

Role Profile

Project Manager

Business Services – ICT and Business Services

ROLE SUMMARY

As part of the ICT & Business Services department, the Business Services section is responsible for the development and implementation of ICT enabled change projects, which support the successful delivery of the HPRA's strategic plan.

Reporting to the Business Services Manager, the Project Manager will manage projects from pre project approval through to successful implementation and project closure. The Project Manager will support the business analysis team, in the collection of business requirements and drafting of specs for development/enhancement of applications.

The Project Manager will also run the project management office, which includes the management and coordination of the overall portfolio of projects and reporting of same, and will act as the first point of contact for all project requests from the business.

The HPRA covers a broad regulatory remit and its various functional departments each has its own specific requirements, skill sets and processes. Successful project management within the HPRA therefore requires excellent interpersonal and communications skills and an ability to understand a range of different business processes and activities.

The successful candidate must demonstrate an ability to communicate effectively with a range of stakeholders, from highly technical software developers to business analysts, scientific assessors and administrative teams. The candidate must also demonstrate an ability to manage stakeholders across a variety of functional departments and to achieve consensus in the face of competing priorities.

KEY RESPONSIBILITIES

- Operational Objectives
 - o Lead and manage risk, quality and progress of progress in line with project plans
 - o Ensure projects are completed on time, on budget, to quality standards, and within agreed scope
 - o Monitor performance and recommend schedule changes, cost adjustments or resource additions
 - o Reporting: Manage the PMO monthly project portfolio reporting process, and produce ad hoc reports as and when required
 - o Provide support in the management of the change control process, in conjunction with Project Sponsor, Manager and/or project teams
 - o Assist the Business Services Manager and others in identifying resources for projects as required
 - o Procurement of services from third party vendors, including managing the tendering and selection process

- Communication/Customer Service
 - Maintain effective working relationships with colleagues in sections and departments of the HPRA
 - Ensure that HPRA project management policies and procedures are communicated in a consistent way to stakeholders
 - As part of the ICTBS department, attendance at team/department meetings and other meetings as and when required
 - Actively promote the HPRA Project Management Framework

- Quality and Knowledge Management
 - Contribute to the effective implementation and management of the HPRA Quality Management system within the ICT and Business Services (ICTBS) department
 - Comply with the procedures under the HPRA Quality System as it relates to the Business Services section
 - Ensure that appropriate SOPs and work instructions are in place and in use, to support the PM framework and the activities of the Business Services section
 - Ensure that there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge gained by the Business Services section
 - Management of the overall quality of the project portfolio

- Performance Management
 - Participation in the performance development programme (PDP) within the section
 - Working with the Business Services Manager and other colleagues to promote effective performance within the section
 - Effectively communicating goals, objectives and performance targets within the department
 - Reporting regularly on progress against specified objectives, tasks and KPIs
 - Ensuring that issues impacting on project performance are identified early to the Business Services Manager

- General
 - Performing such other duties as the HPRA may reasonably require

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - A minimum of 3 years' relevant experience managing technical application projects, from pre-approval to project closure
 - A demonstrated strong business logic and good understanding of technical projects
 - Direct experience working with stakeholders/customers
 - Excellent IT skills, including advanced excel and MS project
 - Excellent interpersonal, communication and report writing skills
 - Proven ability to work to strict deadlines
 - Excellent attention to detail
 - Excellent negotiation skills
 - Excellent organisational skills

- In addition to this the ideal candidate will have:
 - o Experience working in a PMO function
 - o Experience managing subcontractors and subcontract agreements.
 - o Achieved or be working towards a project management qualification (for example PMP®, or Prince2)
 - o Business analysis experience and/or related training (for example Lean 6 Sigma)

REMUNERATION

Salary: €43,628 per annum (*new entrants - incremental scale).

SUPERANNUATION

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013. All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

HOURS OF DUTY

The hours of duty are fixed by the HPRA from time to time. The current arrangements are Monday-Friday (minimum 37 hours). Appointees are eligible to participate in the flexitime arrangements after a period of six months.

DURATION OF POST

This is a three year contract post.

ANNUAL LEAVE

Annual leave (exclusive of usual public holidays) is 22 days per annum.

DUTIES OF POST

The duties set out in the role profile (above) are indicative of responsibilities related to this role. As with all posts, the nature of HPRA business is evolving and flexibility is required in order to adapt to changing business needs.

HEALTH

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

CONFIDENTIALITY AND CONFLICT OF INTEREST

Employees are prohibited from having any personal or financial interest in any industry that the HPRA regulates from the date of appointment with the HPRA. All HPRA employees are required to declare any matter that could affect their impartiality or that could reasonably be perceived as affecting their impartiality. All new entrants are required to complete a declaration of interests prior to commencing employment in the HPRA. The HPRA's Conflicts of Interest Policy provides guidance on the types of interests to be declared. Any interests declared will be evaluated and any potential conflicts will be addressed in line with that policy.

The HPRA deals with highly confidential matters including identifiable details pertaining to healthcare professionals, patients and commercially sensitive information. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the HPRA.

DATA PROTECTION

The General Data Protection Regulation and Data Protection Acts 1988-2018 apply to the processing of personal data and the HPRA is committed to complying with its legal obligations in this regard. For information on how we process your information during recruitment, please see our [privacy notice](#).

REFERENCES

The names and addresses of two referees to whom the applicant is well known but not related must be submitted with the application. Reference may be made to current and former employers without further notification of the applicant. Applicants having any reservations on this matter should so state at time of application.

CLOSING DATE

The closing date for applications for this post is the **Sunday, 22nd November 2020**.

INTERVIEWS

Applicants attending for interview may be required to prepare a presentation/complete a practical test -details will be notified to applicants who are shortlisted.

It is anticipated that interviews for this post will take place on **Thursday, 3rd December 2020**.

The HPRA will make reasonable accommodations for a person with a disability during the recruitment process.

The HPRA is not in a position to reimburse expenses incurred by candidates attending for interview.

HOW TO APPLY

Applications should be submitted via the [HPRA Recruitment Portal](#).

COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS

The Department of Public Expenditure and Reform introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

* Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

EQUAL OPPORTUNITIES

The HPRA is an equal opportunity employer. The HPRA will not discriminate against an employee or prospective employee in relation to the nine discriminatory grounds as per the Employment Equality Acts, 1998-2015