

JOB DESCRIPTION

Job title:	ICT Transformation Project Manager
Grade:	Grade VII
Reports to:	Director of Operations
Working Hours:	35 hours per week (Fixed-Term Contract, 1 Year)

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in our mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

The post holder is responsible for the planning, coordination and delivery of ICT projects and initiatives at St. Michael's Hospital, working closely with the ICT Manager and wider ICT team. The post holder will act as a point of contact for ICT stakeholders both internal and external in relation to project delivery, and support the Hospital's strategic and operational objectives through the effective and secure management of information and communications technology projects.

Essential Qualifications / Experience:

- Third level qualification in Information Technology, Computing, or a related discipline
- Minimum 5 years' experience in a technical ICT role, including project management experience
- Working knowledge of Health ICT systems deployment and change management
- Experience in supplier and vendor management
- Experience of working on own initiative, and in cooperation with management, across multiple concurrent projects
- Strong problem resolution skills
- Desirable: ITIL or other service management qualification
- Desirable: Experience of ICT governance in a health environment
- Desirable: Programme management experience

Person Specification: (e.g. Key Skills & Competencies Required:

- Managing the Service: Knowing the health service and how it works
- Managing the Service: Planning and managing resources
- Managing the Service: Evaluating information and judging situations
- Managing the Service: Setting standards and delivering quality for service users
- Managing People: Influencing people and events
- Managing People: Creating team spirit and supporting personal development
- Managing Yourself: Being a role model
- Managing Yourself: Maintaining composure and quality of working life
- Managing Change: Integrating the service
- Managing Change: Embracing the change agenda

General Accountability:

The post holder is accountable to the Director of Operations for the effective and efficient delivery of ICT projects and initiatives at St. Michael's Hospital, ensuring services are delivered safely, securely, and in line with hospital and Group ICT strategy.

Specific Accountability:

The post holder is accountable, responsible and has authority for delivering on ICT Transformation Projects while ensuring the safe and secure use of hospital information systems. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.

Outline of Duties and Responsibilities:

- Plan, manage and deliver ICT projects and initiatives on time and on budget
- Act as the central point of contact for all project related stakeholders, internal and external
- Working with the ICT Manager, manage internal and external audits of the IT function, evaluate and implement findings
- Ensure project costs are in line with budgets.
- Define and monitor project milestones.
- Working in collaboration with ICT Manager, plan and initiate continuous service improvement initiatives, including delivery of new and enhanced operational and support tools
- Supplier management, including quotations, delivery of products and services, and resolution of issues in line with project requirements.
- Carry out project feasibility analysis and prepare business cases
- Establish governance structures and manage stakeholder and supplier engagement for projects
- Maintain efficient project documentation and ensure appropriate process documentation is current
- Manage the full project lifecycle, including implementation, testing, go-live and post-implementation review
- Bring to management's attention any issues relating to the timely implementation of ICT projects
- Coordinate with the ICT service desk on project-related activities and service transition
- Liaise with project stakeholders on escalated issue resolution
- Keep abreast of relevant data protection legislation and ensure adherence to same as it applies to ICT project deliverables.
- In collaboration with ICT Manager, support the hospital's JCI accreditation and Safer Better Healthcare Standards requirements as they relate to ICT
- Any other duties within the broad context of this role as determined by management
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.



The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Hand Hygiene, Fire Training, Manual Handling, Introduction to Children First, Data Protection, Cyber Security, Open Disclosure.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an

authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including tram and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: August 2026

Next review: August 2029



**ST. MICHAEL'S
HOSPITAL**
Dún Laoghaire



**ST. VINCENT'S
HEALTHCARE GROUP**
Advancing Healthcare Since 1834



Signed by Job Holder

Date