

<b>Title</b>	Equality, Diversity, Inclusion & Wellbeing Lead
<b>Grade</b>	Level E
<b>Department</b>	People Ireland
<b>Division</b>	People and Transformation
<b>Reporting to</b>	Department Manager, People Ireland
<b>Location</b>	East Point, Dublin
<b>Job Reference</b>	<b>EI.022.25E</b>
<b>Salary</b>	<b>€80,668</b>

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

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### **Role Purpose**

The Equality, Diversity Inclusion and Wellbeing 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 further embedding progressive Equality, Diversity, Inclusion and Wellbeing initiatives across our global and Irish footprint.

The Equality, Diversity Inclusion and Wellbeing Lead will lead on implementation of the Equality, Diversity and Inclusion and Health and Wellbeing pillars of our People Strategy, THRIVE. The successful candidate 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.

The Equality, Diversity, Inclusion and Wellbeing Lead will identify and implement any changes to policy or practices, supported by the necessary training and communication campaign to achieve the key objectives.

### **Key Deliverables:**

- Partner with senior leadership and business areas to implement a progressive and appropriate Equality, Diversity and Inclusion (EDI) and Health & Wellbeing Strategy.
- Implement data and metric-driven programmes to enhance understanding of EDI and coordinate wellbeing initiatives across all organisational levels.
- Collaborate with employee advisory groups (domestic and international) to ensure diverse perspectives are integrated into EDI and wellbeing initiatives.
- Work closely with People team colleagues and business areas to ensure consistency and transparency in HR practices, supporting inclusive workplaces and addressing diverse employee needs.
- Develop systems, processes, and programmes to enhance EDI impact in talent attraction and formulate comprehensive wellbeing policies that support organisational goals.
- Engage with public sector bodies, external organisations, and specialists (nationally and internationally) to share best practices in EDI and wellbeing.
- Provide management and leadership to the team, promoting collaboration, continuous professional development, and awareness of health and wellbeing initiatives.

- Collaborate with various departments to implement the Public Sector Equality and Human Rights Duty, other legislative commitments, and corporate strategy objectives related to EDI and wellbeing.
- Develop and implement a communications strategy with Internal Communications and Marketing teams to promote EDI and wellbeing initiatives, reinforcing the organisation's commitment as an employer of choice.
- Use evidence and data from baseline assessments to inform priorities, develop work programmes, and monitor progress under both EDI and wellbeing people strategy pillars.
- Provide regular strategic updates to the executive team and board, advocating for EDI and wellbeing as critical drivers of organisational success.

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

- A track record as a leader in actively promoting, health and wellbeing, diversity and inclusion and/or equality issues is essential.
- Proven experience in mainstreaming of diversity and inclusion in the workplace, and in particular in talent acquisition and talent management is essential.
- Proven experience of managing and leading on People Strategy, to include diversity, inclusion and wellbeing 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, inclusion and wellbeing commitments is essential.
- Proven experience of optimising the use of research, policy, evidence and 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.
- 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.

### **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.

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**Salary Scale**

**€80,668 to €99,073 per annum contributory superannuation** Rising to €105,168 by long service increments

**€77,917 to €94,117 per annum non-contributory superannuation** Rising to €99,910 by long service increments

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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 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.022.25E** to [hconnect@enterprise-ireland.com](mailto:hconnect@enterprise-ireland.com) to be received **on or before 4<sup>th</sup> April 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](mailto:hrconnect@enterprise-ireland.com)*

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON 14<sup>th</sup> MARCH 2025  
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