

Title: Department Manager – Project Management Office
Grade: Level F
Department: Project Management Office
Business Unit: People & Transformation
Reporting to: Divisional Manager, People & Transformation
Location: East Point, Dublin
Job No: EI.145.25E
Salary: €106,021
Closing Date: Thursday 20th November 2025

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

Background

Enterprise Ireland is the Irish Government agency with responsibility for supporting Irish enterprises to start, innovate and succeed globally, driving prosperity throughout Ireland. Our clients, currently employing over 200,000 people across Ireland, already make a significant contribution to the Irish economy.

Our Corporate Strategy, 'Delivering for Ireland, Leading Globally (2025-2029)', outlines our aims and ambitions for the Irish enterprise base and its purpose to 'Accelerate Sustainable Irish Business'.

The ambition over the next five years 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.

In parallel, Enterprise Ireland is undergoing a significant transformation agenda, with a number of strategic transformation programmes mobilised to enhance its capabilities, modernise service delivery, and better support client companies in achieving global success.

Role Purpose

The purpose of this role is to lead the Programme Management Office ('PMO') to drive strategic and transformational change programmes.

The Department Manager will lead the PMO to provide a structured and consistent approach to deliver measurable and sustainable transformation in Enterprise Ireland's service delivery as part of its ambitious new strategy.

This is a highly consultative and strategic leadership role involving collaboration and engagement across the organisation and with key stakeholders.

The person appointed will have substantial experience in managing large scale transformation programmes which involved significant digital technology, operational excellence and organisational culture components.

Key Deliverables

- Lead the Programme Management Office, managing a high-performing team to deliver strategic and transformational change programmes
- Continually develop the PMO Framework, ensuring that methods, processes, and tools are appropriately tailored to support transformational change in Enterprise Ireland
- Engage and influence across Enterprise Ireland as a champion of innovation and change ensuring alignment with EI's Strategy
- Lead the execution and implementation of key strategic programmes to achieve the agreed outcomes

- Provide direction and governance to ensure all transformation programmes are delivering against plan
- Link strategy and execution through executive-level oversight via the Transformation Oversight Committee
- Ensure collaboration and coordination across multiple programmes by establishing standards for programme planning, execution, and reporting.
- Oversee integrated management of delivery plans, risks, issues, dependencies, and financials across the transformation portfolio
- Ensure robust management of budgets, forecasts, and actual expenditures to maintain financial discipline across programmes
- Continuously develop and maintain deep knowledge and understanding of organisational transformation best practice and distil this knowledge across the agency
- Encourage lessons learned and continuous improvement to support transformation capability maturity across Enterprise Ireland
- Provide expertise in the development of business cases
- Act as a thought leader and public spokesperson for Enterprise Ireland in the area of strategic change programmes and digitalisation enablement as appropriate

Functional Competencies (Key Skills & Knowledge)

- Significant experience in working in a senior transformational change role with exposure to digital technology, operational excellence and organisational culture components is essential
- Proven skills and experience in leading, motivating and managing a high-performance team to achieve demanding objectives is essential.
- Excellent communication and influencing skills and ability to share concepts and ideas effectively and credibly, both internally and externally is essential.
- A proven track record of organisational change management, strategy development and large-scale project implementation with a record of achieving targets and results is essential.
- Capability to share and promote excellence and innovative initiatives from across the organisation.
- A significant track record of budget management and negotiation leading to the achievement of targets and objectives that contribute to corporate goals

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**€106,021 to €123,275 per annum contributory superannuation**

Rising to €131,139 by long service increments

€100,719 to €117,112 per annum non-contributory superannuation

Rising to €124,582 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 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 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, send a detailed CV and supporting document quoting reference number **EI.145.25E** to be received **on or before Thursday 20th November 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 WEDNESDAY 29th OCTOBER
2025**

Enterprise Ireland is an equal opportunities employer

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