

<b>Job Title:</b>	IT Programme Manager
<b>Reports to:</b>	Senior Management Team
<b>Job Location:</b>	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway
<b>Contract Details:</b>	Specific purpose contract role or on a consultancy basis. Hours of work can be flexible.
<b>Salary:</b>	Commensurate with Experience/Expertise
<b>Job Purpose:</b>	To lead a cross functional team to include solutions provider(s) to deliver Finance and HR IT Systems from concept to full operational status. The deliverable will include the scoping requirements, sourcing appropriate solutions, selection and agreeing project scope with providers, scheduling, and overseeing the implementation of the new systems within a defined budget. It will also include creation of operational, administration and maintenance processes to ensure smooth and efficient operations as well as the roll out of a comprehensive training plan.
<b>Main duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ To scope organisation's requirements for HR and Finance Systems</li> <li>▪ To navigate the requirements and associated complexities of cross-department team needs (HR, Payroll and Finance).</li> <li>▪ To identify appropriate potential solutions</li> <li>▪ To coordinate the evaluation of HRIS and Finance System options and provide a cost/benefit analysis</li> <li>▪ To develop the project implementation plan(s) in line with the scope documents</li> <li>▪ To prepare and maintain all project documentation such as: initiation, delivery plans and budgets.</li> <li>▪ To actively monitor, track, and manage overall project tasks, timelines, attainment of milestones and overall quality of project activities and deliverables</li> <li>▪ To support trouble shooting of issues that arise before, during and after 'go live'</li> <li>▪ To develop and maintain a Communications Plan and keep the key stakeholders in the organisation updated on progress</li> <li>▪ To identify and manage risks associated with the project</li> <li>▪ To lead regular progress meetings, to determine progress and address any questions or challenges regarding the project.</li> </ul> <p>The above job description is not intended to be a comprehensive list of all key duties/responsibilities involved and consequently, the person can be required to perform other duties as appropriate to the position, which may be assigned to</p>

	them from time to time as the position evolves.
<b>Person Specification</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>▪ PMI PMP Certification required</li> <li>▪ MS, MBA or Advanced Program Management accreditation</li> <li>▪ 5+ years of project/programme execution preferably in the area of IT and/or Software systems.</li> <li>▪ Proven record of managing IT projects from concept through to completion.</li> <li>▪ Demonstrate an in-depth understanding of Project Management processes, strategies and methods</li> <li>▪ Experience working in a collaborative multi-disciplinary environment and promoting a teamwork mentality</li> <li>▪ Demonstrate excellent communication skills and change management skills</li> <li>▪ Ability to multi task</li> <li>▪ Excellent time management and organisational skills</li> <li>▪ Excellent attention to detail and accuracy</li> <li>▪ Enjoys working with multiple teams</li> <li>▪ Strong analytical thinking and problem-solving skills</li> <li>▪ Works on your own initiative - have a track record of not waiting on being told what to do, but rather seeking out how you can help and improve things you touch. You do not allow yourself to be blocked; you find a way.</li> </ul>
	<p>All applicants should submit a CV and Cover letter to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a>, by <b>5pm on 15<sup>th</sup> May, 2022</b></p> <p>A detailed job description can be obtained from <a href="http://www.galwaysimon.ie">www.galwaysimon.ie</a></p> <p>If you have any questions in relation to this position please contact the HR department via email <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a></p>
Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.	