



JOB DESCRIPTION

Job Title:	Business Manager (Grade VII)
Location:	Covering RHA Dublin & North East & RHA Dublin West & Midlands (travel across a number of locations such as Cavan Town, Co Meath (Navan & Dunshaughlin), Co Kildare, Dublin (Tallaght, Crumlin)
Contract Hours:	35
Contract Type:	Permanent
Reporting To:	Director of Services

Overall Purpose of the Post:

- The post holder will have devolved responsibility for management of administrative and business support functions reporting to the Director of Service in the assigned RHA areas.
- To provide business planning support to the Directorate of Enable Ireland. This includes all support services to the Director of Services and Service Managers in the operational and strategic development of services of Enable Ireland in the area.
- To provide leadership and a regional management function on the business processes of Human Resources Management, Finance, Information Technology and supports, Quality, Safety and Risk, Business Management and Information Management .
- To provide line management of designated finance, HR and administration staff within the region.
- To take operational responsibility of Health and Safety, compliance and facilities support within the region.
- The post holder will oversee Enable Ireland's facilities management throughout the region and will participate in the management of capital developments and contract management.
- To represent the RHA area/s on the National Procurement and Energy Groups and to participate in decisions pertaining to national procurement.
- To promote energy awareness throughout the region and to take the lead responsibility for collating the information required for the S.E.A.I. on energy consumption and to actively promote the reduction in our energy consumption in line with the targets set by government for our sector.
- To take a lead role in the management of projects, source grants and lead on initiatives within the region ensuring that national procedures relating to projects, in particular capital projects are adhered to.
- To have lead responsibility for collating the information required for preparation of and monitoring of the Service Arrangements for the regions and with the DOS lead on the Service Level Agreements with the HSE in the region.
- Co-ordinate and support the management of risk across the region contributing to the management of the Regional Risk Register working with the regional management team.
- Promote Health and Safety across the region working with the Services Managers in the development and monitoring of policies and procedures, and ensuring compliance with all relevant legislation.

Specific Duties:

Administration & Business Support Services

- Responsibility for administration, finance and HR processes for the office of the Director of Services.
- Contribute to the development and implementation of corporate strategies and decisions within the region in accordance with Enable Ireland's strategic and operational plans.

- Responsibility for implementing administrative processes in consultation with and participation in the Regional Services Management Team.
- Implement and monitor administrative systems in line with current best practice.
- Plan, allocate and evaluate work carried out in relation to all administrative functions and provide support, supervision and leadership to the region's administrative teams.
- Ensure effective administrative support and business services to departments and teams working within the region.
- Line manage designated administration, finance and HR staff.
- Collect and collate all service-related information/data as requested by the Director of Services/Head of Service North & East/Head Office/ Finance Department/HRCA/CEO's Office.
- Work closely with the Director of Services and the Regional Services Management Team and lead on designated projects in accordance with regional service delivery.
- Identify cost improvements, service developments and income generation opportunities within designated areas.
- Develop business cases and/or other proposals for improvements and modernisation of services.
- Oversee and sign off on returns and compliance forms as requested, to HSE/other agencies.
- Oversee and support information technology in the region.
- Oversee the regional property portfolio as advised by the Director of Services
- Report on regional insurance matters to Head Office.
- Collate the data required by Head Office for the annual insurance renewal
- Represent Enable Ireland on internal and external committees/ initiatives and meetings as requested.
- To actively support Enable Irelands regional and national fundraising programmes.

Data & Performance Management

- Contribute to and support the service planning process.
- Lead the service arrangement process
- Provide reports on Enable Ireland's regional activity and performance as required by the Director of Services.
- Identify and develop regional KPIs, consistent with the regional service plans and the overall objectives of Enable Ireland.
- Assist in the delivery of KPIs as a routine and core business objective and develop action plans to address non-attainment of KPI targets.
- Monitor and track performance targets and develop internal and external comparative performance monitoring information to support and inform decision-making across the region.
- Ensure that the quality of data regarding all activity within the region of responsibility is of the highest quality and delivered on a timely basis.
- Coordinate applications for grants/ funding opportunities and provide project management support in implementation and reporting on progress
- Take a lead role in the development, monitoring and reporting of service arrangements in the region
- To collate and analyse data to produce management information

Human Resource Management & Training

- Have responsibility for overseeing the implementation of HR processes in accordance with Enable Ireland's HR policies and procedures.
- Have responsibility for payroll reporting and related budgeting monitoring and HR costs submission.
- Support the payroll function, ensuring accurate and timely payment to employees.
- Ensure staff policy compliance programme is monitored and reported.
- Ensure best practice in all aspects of recruitment and selection, HR processes and employee relations, in line with Enable Ireland's policies.
- Liaise with pension provider as required.
- Manage sickness absence in conjunction with line managers and Director of Services.
- Liaise with national HR office
- Oversee training, development and support tracking of same in the region. Oversee the development of training and education plans encompassing mandatory, corporate and personal development objectives to realise the capabilities and contribution of all staff.
- Support a national approach to training and identify regional requirements.

- Support services/departments in the region to assess and facilitate local training and development initiatives.
- Oversee the maintenance and updating of the National Training Calendar on INFORM.
- Facilitate and support the development and delivery of aspects of employee induction programmes.
- Ensure employees are informed and updated about relevant external training events on a regular basis.

Finance

- Implement and monitor the financial procedures and regulations of the organisation as directed by the DOS, the Head of Finance and the Head of I.T. in collaboration with local finance personnel.
- Assist local/national finance personnel with the preparation of the annual budgets and any other relevant requests.
- Assist local/national finance personnel with ad-hoc financial report requests from the HSE or other agencies including the S.E.A.I
- Assist local finance personnel with data requests from Head Office Finance arising from the year end statutory audit
- Facilitate the implementation of cost improvement programmes as required.
- Assist local finance and administration with data requests emanating from the National Procurement and Energy groups.
- Assist local finance in the financial data requests relating to business cases being put forward by service managers or the DOS

Quality Assurance and Risk Management

- Contribute to the co-ordination and monitoring of the region's performance and promote awareness towards achieving a strong culture of safety and continuous quality Improvement in the region.
- Lead responsibility for EFQM across the region
- Monitor and co-ordinate audit programmes as required.
- Contribute to the development and lead on the implementation of best practice service modernisation and improvement plans and strategies as required.
- Continuously evaluate the effectiveness of the administration services and introduce related changes where appropriate.
- Ensure compliance with relevant legislation.
- Have a comprehensive working knowledge of the content and KPIs of the region's Service Arrangements and Health Information and Quality Authority (HIQA) Standards as they apply to the organisation.
- Have a comprehensive knowledge and oversight of employees' application of the relevant organisational policies and procedures.
- Co-ordinate and support the management of risk across the region
- Lead responsibility for the Regional Risk Register and escalation of risks as appropriate
- Support service managers in relation to compliance with HIQA standards

Health & Safety

- Take the lead role on promoting Health and Safety and risk management across the region, including the development and monitoring of policies and procedures, and ensuring compliance with all relevant legislation.
- Ensure Health & Safety and welfare of all staff and visitors accessing the services in the region.
- Co-ordinate/carry out risk assessments on all buildings across the region, in conjunction with service managers and local staff.
- Ensure accurate and timely Health and Safety reporting is in place across the region including reporting to the NIMS system.

Facilities management

- Take the lead on monitoring of all existing leases.
- Ensure that all new leases comply with procurement guidelines.

- Provide leadership and support to managers in relation to operational management of buildings including maintenance, caretaking and security across the region
- Source new accommodation as required
- Regional oversight of cleaning and compliance with infection control policies
- To participate and promote energy awareness and to actively look at ways of reducing energy consumption
- To participate in the national procurement committee and take a regional role on procurement processes
- To work in partnership with and support the fundraising and commercial divisions in the region

Key Working Relationships:

Enable Ireland delivers services using the Social Model of Disabilities. Enable Ireland has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. Key internal working relationships include the Director of Services, Service Managers, Finance Officers, Facilities Officers, Administrators, Finance and HR staff within the region, National HR & Corporate Affairs, Head Office, Finance Department and the Head of Service North & East.

This job description is not an exhaustive list of duties and responsibilities, and will be reviewed from time to time by the Director of Services/Regional Administration & Business Manager to reflect the needs of the service and will evolve as new legislation and service arrangements come into place.

GDPR Compliance

Ensure GDPR compliance in the course of carrying out duties and working with others which will include, but is not limited to, compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed to minimise exposure to breach of GDPR and understanding how to perform the role to ensure Enable Ireland is GDPR compliant in line with best practice.

This job description is not intended to be exhaustive or restrictive. The post holder may be required to undertake additional duties and responsibilities that are commensurate with the role, level of responsibility, and skills required for the post, as may reasonably be requested by the Company.

Terms & Conditions:

Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.
Annual leave:	Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service.
Salary Scale:	The current salary for this post is €58,151 to €76,254 per annum, pro rata. This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations.
Whole Time Equivalent (WTE) Hours:	35 hours per week is the Whole Time Equivalent (WTE) of the post. Please refer to the table above for the specific contract hours applicable to this position.

Pension Scheme:	Employees have the option to participate in either the Company's Defined Contribution Pension Scheme (which includes Life Assurance and Income Continuance Plan) or the State-run <i>My Future Fund</i> auto-enrolment scheme.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	Clearance is required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay:	All periods of sickness exceeding two days must be supported by a medical certificate. Weekly medical certificates must be provided thereafter. The Company reserves the right to require you to be examined by its own Doctor after three months of continuous sick leave. Upon completion of six months' continuous service with the Company, sick pay will be as follows: - Full pay, less any applicable social welfare deductions, for the first 13 weeks of sickness absence within any rolling 12-month period. - Half pay, less any applicable social welfare deductions, for a further 13 weeks of sickness absence within the same rolling 12-month period.
Redeployment:	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications/Licences, etc.	• Recognised third level qualification in Commerce/Business/Finance/General Management/Quality & Risk Management/ Facilities Management HR Management or related area • Valid driving licence for within the state / jurisdiction with access to own transport in order to deliver services across a large geographical area	• Qualification specific to HR, Finance and/or Risk Management. • Project Management Qualification
Experience	• 5 years' previous management experience in finance/business/ quality & risk/service facilities/procurement/human resources/corporate governance commensurate with this role. • Experience in application of Risk Management Frameworks in a workplace environment • Experience of HSE service level agreements	• Previous experience working with and managing teams. • Experience of working in the health care sector or not for profit sector.
Organisational and Professional Knowledge	• Knowledge of Health and Social care Governance and relevant legislation. • Knowledge of Health /Disability Regulatory and Standards frameworks. • Knowledge of quality standards and quality management systems. • Knowledge of Health & Safety legislation. • Knowledge of HR processes, data protection and employment legislation. • Knowledge of best practice in financial services.	

Planning & Organisation Skills	• Demonstrate ability to organise and prioritise own workload. • Ability to monitor and set appropriate role related targets • Ability to provide business support to managers and teams across a large geographical area.	Project Management Skills
Leadership & Team working	• Ability to adjust plans and decisions where necessary, in light of changing circumstances or organisational changes. • Demonstrable evidence of identifying, initiating and managing change successfully. • Evidence of willingness and ability to embrace organisational development and change and to test new initiatives that add value to the organisation and service. • Can demonstrate the ability to facilitate, enhance and support team growth and productivity. • Demonstrates strong analytical thinking skills and anticipates the consequences of decisions and, in particular, the impact on budgets	
Building and Maintaining effective relationships	• Ability to communicate effectively at all levels within the service and externally, ensuring that information is appropriately disseminated and understood. • Excellent Presentation Skills. • Facilitation and Negotiation Skills. • Ability to build and maintain successful relationships throughout the region • Ability to present complex information simply • Excellent written, verbal and IT communications skills. • Listens to and respects conflicting points of view and works towards positive solutions. • Ability to be objective and reflective • Ability to develop opportunities for successful working with other organisations/agencies. • Ability to maintain a calm and professional demeanour in all situations.	

Standards in Corporate Governance Processes	• Ability to develop and review policies and strategies. • Ability to set and monitor quality standards • Ability to establish and monitor systems for the collection and analysis of corporate data, including output metrics, financial, HR and data protection reporting systems.	
--	--	--