

Title	Equality, Diversity & Inclusion Lead
Grade	Level E
Department	Organisation Development
Business Unit	People & Corporate Services
Reporting to	Department Manager, Organisation Development
Location	East Point, Dublin
Salary	€70,399
Job Reference	EI.091.22E

Application Process:

To apply for this position, please send a detailed CV and supporting document quoting reference number EI.091.22E to hrconnect@enterprise-ireland.com

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

Role Purpose

The Equality, Diversity and Inclusion Lead is a pivotal role in Enterprise Ireland, enabling the Agency to realise its commitment to an inclusive workforce, where people can do their best work, delivering for our clients. We are seeking a passionate, motivated, and driven individual interested in contributing in a significant way to creating and embedding a progressive Equality, Diversity and Inclusion Strategy across Enterprise Ireland is a diverse organisation, with multiple cultures in our overseas offices and are dedicated to equality, diversity and inclusion, ensuring opportunities for all. In line with our values of 'We are One Team' we celebrate and harness the diversity, individuality, commitment & talents of all our people, to maximise our impact. We further commit to being a E, D & I role model for all our stakeholders, to demonstrate a leadership position in our role supporting a base of over 5,000 Irish export-oriented companies. With responsibility to drive key projects that will be identified under the Equality, Diversity and Inclusion pillar of the People Strategy, the successful candidate must be prepared to push boundaries and challenge the status quo to deliver on our organisational commitments to diversity and inclusion set out in Leading in a Changing World strategy.

The appointee will lead on implementation of the Equality, Diversity and Inclusion Pillar of our overall People Strategy, establishing clear baselines to which we will set tangible key performance targets to measure our progress. The Equality, Diversity and Inclusion Lead will ensure equality, diversity and inclusion are evident in our approach to all aspects of people practices within EI, whether recruitment, onboarding, skills development, access to talent management and promotion, through to integrating with the other core elements of our People Strategy, including Wellbeing. This role has a remit to ensure appropriate policies, structures and actions are in place to raise awareness, capability and compliance in the areas of equality, diversity and inclusion across the organisation.

The Equality, Diversity and Inclusion Lead will both identify and drive through any changes to policy or practices internally, supported by the necessary training and communication campaign to achieve the key objectives. In addition to building our own understanding, confidence and capacity to implement ED&I in our systems, processes and practices, this role also has a part to play in supporting the work of the wider Public Service in advancing this important agenda. This involves collaborating and working with colleagues across the public sector to create awareness and implement good ED&I practices, to ensure our workplaces better reflect the Irish public, whom we serve. This role will also have scope to influence the work EI do with

our client base, an opportunity to further shape the excellent work currently carried out to enable our clients to be as inclusive, diverse and equitable as possible.

Key Deliverables:

- Partnering with the senior leadership team and relevant business areas to drive implementation of a progressive Equality, Diversity and Inclusion Strategy.
- Implement a programme of work based on research and data analysis, that is aligned with the Equality, Diversity and Inclusion Strategy, to promote greater understanding and knowledge of how the Irish public service reflects equality, diversity and inclusion.
- Partnering with an employee advisory group, to be identified following employee consultation, who are representative across the organisation across all offices overseas and within Ireland.
- Working with HR and OD colleagues to ensure consistency and transparency in our approaches and to support the differing needs colleagues and applicants, with a view to promoting and enabling inclusive workplaces.
- Partnering with key stakeholders to understand challenges and identify opportunities and solutions to ensure diversity in the recruitment of talent across the organisation.
- Helping increase diversity in our approach to talent attraction by developing systems, processes and programmes to review and enhance equality, diversity and inclusion impact.
- Working with other public sector bodies, other external organisations (nationally and internationally), and equality, diversity and inclusion specialists to share good and promising practices.
- Provide management and leadership to the wider team, promoting strong collaboration and continuous professional development.
- Working closely with the HR and OD teams in EI to embed inclusive working practices across the organisation and further develop organisational capability around equality, diversity and inclusion.
- Partnering with colleagues in other Departments, including Corporate Services, as well as the Senior Management Team to ensure systems and processes are in place to implement the Public Sector Equality and Human Rights Duty (IHREC) and other equality and human rights legislative and policy commitments, as well as commitments under our Corporate Strategy.
- Working closely with colleagues in Internal Communications, as well as Marketing and Communications, to ensure we communicate our commitment to diversity and inclusion as an employer of choice.

Functional Competencies (Key Skills & Knowledge)

- A track record as a champion in actively promoting, diversity and inclusion and/or equality issues is essential.
- Proven experience of managing and leading on People Strategy, to include diversity and inclusion initiatives at both strategic and operational levels is essential.
- Demonstrable experience of engaging and influencing Senior Leaders and stakeholders on issues of diversity and inclusion and supporting widespread accountability to diversity and inclusion commitments is essential.
- Proven experience of optimising the use of research, policy, evidence and/or data to advance equality, diversity and inclusion outcomes in employment and/or service delivery contexts is essential.
- An ability to lead a high performing team with proven influencing skills.
- Strong practical working knowledge of the technical areas of diversity and inclusion gained through experience in implementation or serving on organisation working groups.
- Knowledge of how to achieve mainstreaming of diversity and inclusion in the workplace, and in particular in talent acquisition and talent management.
- The ability to distinguish and describe key diversity and inclusion concepts (including equality, discrimination, inclusion, exclusion, root causes and transformation).
- An understanding of ways in which, and reasons why, diversity and inclusion are resisted at various levels and particularly within organisations.

- An understanding of models of behaviour change, ideally with academic study in the field of ED&I/HR/Talent Management/Psychology.
- Emotional intelligence and an ability to have difficult conversations, challenge thinking and current norms within the workplace.
- A strong track record of delivering results and reporting on project progress.

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 E, 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

€70,399 to €86,461 per annum contributory superannuation

Rising to €91,781 by long service increments

€67,999 to €82,137 per annum non-contributory superannuation

Rising to €87,192 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.091.22E** 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