



government supporting communities



Human Resources Pobal

Job Description

Corporate Services Role – Grade 4

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 Corporate Services

The Corporate Services Directorate provides high quality business support services to Pobal in the areas of Human Resources, Recruitment and Selection, Learning and Development, Communications, Facilities, Health & Safety, Business Planning, Corporate Projects, and Legal advice. We partner and work collaboratively with the business units in Pobal to provide professional expertise and advice to assist them in the delivery of their objectives.

About the Role

As an organisation our aim is to nurture and further develop a highly skilled, competent, dynamic and engaged workforce who will enable us to deliver a first-class service on behalf of Government. Our Strategic Plan 2022 –2026 acknowledges the importance of strategic leadership and in particular identifies our commitment to developing a single positive leadership culture underpinned by our core values and organisational purpose.

This role will support the organisation in our strategic commitment to invest in people development, leadership and culture.

Job Description and Person Specification

Role	Culture and Engagement Manager
Directorate	Corporate Services
Unit	Human Resources
Grade	4
Reporting to	Director of Corporate Services

Role Purpose

As the Culture and Engagement Manager you will be responsible for the delivery of an integrated culture and engagement strategy and leadership development strategy that enables Pobal to engage, develop and align employees with the company's core values and objectives within the strategic plan.

The role encompasses key aspects of how the company connects and relates to current and prospective employees. The role partners closely with the Executive Management Team / Strategic Leadership Team to shape, drive and deliver culture, engagement, and leadership development.

Role Requirements

Role Requirement 1 - Culture

Implement a programme of work, in collaboration with the leadership team, to build a single positive organisational culture where expectations are clear and behaviours are aligned with our shared values of Accountability, Collaboration, Inclusion, Integrity, Service Excellence and Transparency. Key tasks will include:

- Deliver on the actions identified in Pobal's Culture Audit project (completed May 2025).
- Work with leadership team to provide access to insights that inform positive change and work towards the development of a single positive organisational culture.
- Implement the Culture and Engagement Strategy for the organisation, focusing on its relationship to the organisation's mission, vision, and values; clarifying the actions needed to deliver on it; motivating staff to commit to these and to achieving the organisation's business goals.
- Lead and manage other internal culture activities as required; to include the collection and analysis of data to inform needs, action planning and goal setting.
- Design and facilitate interventions as required at corporate/department/team level to develop and align culture with organisational change and development.
- Manage and report on the performance of the function and its programmes to executive oversight committees, Executive Management Team, Strategic Leadership Team etc as appropriate.

Role Requirement 2 – Engagement

- Engage with senior leadership to set priorities for engagement, and to define required outcomes; specify and manage the collection and analysis of data to inform needs.
- Lead development, implementation and assessment of strategies and programmes to continuously improve engagement among our employees contributing to a high performing organisation linked to our values.
- Implement the Culture and Engagement Strategy for the organisation, focusing on its relationship to the organisation's mission, vision, and values; clarifying the actions needed to deliver on it; motivating staff to commit to these and to achieving the organisation's business goals.
- Lead and manage internal engagement activities and surveys, along with action planning and goal setting, ensuring the leadership team has access to insights that inform positive change.
- Champion our values through creative implementation across our organization including planning and facilitating engagement activities across the company.
- Manage and report on the performance of the function and its programmes to executive oversight committees, Executive Management Team, Strategic Leadership Team etc as appropriate.

Role Requirement 3 – Leadership Development

Utilising our leadership competency framework, this role will be responsible for building leadership capability throughout the organisation to include, but not limited to;

- The implementation of a Leadership Development Programme that will support our staff in their continuous learning.
- Roll out of leadership assessment and development tools where appropriate.
- Identification & implementation of initiatives to develop leadership capacity and promote and share good leadership practice.
- Plan and deliver leadership development activities which incorporate a variety of learning methodologies to ensure that our managers are equipped with the skills and capabilities required to embed a high-performance culture.
- Improve understanding of our leadership behaviours at all levels across the organisation and support leaders and managers in ensuring that they demonstrate the desired behaviours consistently.
- Assist in the development of coaching as a key leadership style by ensuring that coaching principles and skills are built into leadership and management development programmes.
- Evaluate the impact of existing and new leadership development interventions in order to identify areas for improvement and opportunities to enhance the current offer to support leaders in achieving their full potential.
- Develop and maintain an emphasis on internal learning with strategic use of external partners where appropriate.
- Implement specific programmes and initiatives to support aspiring leaders to develop the knowledge and skills required to step up to managerial and leadership roles.

Role Requirement 4 - People & Stakeholder Management

- Proactively engage with key stakeholders as appropriate in the interest of fostering collaborative relationships.
- Positively lead, motivate, and encourage whilst maintaining momentum given the challenging operating environment and demanding targets.
- Foster a corporate culture that promotes practice and commitment to a customer experience of service excellence and efficiency.
- Encourage innovation and change when and where it is needed.

Required Experience

- A minimum of five years professional experience in the areas of culture, leadership development, employee engagement, organisational design & development, or other related HR disciplines.
- Experience in designing and deploying employee surveys and/or facilitation of company-wide post survey action planning.
- Demonstrate strong communication and people skills (verbal, written and listening)
- Exceptional organizational skills, multi-tasking capabilities and detail oriented
- Must be able to project manage and meet deliverables.
- Experience in leveraging existing tools and introducing new tools and platforms.
- Exercises professional judgment and demonstrates strong facilitation, conflict management and consensus building skills.
- Demonstrated people leadership and collaboration experience.
- Ability to build relationships and gain the confidence of key stakeholders and team members.
- Ability to prioritize, organize, and coordinate multiple projects simultaneously.
- Excellent facilitation skills
- The capacity to partner closely with Executive Leadership is critical.
- Must be able to manage multiple priorities, produce excellent work results, and follow through on commitments. A sense of urgency is required.

Qualifications

- Relevant Third Level qualification (e.g., Degree), or equivalent is desirable.

Pobal Core Competencies - Grade 4

GRADE 4 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 Management & Delivery of Results	<p>Takes responsibility and is accountable for the delivery of agreed objectives</p> <p>Successfully manages a range of different projects and work activities at the same time</p> <p>Structures and organises their own and others work effectively</p> <p>Is logical and pragmatic in approach, delivering the best possible results with the resources available</p> <p>Delegates work effectively, providing clear information and evidence as to what is required</p> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation</p> <p>Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</p> <p>Sets standards and implements measures that demonstrate achievement and improvement, applies appropriate systems / processes to enable quality checking of all activities and outputs</p> <p>Service excellence, driving real commitment and engagement in the experience of the customer of our services as a means to continually improve</p> <p>Systematically and continuously appraise and improve the value and quality of the processes, systems and services we provide</p>
 Interpersonal and Communication Skills	<p>Builds and maintains contact with colleagues and other stakeholders to assist in performing role</p> <p>Acts as an effective link between staff and senior management</p> <p>Encourages open and constructive discussions around work issues</p> <p>Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</p> <p>Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances</p> <p>Presents information clearly, concisely and confidently when speaking and in writing</p> <p>Collaborates and supports colleagues to achieve organisational goals</p>
 Judgement, Analysis & Decision Making	<p>Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors</p> <p>Takes account of any broader issues, agendas, sensitivities and related implications when making decisions</p> <p>Uses previous knowledge and experience in order to guide decisions</p> <p>Uses judgement to make sound decisions with a well reasoned rationale and stands by these</p> <p>Puts forward solutions to address problems</p>
 Team Leadership	<p>Works with the team to facilitate high performance, developing clear, realistic objectives and addressing and performance issues if they arise</p> <p>Provides clear information and advice as to what is required of the team</p> <p>Strives to develop and implement new ways of working effectively to meet objectives</p> <p>Leads the team by example, coaching and supporting individuals as required</p> <p>Places high importance on staff development, training and maximising skills and capacity of team</p> <p>Is flexible and willing to adapt, positively contributing to the implementation of change</p>
 Specialist Knowledge, Expertise and Self Development	<p>Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the Unit/Directorate/Organisation and effectively communicates this to others</p> <p>Has high levels of expertise and broad sector knowledge relevant to their area of work</p> <p>Provides strong team leadership in times of change/uncertainty and aids the implementation of change and organisational development by communicating with staff affected by change</p> <p>Focuses on self development, striving to improve performance</p>
 Drive and Commitment to Pobal's Values	<p>Strives to perform at a high level, investing significant energy to achieve agreed objectives</p> <p>Demonstrates resilience in the face of challenging circumstances and high demands</p> <p>Is personally trustworthy and can be relied upon</p> <p>Ensures that customers are at the heart of all services provided</p> <p>Upholds high standards of honesty, ethics and integrity</p>

Terms & Conditions of Employment

Salary	Grade 4 salary scale (€65,722 - €101,535)
Contract Type	Fixed term contract for 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 Pobal's Dublin Office at Holles Street.
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: 17/09/2025

Applications will not be accepted after the closing date



Ceannoifig /Head Office

Pobal, Teach Holbrook, Sráid Holles,
Baile Átha Cliath 2, D02 EY84, Éire.
Pobal, Holbrook House, Holles Street,
Dublin 2, D02 EY84, Ireland.

T: 01 511 7000

F: 01 511 7981

E: enquiries@pobal.ie

W: www.pobal.ie

