experience in the adaptation of processes and procedures, adopting lean and agile methodologies through digitalisation. As a key member of our People Ireland team, the Talent Acquisition Manager will play a pivotal role in developing and executing innovative hiring strategies that align with Enterprise Ireland's values.

The overarching objective is to support the organisation in ensuring that it has talented people in roles that can make a valued contribution to the success of the organisation's strategy, that vacancies are filled in a timely and efficient manner, and that recruitment & selection within Enterprise Ireland is in line with best practice.

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 and internal mobility. 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

- Lead, coach and develop a busy Talent Acquisition team, adopting a high-performance culture to drive the full recruitment lifecycle from role approval, to interviewing and onboarding, ensuring a positive candidate and hiring manager experience.
- Design and implement digital recruitment strategies, including the rollout and optimisation of an Applicant Tracking System in order to achieve greater operational efficiencies, provide data insights and drive a seamless candidate experience.
- Oversee group recruitment activities including Enterprise Ireland's Graduate and Work Experience Placement Programmes and work to develop these programmes to ensure alignment with business needs and objectives.
- Lead and deliver the reporting of quality, timely and accurate recruitment trends, data, and information for relevant stakeholders. This includes establishing and monitoring relevant Key Performance Indicators, HR analytics and Service Level Agreements, leveraging analytics and dashboards to present this data.

- Collaborate with HR Business Partners and hiring managers to forecast hiring needs and develop proactive sourcing strategies.
- Oversee and manage planning, administration, and operation of EI's recruitment and selection services, from vacancy to pre-contract stage, to ensure effective alignment to business needs, compliance with relevant legislation, alignment with the agency's Equality Diversity and Inclusion Strategy and delivery of a professional and efficient service.
- Review and develop recruitment related policies and procedures, monitoring to ensure compliance with changing regulations/legislation, directives, and best practice.
- Ensure effective information-sharing and communications management with key stakeholders, within the team, the wider People Ireland team, Division and across the EI network.
- Maintain relationships with external contractors and overall management of agreed contracts including operational reviews and budget monitoring, as guided by the agency's procurement procedures and guidelines.
- In partnership with the Employee Experience team, continuously work to develop EI's employee value proposition and employer branding.
- Contribute as a key member of the People & Transformation Division, taking on additional projects as required and working collaboratively with the team to identify lean opportunities and always promote a continuous improvement mindset with all audiences.

Functional Competencies (Key Skills & Knowledge)

- Extensive recruitment experience combined with a strong knowledge of HR best practices is essential.
- Demonstrated success in collaborating across teams and effectively leading internal teams to achieve strategic talent goals is essential.
- Proven skills and experience of developing and implementing successful solution-driven methodologies to drive operational efficiencies, to address operational/administration challenges and to achieve positive business impacts with a focus on digitalisation is essential.
- Significant HR project/programme management and administration management skills and experience is essential.
- Strong skills and experience in creating and building credible relationships and engagement with key internal and external stakeholders is essential.
- Skills and experience in managing a range of multiple projects and competing priorities to meet demanding and tight deadlines while maintaining accuracy and attention to detail.
- Knowledge and understanding of HR systems and technologies that enhance and support operational performance.
- Skills and experience in procuring external services providers and managing ongoing contracts, relationship, and operational services with providers.
- Ability to formulate, review and implement HR-related policies, processes, practices, and procedures that support delivery of EI's recruitment services.
- Strong understanding of how People teams support and contribute to business goals and objectives.
- Clear understanding of, and commitment to, professionalism, confidentiality, and discretion.
- A third level qualification in a HR or business-related discipline 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**€81,475 to €100,064 per annum contributory superannuation**

Rising to €106,220 by long service increments

€78,696 to €95,058 per annum non-contributory superannuation

Rising to €100,909 by long service increments

Candidates should note that entry will be at the minimum point 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.118.25E** to HRconnect@enterprise-ireland.com **on or before Thursday 9th October 2025**.

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

ISSUED BY PEOPLE DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY 18th SEPTEMBER
2025

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