



JOB DESCRIPTION

Job Title and Grade	CEO Business Partner Grade VII (Grade Code 0582, DOH scales as at 1 June 2026) (Current pay scale €61,219 – €79,583 (inc. 2 LSIs)) Fixed Term (12 months), Full Time (35 hours pw)
Location of Post	This post is based at CRC main office in Clontarf, Dublin. The CRC has locations in Dublin, Waterford and Limerick and travel to other sites may be required.
Details of Service	We are pleased to offer an opportunity for a highly driven and delivery-focused professional to join the CRC in a critical role supporting the CEO and Senior Management Team to translate strategic ambition into consistent organisational performance. Our 2025–2030 strategy sets out a clear and ambitious direction for the organisation — grounded in purpose, values, and a commitment to improving outcomes for those we serve. The key challenge now is not defining the strategy, but ensuring it is delivered with focus, discipline, and momentum across a complex and evolving organisation. The CEO Business Partner plays a central role in this, acting as a trusted operational partner to the CEO. This role ensures that priorities are actively driven, decisions are implemented, and accountability is maintained across the organisation. It provides the structure, challenge, and follow-through required to sustain progress and deliver meaningful change. Working closely with the CEO, Senior Management Team, and Transformation Management Office (TMO), the role supports organisational alignment, anticipates risks, and removes barriers to delivery. It ensures that efforts remain focused on outcomes, not just activity, and that progress is visible, measurable, and sustained. This role is not about passive coordination. It is about actively driving delivery — ensuring that commitments are honoured, issues are addressed early, and momentum is maintained. It enables the CEO to focus on strategic leadership, confident that organisational priorities are being progressed with clarity and consistency.

	The successful candidate will model and reinforce the organisation's values in how they operate — demonstrating person-centredness, respect, collaboration, courage, and a strong commitment to quality and continuous improvement — while embedding a culture of ownership, performance, and results across the organisation.
Reporting Relationship:	The post holder will report to the CEO
Key Working Relationships:	CEO, SMT and TMO, wider leadership and staff teams, as well as with service users and other external stakeholders as appropriate.
Purpose of the Post	The CEO Business Partner acts as a trusted operational partner to the CEO, ensuring that organisational priorities are translated into consistent, measurable delivery. The role provides dedicated capacity to maintain focus, accountability, and momentum across strategic and operational priorities, ensuring that decisions are implemented, risks are anticipated, and performance is actively managed. It enables the CEO to operate at a strategic level by: • Ensuring follow-through on priorities without constant intervention • Providing early visibility of risks and solutions • Supporting effective decision-making and organisational alignment Ultimately, the role embeds a culture of delivery, accountability, and outcomes-focused performance across the organisation.
Principal Duties and Responsibilities	Duties and Responsibilities 1. Driving Delivery and Follow-Through • Maintain oversight of CEO and SMT priorities, actions, and timelines • Ensure decisions are translated into action and carried through to completion • Track progress and proactively follow up to ensure delivery 2. Strengthening Accountability • Ensure clear ownership for all priorities and actions • Hold senior leaders to agreed commitments and deadlines • Constructively challenge delays, ambiguity, or lack of progress 3. Anticipating and Managing Risk • Identify emerging risks, slippage, and misalignment early

Principal Duties and Responsibilities cont'd	• Highlight pressure points, competing priorities, and resource constraints • Provide solutions and options to support proactive decision-making 4. Supporting Effective Decision-Making • Ensure issues are addressed at the appropriate level • Minimise unnecessary escalation to the CEO • Maintain clear visibility of organisational performance and risks 5. Enabling Effective Meetings and Governance • Ensure meetings result in clear decisions, actions, owners, and timelines • Capture and track actions to completion • Maintain momentum between leadership engagements 6. CEO Office and Workflow Management • Manage workflow into and out of the CEO's office • Prioritise key issues and ensure timely follow-through • Protect CEO time for strategic and high-impact activity 7. Driving Organisational Alignment and Performance • Support cross-team coordination and reduce silos • Promote use of KPIs and outcome-focused performance management • Ensure consistency in how priorities are tracked and delivered 8. Building Sustainable Systems • Establish structured processes for tracking commitments and delivery • Reduce reliance on individuals by embedding accountability systems • Support long-term cultural shift toward ownership and performance 9. Living Organisational Values • Promote person-centred, outcome-focused decision-making • Demonstrate integrity, collaboration, and professional challenge • Reinforce accountability, quality, and continuous improvement
Eligibility Criteria Qualifications and /or experience	The successful candidate must meet the following essential requirements: • A Level 8 qualification on the National Framework of Qualifications (NFQ) (e.g. honours bachelor degree) in a relevant discipline such as: ○ Business / Management ○ Health Service Management ○ Public Administration

	○ Organisational Development ○ or a related field and/or Significant relevant professional experience demonstrating equivalent capability in senior operational delivery, strategy implementation, or organisational transformation within a complex environment. • Proven experience driving delivery through others in complex organisations • Strong experience influencing senior stakeholders • Demonstrated ability to manage priorities, performance, and accountability • Experience in fast-paced or changing environments Desirable: • Experience in healthcare, disability, or public service • Familiarity with Lean or continuous improvement approaches
Skills, competencies and/or knowledge	The candidate must demonstrate the following skills: Core Competencies • Strong delivery focus with ability to ensure follow-through • Excellent organisational and prioritisation skills • Ability to anticipate issues and think ahead • Skilled at constructive challenge and holding others to account • Strong judgement in managing escalation and decision flow Personal Attributes • Highly dependable; consistently delivers on commitments • Proactive, forward-looking, and solutions-focused • Persistent and resilient, with attention to detail • Confident in engaging with senior leaders and holding position • Pragmatic, action-oriented, and outcome-driven • Builds trust through professionalism, integrity, and consistency Overall Profile - This role suits an individual who: • Naturally “owns” delivery and ensures nothing is dropped • Is comfortable operating at senior level with influence but without formal authority • Focuses on outcomes over process

	• Brings energy, discipline, and momentum to organisational priorities
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