Human Resources Pobal

Job Description

Office of CEO – Grade 3

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. **Equality, Diversity & Inclusion Statement**

About the Risk Management and Business Continuity Planning Unit

The Risk Management and Business Continuity Planning Unit provides high quality business support services to Pobal in the areas of Risk Management and Business Continuity Planning.

The Unit is responsible for providing support and guidance relevant to risk management to all business areas, and for risk oversight and assurance for the company. It ensures the quality of the information recorded on the risk management system meets the standard defined in the Risk Management Policy and related procedures and that it is kept up to date. The Unit provides risk management reports and analysis for the management team, the Audit, Finance and Risk Committee, and the Board.

The Unit provides a Business Continuity Planning support service to Pobal which is designed to ensure that roles in relation to BCP are clearly defined and communicated and that a comprehensive Business Impact Analysis is the basis for business continuity decisions. The BCP function is integrated with the Risk Management function, seeking to ensure that a continuity plan is considered and created for areas of the business where high levels of risk are identified.

Job Description and Person Specification

Role	Risk Management Co-Ordinator
Directorate	Office of CEO
Unit	Risk Management Unit
Grade	3
Reporting to	Chief Risk Officer

Role Purpose

Pobal wishes to appoint a Risk Management Co-Ordinator who will support the Chief Risk Officer (and Business Continuity Planning Manager) with the implementation of the Risk Management

Framework and Business Continuity planning across the organisation. This role will contribute to the successful achievement of our strategic objectives through the development and implementation of an effective corporate risk management framework and business continuity policies, procedures, and systems. The Co-Ordinator will work closely with the Chief Risk Officer, and the Business Continuity Planning Manager as well as all Project, Programme and Functional Teams across Pobal.

A key element of the role is to champion risk management throughout the organisation, driving the implementation of the revised approach by supporting the adoption of effective and proactive risk management practices, procedures, and systems, and ensuring that risk management becomes an integral and dynamic element of overall management activity. Furthermore, the successful candidate will play a key role in assisting the Business Continuity Planning Manager in the design, planning and implementation of the business continuity management system. This role will provide the successful candidate with an opportunity to obtain knowledge and skills of risk-management and provide exposure to all parts of a unique organisation.

Role Requirements

Role Requirement 1
Facilitate Directorate Risk Assessment Process

- Assist with facilitating the roll out of the directorate risk assessment process with all Directorate Teams, including scheduling workshops and ensuring the risk assessment process is adhered to.
- Track and report on the status of the Directorate Risk Assessment roll out across all Directorates.
- Support the Directorate Teams throughout the risk assessment process, including providing guidance on the approach.

Role Requirement 2
Business Continuity Policy and Planning

- Provide administrative support for the Business Continuity Planning Manager across the full range of their activities including record keeping and coordination of meetings and training sessions.
- Assist the Business Continuity Planning Manager in the planning and execution of Directorate Business Impact Analysis.
- To support the Business Continuity Planning Manager in preparing, coordinating and delivering Business Continuity Reports and updates to Executive Committee; the Board Audit, Finance and Risk Committee; and the Board.
- Liaise with Directorate Business Continuity leads to gather updates on continuity planning, progress and incidents.

Role Requirement 3
Risk Reporting

- Support the Chief Risk Officer with risk reporting to Executive Committees; the Board Audit, Finance and Risk Committee; and the Board on the risk appetite status, the risk management function, compliance, best practice, trends and emerging issues.

- Engage with Risk Category Owners and other senior stakeholders to ensure risk reports are drafted on a timely manager.
- Support the Chief Risk Officer with Internal Audit Issue tracking and onward reporting.
- Play a key role in the oversight and management of electronic risk management system, ensuring that all data is of high quality, accurately mapped, etc
- Continue the development of the electronic risk management system by ensuring that risk, control, and issue owners are updating the system as and when required, and that updates are of good quality.

Role Requirement 4
Awareness Raising, Support and Training

- Assist the Chief Risk Officer in the promotion of awareness and understanding of risk and effective risk management across Pobal, including the facilitation of training.
- Support staff across the organisation in implementing risk management in their functional areas of responsibility, with specific focus on the maintenance of risk registers.
- Supporting the Chief Risk Officer to design and compile training packs, presentations, policies, and procedures.
- Continue the development and implementation of an effective and integrated risk management framework to include regular review of Risk Management Policies, Procedures, Action Plans, and the Risk Appetite Statement.
- Assist the Business Continuity Planning Manager in developing and maintaining a Business Continuity Training and Awareness plan that aligns with Pobal's organisational needs and ISO 22301 standards.

Required Experience

- Desirably a minimum of two years risk management experience.
- Understanding of corporate governance, risk management processes and procedures, and assurance frameworks for compliance with regulatory requirements.
- Ideally previous experience of using/ being a system administrator of an electronic risk management system or similar systems.
- Strong attention to detail.
- Excellent analytical, problem solving, numerical, and IT skills.
- Highly organised, proactive and results orientated.
- Proficient in MS Word, Excel, and PowerPoint.
- Strong interpersonal skills with track record in building and maintaining relationships.
- Ability to work as a team player.
- Excellent communication skills, both verbal and written.
- Ability to work on own initiative and know when to escalate.
- Knowledge of workings of the community/voluntary/public sector.
- Understanding of governance structures and reporting protocols.

Qualifications

- Desirable; relevant Third Level qualification (e.g., Degree) or equivalent.

Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
Delivery of Results	Assumes personal responsibility for and delivers on agreed objectives/ goals
	Manages and progresses multiple projects and work activities successfully
	Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
	Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource
	Ensures all outputs are delivered to a high standard and in an efficient manner
	Use resources effectively, at all times challenging processes to improve efficiencies
	Challenges poor results or failure to achieve acceptable performance standards
Interpersonal and Communication Skills	Communicates in a fluent, logical, clear and convincing manner verbally and in writing
	Is able to listen effectively and develop a two-way dialogue quickly
	Maintains a strong focus on meeting the needs of internal and external customers & stakeholders
	Effectively influences others to take action
	Works to establish mutual understanding to allow for collaborative working
	Ensures that important team, department and organisational information is shared with employees and others as appropriate
Analysis and Decision Making	Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
	Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
	Uses numerical data skillfully to understand and evaluate business issues
	Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
	Sees the logical implications of taking a particular position on an issue
	Is resourceful and creative, generating original approaches when solving problems and making decisions
People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Specialist Knowledge, Expertise and Self Development	Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.
	Develops the expertise necessary to carry out the role to a high standard and shares this with others
	Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation
	Consistently reviews own performance self development and sets oneself challenging goals and targets
Drive and Commitment to Pobal's Values	Consistently strives to perform at a high level
	Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
	Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
	Is personally trustworthy and can be relied upon
	Upholds the highest standards of honesty, ethics and integrity

Terms & Conditions of Employment

Salary	Grade 3 salary scale (€58,265 - €73,378)
Contract Type	Fixed Term Contract for a period of 12 months, subject to continuing Government funding
Probation	A probationary period of six months will apply
Pension	Defined contribution pension scheme
Annual Leave	26 working days, exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Location	The role will be located at any Pobal Office
Blended Working Policy	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: August 15th, 2025

Applications will not be accepted after the closing date