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| Job Title: | Assistant Executive – Corporate Governance |
| Department: | Corporate Governance |
| Grade: | Level C |
| Location: | East Point, Dublin |
| Job Reference: | EI.167.25E |
| Salary: | Starting at €31,545 |
| Closing Date: | 17th December 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

Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Our forthcoming strategy, for the period 2025-2029, will focus on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally

Role Purpose

The role holder will assist the Corporate Governance Department to provide secretariat support, and governance oversight to, the management of the agency's corporate governance committees and approval structures to ensure compliance with policy, regulatory and code of practice requirements and obligations. The primary role of the successful candidate will be to:

- Manage the circulation of funding and operational matters that require committee consideration, and in doing so, ensure adherence with the committee's terms of reference.
- Work with the team and colleagues across the agency to ensure committee recommendations meet technical, governance and regulatory requirements.
- Recording accurately the decisions of committees in the meeting's minutes.
- Collating committee reports for reporting purposes.
- Approving committee decisions on internal systems.

Key Deliverables

The successful candidate will work in partnership with the Corporate Governance Team to:

- Ensure that committees operate under the correct terms of reference in terms of delegated powers, membership and proposal documents.
- Circulate committee papers in a timely manner.
- Advise colleagues on procedures for submission of proposals/documents, review recommendation wording and respond to queries.
- Arrange and attend committee meetings and prepare minutes which accurately record committee decisions.
- Prepare committee reports for reporting purposes.

- Communicate committee decisions to relevant staff members and input approval data into internal systems in an accurate and timely manner.

Functional Competencies (Key Skills & Knowledge)

- Proven experience in providing secretarial support to governing committees is essential.
- Ability to communicate clearly, concisely, confidently and effectively via oral and written communications is essential.
- Ability to comprehend complex information and data for onward dissemination, and ability to develop sound knowledge and understanding of EI's financial and other relevant supports is essential.
- Ability to work as part of a team coupled with excellent prioritisation, organisation and planning skills with the ability to manage workload and time efficiently to meet strict deadlines is essential.
- A relevant third level qualification in law, governance or relevant area is desirable.
- Sound judgement, professionalism, confidentiality and discretion are key to this role.

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 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 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

€31,545 - €58,019 per annum contributory superannuation

Rising to €59,911 by long service increments

€30,253 - €55,266 per annum non-contributory superannuation

Rising to €57,048 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

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.167.25E** to HRConnect@enterprise-ireland.com to be received on or before **Wednesday, 17th December 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, 26th
NOVEMBER 2025**

Enterprise Ireland is an equal opportunities employer

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