



## **JOB DESCRIPTION (Code JT585)**

### **Business Manager (Grade VII)**

|                        |                           |
|------------------------|---------------------------|
| <b>Location:</b>       | Dublin, Kildare, or Meath |
| <b>Contract Hours:</b> | 35                        |
| <b>Contract Type:</b>  | Permanent                 |
| <b>Reporting To:</b>   | Director of Service       |

#### **1. Overall Purpose of the Post**

The purpose of the post is to provide business planning support to the Director of Services and Service Managers in the operational and strategic development of services in the designated area.

The post holder will have devolved responsibility for management of administrative and business support functions on behalf of the Director of Service in the assigned RHA area. This is a regional operational management function across key business processes which include oversight of Finance and HR processes, IT support, Facilities management, Capital Projects support, Performance and Data reporting and support in Regulatory Compliance in the region. The role also includes oversight of regional sustainability initiatives in the region.

#### **2. Specific Duties**

##### **2.1 Administration Reporting & Business Support Services**

The Business Manager will:

- Ensure that regionally assigned data, activity and performance information is accurate, timely and available for use to support planning.
- Support collating the information required for preparation of and monitoring of the Service Arrangements for the regions and support the Director of Services with the Service arrangement documentation.
- Support the provision of relevant HR and finance performance reporting data and management information requirements.
- Provide oversight of regional administration and business support services, ensuring effective systems, governance, reporting, and supports are in place across the region.
- Work with the Director of Services, Regional Services Management Team, Accountant, Administration Manager, and other designated staff to ensure regional administrative, finance, HR and business support processes operate effectively and in line with Enable Ireland policies.
- Oversee the preparation and quality assurance of key regional reports, returns, business cases, submissions and compliance information required by the Director of Services, Senior Management Team, HSE and other agencies.

- Lead and support designated regional and national projects, service developments, cost improvement initiatives, and change programmes as agreed with the Director of Services.
- Represent Enable Ireland on internal and external committees, initiatives and meetings as required.
- Lead regional facilities management, lead contract management, support capital projects, support procurement, energy management, and sustainability reporting.
- Support local and regional Green Teams and the National Energy Team, promoting energy awareness and reducing energy consumption, collate SEAI reporting information, source grants, and ensure regional projects are managed in line with national procedures.
- Coordinate and support the development of funding applications, grant reporting and project monitoring where required and designated.

## 2.2 Finance

With the support of the National Finance Function and in accordance with organisational financial policies, procedures and control frameworks, the Business Manager will have responsibility for the day-to-day operational management and delivery of local finance functions across the region. This includes the oversight of financial administration, budget monitoring, financial controls, reporting processes and the management of designated finance personnel keeping the Director of Services, as the accountable officer, informed at all times.

Working under the direction of the Director of Services and in consultation with the National Finance Function, the Business Manager will collaborate with both local and national finance colleagues to ensure the effective operation of regional finance activities. The National Finance Function will provide specialist advice, guidance and support in relation to procurement governance, financial recording and reporting standards, policy development, statutory compliance and financial control frameworks.

The Business Manager will be responsible for:

- Leading and supporting the day-to-day operation of local finance functions in consultation with Service Managers, ensuring effective financial administration, budget monitoring and compliance with organisational financial policies and procedures.
- Supporting local finance teams in the preparation and management of annual budgets, responses to statutory audit requirements, financial reporting processes, business case development and ad hoc information requests from the HSE, SEAI and other regulatory or funding bodies.
- Preparing and coordinating financial documentation and supporting information required for Service Arrangements and related funding agreements.
- Providing line management, supervision and oversight of designated regional finance personnel and ensuring the effective delivery of finance administration processes within the region.
- Acting as the local operational lead for finance processes, while seeking specialist support and advice from the National Finance Function on procurement matters, financial reporting requirements, accounting standards, policy interpretation and complex financial issues.
- Contributing to national initiatives through participation in the National Procurement Team and National Energy Group, ensuring that regional priorities and information requirements are represented.

- Coordinating the collection, analysis and submission of regional financial data, performance reports and business case information, and supporting the implementation of procurement, energy management and cost improvement initiatives in line with national organisational objectives.
- Ensuring that regional financial practices are aligned with organisational policies, financial governance requirements, statutory obligations and nationally agreed reporting frameworks.

## **2.3 Human Resource Management & Training**

With the support of the National HR Function and in compliance with organisational policies and procedures, the Business Manager will have responsibility for the day-to-day operational management and delivery of local HR administration and workforce processes within the region. This includes the management of designated administrative staff and oversight of the implementation of HR procedures, systems, controls and reporting requirements.

The Business Manager will work in partnership with the National HR Function, which will provide specialist advice, guidance and support in relation to employment relations, recruitment governance, interpretation of HR policies, legislative compliance and organisational workforce initiatives. Under the direction of the Director of Services and in consultation with the National HR Function, the Business Manager will ensure the effective local delivery of HR functions, including:

- Ensuring the consistent implementation of operational HR processes across the region, including recruitment administration, onboarding, payroll processing and workforce reporting, in accordance with national policies, procedures and approved recruitment practices.
- Providing line management and oversight of designated administrative staff responsible for HR administration, recruitment coordination and payroll-related processes within the region.
- Acting as the local operational lead for workforce administration and HR process implementation, while seeking specialist support and advice from the National HR Function on employment relations matters, policy interpretation, recruitment governance and complex HR issues.
- Support Service Managers in coordinating local induction programmes, mandatory training compliance and workforce development activities through the iGrow platform.
- Supporting the implementation of national HR initiatives and ensuring that local practices are aligned with organisational policies, workforce strategies and statutory requirements.

## **2.4 Risk Management, Health & Safety, Information Management**

The Business Manager will:

- Support compliance with relevant legislation, organisational policies and procedures, Service Arrangement requirements, KPIs as they apply to the region.
- Support maintenance of the Regional Risk Register and escalating risks as appropriate under area of responsibility.
- Support service managers in meeting quality, safety, risk, and HIQA compliance requirements, while promoting a strong culture of accountability, good governance, and continuous improvement.

- Provide regional oversight of Health and Safety arrangements, ensuring effective reporting, risk assessment, compliance monitoring, and escalation processes are in place under the management of the Director of Services and in collaboration with the Service Managers.
- Work with service managers and relevant staff to promote a safe working environment for staff, service owners, families, visitors, and contractors across the region.
- Ensure regional 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.

## **2.5 Facilities Management**

In consultation with the Director of Service and Head of Service and other designated personnel, the Business Manager will be assigned a range of facility management duties.

This includes:

- A lead role on monitoring of all existing leases and ensuring that all new leases comply with procurement regulations
- Support to managers in relation to operational management of buildings including maintenance, caretaking, and security across the region.
- Sourcing new accommodation possibilities as requested.
- Regional oversight of building maintenance and upkeep.

## **2.6 Fundraising & Commercial Partnerships**

The Business Manager will work collaboratively and in partnership to actively support the fundraising and commercial divisions in the region and nationally as required and directed.

## **3. Key Working Relationships**

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 Manager and staff across the region and national corporate offices.

## **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:**

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|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Probation:</b>                             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Annual leave:</b>                          | Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Salary Scale:</b>                          | The current salary for this post is based on the Enable Ireland Grade VII (Clerical) 11-point pay scale, with salaries ranging from €59,314 to €77,779 per annum, pro rata, at October 2026 rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Whole Time Equivalent (WTE) Hours:</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Pension Scheme:</b>                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Medical:</b>                               | The successful candidate will be required to undergo a medical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Garda Clearance/<br/>Police Clearance:</b> | Clearance is required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Sick Pay:</b>                              | <p>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.</p> <p>Upon completion of six months' continuous service with the Company, sick pay will be as follows:</p> <ul style="list-style-type: none"><li>- Full pay, less any applicable social welfare deductions, for the first 13 weeks of sickness absence within any rolling 12-month period.</li><li>- Half pay, less any applicable social welfare deductions, for a further 13 weeks of sickness absence within the same rolling 12-month period.</li></ul> |
| <b>Redeployment:</b>                          | 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  
(Code JT585)**

**Business Manager (Grade VII)**

|                                                  | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable Criteria                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications/Licences, etc.</b>             | <p>Candidates must have at the latest date of application:</p> <ul style="list-style-type: none"> <li>- A recognised third level qualification (Min. Level 7) in Commerce/Business/Finance/General Management/HR Management or related area.</li> <li>- the right to work in the country.</li> </ul>                                                                                                                                                                                                                                                                                                                                    | Management Qualification                                                                                                                                                                                                                                                                                                                            |
| <b>Experience</b>                                | <ul style="list-style-type: none"> <li>- 5 years' previous management experience in the day-to-day operational management of business support functions, including finance, administration, HR, facilities, governance, compliance, risk and performance reporting commensurate with this role.</li> <li>- Experience of contract management and procurement</li> </ul>                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>- Previous experience working with and managing teams.</li> <li>- Experience of working in the health care sector or not for profit sector.</li> <li>- Experience in application of Risk Management Frameworks in a workplace environment.</li> <li>- Experience of HSE service level agreements.</li> </ul> |
| <b>Organisational and Professional Knowledge</b> | <ul style="list-style-type: none"> <li>- Knowledge of Health and Social care Governance and relevant legislation.</li> <li>- Knowledge of Health &amp; Safety legislation.</li> <li>- Knowledge of HR processes, data protection and employment legislation.</li> <li>- Knowledge of best practice in financial services.</li> <li>- Contracts /procurement.</li> <li>- Knowledge and application of financial systems and processes applicable to a health /disability environment.</li> <li>- Knowledge and application of HR, Finance, Database, Risk Assessment, Health &amp; Safety and Information Management Systems.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                     |

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|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|                                           | <ul style="list-style-type: none"> <li>- Knowledge and application of procurement systems in accordance with designated compliance policies.</li> <li>- Advanced IT knowledge, skills and proficiency.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| <b>Resource Management</b>                | <ul style="list-style-type: none"> <li>- Managing and controlling budgets in accordance with Enable Ireland's procedures.</li> <li>- Staff training, supervision and performance monitoring.</li> <li>- Developing training and education plans.</li> <li>- Ensure staff are adequately trained in line with legal and professional standards.</li> <li>- Management of induction and probation monitoring.</li> <li>- Ability to manage capital assets.</li> <li>- Demonstrate ability to organise and prioritise own workload.</li> </ul>                                                                                                                  | Project Management skills  |
| <b>Judgement and Evaluation</b>           | <ul style="list-style-type: none"> <li>- Ability to make informed decisions based on evidence-based information while taking account of the context within which the decision is being made.</li> <li>- Ability to analyse problems and reach solutions in a timely manner.</li> <li>- Ability to ensure decisions made are professional, transparent, ethical and consistent in manner.</li> <li>- Ability to manage complaints and difficult situations successfully in a timely manner.</li> <li>- Ability to reflect and act objectively in relation to all services in the catchment area.</li> <li>- Demonstrates initiative and integrity.</li> </ul> | Conflict Resolution skills |
| <b>Planning and Organisational Skills</b> | <ul style="list-style-type: none"> <li>- Ability to monitor and set appropriate role related targets.</li> <li>- Ability to provide business support to managers and teams across a large geographical area.</li> <li>- Ability to adjust plans and decisions where necessary, in light of changing circumstances or organisational changes.</li> </ul>                                                                                                                                                                                                                                                                                                      |                            |

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| <b>Leadership and Team Working</b>                      | <ul style="list-style-type: none"> <li>- Demonstrable evidence of identifying, initiating and managing change successfully.</li> <li>- Evidence of willingness and ability to embrace organisational development and change and to test new initiatives that add value to the organisation and service.</li> <li>- Can demonstrate the ability to facilitate, enhance and support team growth and productivity.</li> <li>- Demonstrates strong analytical thinking skills and anticipates the consequences of decisions and, in particular, the impact on budgets.</li> </ul>                                                                                                                                                                                                                                                                                                   |  |
| <b>Building and Maintaining Effective Relationships</b> | <ul style="list-style-type: none"> <li>- Ability to communicate effectively at all levels within the service and externally, ensuring that information is appropriately disseminated and understood.</li> <li>- Excellent Presentation Skills.</li> <li>- Facilitation and Negotiation Skills.</li> <li>- Ability to build and maintain successful relationships throughout the region</li> <li>- Ability to present complex information simply.</li> <li>- Excellent written, verbal and IT communications skills.</li> <li>- Listens to and respects conflicting points of view and works towards positive solutions.</li> <li>- Ability to be objective and reflective.</li> <li>- Ability to develop opportunities for successful working with other organisations/agencies.</li> <li>- Ability to maintain a calm and professional demeanour in all situations.</li> </ul> |  |
| <b>Standards in Corporate Governance Processes</b>      | <ul style="list-style-type: none"> <li>- Ability to develop and review policies and strategies.</li> <li>- Ability to set and monitor quality standards.</li> <li>- Ability to establish and monitor systems for the collection and analysis of corporate data, including output metrics, financial, HR and data protection reporting systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |