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| Title | Department Manager |
| Grade | Level F |
| Department | Organisation Development |
| Business Unit | People & Corporate Services |
| Reporting to | Divisional Manager, People & Corporate Services |
| Location | East Point, Dublin |
| Salary | €91,609 |
| Job Reference | EI.090.22E |

Application Process:

To apply for this position, please send a detailed CV and supporting document quoting reference number EI.090.22E to hrconnect@enterprise-ireland.com

Applicants must have the legal right to live and work, and be available to work in the location.

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.

Enterprise Ireland's strategy 2022-2024, Leading in a Changing World, is set in a time of significant change for enterprise. Business is being transformed by drivers such as climate change, the accelerated adoption of technology, and changing trends in globalisation in a way that presents both challenge and opportunity. Internationally focused, productive and innovative Irish enterprises are critical to the future growth of the Irish economy, supporting livelihoods and contributing to sustainable prosperity throughout Ireland. The strategy sets an ambitious target of creating 45,000 jobs over the next three years and increasing exports by Enterprise Ireland client companies to €30bn.

Role Purpose

Enterprise Ireland values its Global Workforce and is fully committed to equal opportunities, harnessing our diversity, and providing an inclusive environment for our people to thrive and have fulfilling careers. Our excellence in client delivery is underpinned by a strong sense of alignment to Enterprise Ireland's Purpose, Vision and Values. The Head of Organisation Development (OD) will provide leadership and strategic direction of Enterprise Ireland's Organisational Development and Culture Change initiatives and continue to drive a values-based culture, with high levels of employee engagement. As well as ensuring that Enterprise Ireland is somewhere that our talented teams can continue to develop their potential, this role will also ensure that the organisation is seen as an employer of choice, where prospective talent can join and do their best work.

The Department Manager role involves leading a team of OD professionals to enable organisational development, in turn ensuring Enterprise Ireland can deliver for our clients and the wider Irish state. A key part of the role is to develop influential relationships and opportunities to collaborate with Senior Leadership to identify development needs and anticipate future skills needs required to deliver Enterprise Ireland's Vision 2030. A core component of this is to drive organisational change and to develop, roll out and evaluate core OD initiatives, including Culture and Values, Leadership Development, Talent Management, Diversity & Inclusion and Employee Wellbeing, to enable Enterprise Ireland's Strategy 'Leading in a Changing World' 2022-2024.

Key Deliverables

- Contribute to the development and implementation of Enterprise Ireland's People Strategy and long-term vision for our people and culture.
- Lead a high performing OD, Employee Engagement, and Internal Communications team, developing and coaching members of the team, ensuring that they can deliver their best work.
- Actively develop and promote strategies and processes to ensure an equitable and inclusive workplace that values diversity achieving benchmarked standards.
- Lead the delivery of best practice and specialist experience in Talent Management, Learning Trends and best use of Learning Technologies to build scalable organisational development programmes that develop employee capabilities at all levels, maximising the impact of our people.
- Provide input to and support the design and delivery of impact focused development programmes.
- Support the design, development, delivery and management of internal communications to support the adoption of organisational culture change initiatives and increase employee engagement ensuring Enterprise Ireland is recognised as an employer of choice.
- Lead on the continued embedding of performance development processes, that are aligned to achieving our business objectives, in a manner that enables the behaviours underpinning our Values.
- Ensure our values, working environment and wellbeing initiatives are reflected in the organisation's decision making and are enabled and supported at a senior level.
- Build strong relationships with stakeholders, including other government agencies and Departments, in order to anticipate and respond to challenges and changes in the wider economy (environment, ecosystem), ensuring that Enterprise Ireland is an exemplar (Public Service Excellence or Client Service or Impact)
- Play a key role in ensuring organisational change initiatives meet objectives on time and on budget by increasing employee adoption and usage. Define and measure success metrics and monitor change progress.
- Partner with colleagues from HR on key projects which impact on the organisation's people and culture

Functional Competencies (Key Skills & Knowledge)

- Significant recent experience at a senior level within an OD/HR, role with experience in the following areas is essential:
 - Talent assessment, management and development.
 - Developing and implementing OD Strategies from an internal organisational perspective including organisational human capital development.
 - Design, delivery and evaluation of professional and leadership development programmes.
- Qualification(s) in HR/OD/Leadership/Organisational Psychology and/or membership of CIPD, IITD or other professional bodies is essential.
- Proven skills and experience in leading, motivating, coaching and managing a high-performance team to achieve demanding objectives is essential
- Evidence of strong influencing skills with experience of leading change initiatives to advance cultural change within the organisation is essential.
- Experience in rolling out large scale Employee Engagement programmes, with evidence of improvement.
- Highly developed and impactful communication, networking and interpersonal skills to enable beneficial collaborations with a wide range of internal and external stakeholders.
- The ability to work on their own initiative and to provide strong strategic leadership, direction, and support to the team.
- Demonstrable experience in enhancing the employee experience from onboarding, skills development, talent and leadership development, career development, whilst bringing a creative and innovative approach throughout.

- Collaborative and enthusiastic outlook, with the ability to partner with other colleagues, including the wider HR Department, to ensure a cohesive and value-added service to our internal clients, to enable them to their best work with EI's external clients.
- Experience in developing a coaching culture through the roll out of 'Leader as Coach' programmes that enable leadership, at all levels.
- Evidence of recent continuous professional development and commitment to ensuring a current knowledge of the areas of OD/Leadership Development/Equality, Diversity & Inclusion.
- A significant track record of innovation and experience of optimising the use of technology and digital innovation in executive education and learning, in order to deliver excellent results.
- Awareness of/experience in Agile HR/OD and an openness to exploring new ways of working, always looking to deliver value and increase the experience of the end user.

The appointee will be expected to perform such other duties as determined by the Head of People and Corporate Services. The appointee will have relative freedom in structuring the role to deliver on the above objectives in an innovative and exciting environment. Candidates will also be expected to be able to demonstrate the competencies for a role at Level F, which have been outlined below.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain 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 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

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.

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

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

Salary Scale**€91,609 to €106,518 per annum contributory superannuation**

Rising to €113,313 by long service increments

€87,029 to €101,192 per annum non-contributory superannuation

Rising to €107,648 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 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 (template attached - maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of the supporting document accompanying your CV.

To apply for the position, send a detailed CV and a completed supporting document quoting reference number **EI.090.22E** to hrconnect@enterprise-ireland.com to be received no later than Friday 26th August 2022

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 Friday 29th July 2022

Enterprise Ireland is an equal opportunities employer