



PLATINUM CHILDCARE LIMITED



#JOB-2430097

DEPT OF EDU AND SKILLS, Adamstown



Castle Edu, Stn Rd, Adamstown Ca, Co.

Dublin, K78 KT91



No of positions : 1



Paid Position



38 hours per week



34580.00 Euro Annually



21/01/2026



18/02/2026

How to apply

Application Method :

Not available



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Senior Programme Executive

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Lead the operational governance and performance management of structured service programmes across multiple sites in line with organisational strategy and service-level objectives.

Design and implement standard operating procedures, workflow optimisation, and operational controls to ensure consistent service delivery and regulatory compliance.

Manage operational planning, resource allocation, capacity forecasting, and scheduling to maximise utilisation and service efficiency.

Develop and maintain operational dashboards, KPIs, and management reports to support executive decision-making and continuous improvement.

Oversee internal compliance frameworks, audit readiness, documentation control, and risk management processes across programme operations.

Coordinate cross-functional stakeholders including HR, finance, facilities, and external service partners to ensure operational alignment and delivery effectiveness.

Implement digital systems for attendance tracking, performance reporting, incident management, and document governance.

Lead staff workforce planning, productivity monitoring, training coordination, and performance optimisation initiatives.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]