

Job Title:	Governance and Compliance Executive
Grade:	Level D
Department:	Corporate Governance
Reporting To:	Head of Corporate Governance
Location:	East Point, Dublin
Job Reference:	EI.153.25E
Salary:	Starting at €52,026
Closing Date:	Thursday, 27th November 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

The Governance and Compliance Executive will support the activities of the Corporate Governance Department to ensure the agency complies with Irish and European regulations, and governance codes requirements. The primary role of the successful candidate will be to:

- Provide assurance to the Senior Management Team and the Enterprise Ireland Board that the agency is compliant with all applicable regulations and governing codes.
- Manage the agency's governance training programme to support employees with their understanding of compliance requirements.

Key Deliverables

The successful candidate will work in partnership with the Department Manager to:

- Build a compliance management system, including the procurement and introduction of a new compliance monitoring platform.
- Design and implement a compliance monitoring programme that ensures the agency complies with all applicable regulations and governing codes while ensuring the effective and efficient operations of the agency.
- Provide quarterly compliance assurance reports to the Senior Management Team and Board where required.
- Undertake research to ensure the agency is informed of new regulatory requirements so that a programme of work can be developed to ensure compliance.
- Conduct regular assessments to determine whether the agency's policies are compliant with all applicable regulations.
- Draft policies, new processes and develop training material to support the agency's compliance programme.
- Maintain the Corporate Governance Department's Risk Register.

Functional Competencies (Key Skills & Knowledge)

- Qualification in business administration, regulatory compliance or in a related area is essential.

- Ability to demonstrate experience working on building, and monitoring, a compliance program is essential.
- Ability to demonstrate strong research skills with the capability to understand complex issues and communicate same to different audiences is essential.
- Excellent oral and written communications skills - experience in researching, drafting, editing and writing on a diverse range of business functions is essential.
- Proven experience in building and maintaining relationships.
- Proven ability to work both independently and as a part of a team.
- Ability to make timely and sound decisions and use sound judgement.
- Knowledge and understanding of Enterprise Ireland's strategy and objectives.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be 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 EI 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.

Networking Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Acting / Leading with Integrity

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

Developing Yourself & Others

Creates an environment that enables you and others to excel in terms of job performance.

Salary scale

€52,026 - €74,725 per annum contributory superannuation

Rising to €76,521 by long service increments

€49,701 - €71,098 per annum non-contributory superannuation

Rising to €72,804 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. **

Application and selection process

Conscia Talent are managing this campaign on behalf of Enterprise Ireland.

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 – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.153.25E** to <https://www.consciatalent.com/enterprise-ireland> to be received on or before **Thursday, 27th 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 THURSDAY 6th
NOVEMBER 2025**

Enterprise Ireland is an equal opportunities employer

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