



**Title:** Senior Executive, People & Change – Recruitment  
**Grade:** Level E  
**Department:** People & Change  
**Reporting To:** Department Manager, People & Change  
**Location:** East Point, Dublin  
**Job Reference:** EI.159.23E  
**Salary:** €77,528  
**Closing Date:** Thursday 30<sup>th</sup> May

### **Role Purpose**

The Senior Executive, People & Change – Recruitment will lead and manage the strategy and operations for the delivery of an effective and successful recruitment service for Enterprise Ireland’s people resourcing needs.

The overarching objective is to support the organisation in ensuring that it has talented people in roles that can make a valued contribution to the success of the organisation’s strategy, that vacancies are filled in a timely and efficient manner, and that recruitment & selection within Enterprise Ireland is in line with best practice.

The successful candidate, reporting directly to the Department Manager, People and Change, will lead and manage a professional recruitment team to develop, implement and deliver best practice operational and administration solutions across the full range of EI’s global recruitment services including individual and group recruitment, selection and placement, associated systems, processes, policies, operations and administration services.

The individual appointed to this role will work closely with and provide cover, as needed, for other Senior Executives in the Department and the wider People and Culture Division. They will engage with EI’s Leadership Team and other relevant internal and external stakeholders on assigned strategic improvement projects that deliver and enhance the agency’s recruitment agenda and are aligned to the Agency’s corporate strategy, people strategy and wider business needs.

### **Key Deliverables**

Lead, motivate and manage a small team to deliver a professional, client-focussed, and efficient recruitment service across EI’s global business network to include the following:

- Oversee and manage planning, administration, and operation of EI’s recruitment, selection, and placement services, from vacancy to contract signing, to ensure effective alignment to business needs, compliance with relevant legislation, alignment with the agency’s Equality, Diversity and Inclusion Strategy and delivery of a professional and efficient service.
- Manage the review and development of recruitment related policies and procedures, monitoring to ensure compliance with changing regulations/legislation, directives, and best practice.
- Drive operational efficiency by optimising the use of automated systems and technologies, using lean and agile methodologies to streamline processes and practices across the global network of over 40 offices and to benchmark these against best practice.
- Lead and manage the reporting of quality, timely and accurate recruitment trends, data, and information for relevant stakeholders. This includes establishing and monitoring relevant Key Performance Indicators, HR analytics and Service Level Agreements.
- Ensure effective information-sharing and communications management with key stakeholders, within the team, the wider People and Change team, Division and across the EI network.

- Manage the relationship with external contractors and overall management of agreed contracts including operational reviews and budget monitoring, as guided by the agency's procurement procedures and guidelines.
- Work with the Manager, People and Change to oversee, manage and monitor vacancies to ensure continuous improvement and reduce the average vacancy rate and time to hire.
- Contribute as a key member of the People and Culture Division, taking on additional projects as required and working collaboratively with the team to identify lean opportunities and always promote a continuous improvement mindset with all audiences.

### **Functional Competencies (Key Skills & Knowledge)**

- Significant HR knowledge, skills, and experience from working in a relevant HR role, ideally in recruitment, is essential, coupled with a demonstrated knowledge and understanding of HR best practice.
- Demonstrated skills and experience of working effectively as part of an internal team and across cross-functional teams is essential.
- A demonstrated capability and disposition to effectively manage and supervise an internal team is essential.
- Proven skills and experience of developing and implementing successful solution-driven methodologies to drive operational efficiencies, to address operational/administration challenges and to achieve positive business impacts is essential.
- Strong HR project/programme management and administration management skills and experience is essential.
- Proven skills and experience of engaging, networking, and building effective relationships with employees and with a range of external stakeholders.
- Experience of designing and developing efficient and effective administration practices to support HR's recruitment, selection, and placement activities.
- Skills and experience in managing a range of multiple projects and competing priorities at one time to meet demanding and tight deadlines while maintaining accuracy and attention to detail.
- Knowledge and understanding of HR systems and technologies that enhance and support HR operational performance.
- Excellent oral and written English communication skills.
- Skills and experience in procuring external services providers and managing the ongoing contract, relationship, and operational services with providers.
- Ability to formulate, review and implement HR-related policies, processes, practices, and procedures that support delivery of EI's recruitment services.
- Strong understanding of how HR Departments support and contribute to business goals and objectives.
- Clear understanding of, and commitment to, professionalism, confidentiality, and discretion.
- A third level qualification in a HR or business-related discipline is desirable.

### **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 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 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**

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

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**Salary Scale****€77,528 to €95,216 per annum contributory superannuation**

Rising to €101,074 by long service increments

**€74,884 to €90,453 per annum non-contributory superannuation**

Rising to €96,021 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. \*\*

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**Application and Selection Process**

The selection process may include short-listing of candidates. The selection criteria will be based on the functional competency requirements listed as essential of the position. It is therefore important that you demonstrate 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, please send a detailed CV and supporting document quoting reference number **EI.159.23E** to [HRconnect@enterprise-ireland.com](mailto:HRconnect@enterprise-ireland.com) on or **before Thursday 30<sup>th</sup> May**.

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](mailto:hrconnect@enterprise-ireland.com)

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON THURSDAY 9<sup>TH</sup> MAY 2024**

***Enterprise Ireland is an equal opportunities employer***