# ICT Integration Project Manager

**Children’s Health Ireland**  
**Job Specification and Terms & Conditions**

| Job Title and Grade | ICT Integration Senior Project Manager  
Grade VIII (Grade code 0655) |
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<tbody>
<tr>
<td>Campaign Reference</td>
<td>ICTI-IL-CHI-2020</td>
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<tr>
<td>Closing Date</td>
<td>5pm Tuesday 10(^{th}) March 2020</td>
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<tr>
<td>Duration of Post</td>
<td>Specified Purpose Contract: The term of this post is for 3 years and will be reviewed in light of the programme of work, related to the new children’s hospital and the Paediatric OPD &amp; Urgent Care Centres.</td>
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<tr>
<td>Location of Post</td>
<td>Within the geographical area of Children’s Health Ireland (hereafter known as CHI). Exact location will be indicated at job offer stage. CHI is based at Block A, Herberton, St James’s Walk, Rialto. Dublin 8 and 26-29 Old Kilmainham, Dublin 8.</td>
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</table>
| Context/Background | The new children’s hospital in Dublin, Ireland will be at the centre of a new model of care with two new Paediatric Outpatients and Urgent Care Centres (OPD & UCCs) central to its delivery. The OPD & UCC based at Connolly Hospital on the North side of Dublin opened in July 2019. The OPD & UCC based at Tallaght Hospital on the South side of Dublin is due to open 2020. The addition of the new OPD & UCCs, together with the opening of the new hospital, in time, will transform how healthcare is delivered to children in Ireland.  
- One quarter of our population are children under 18 years of age. The majority are healthy, but 1/4 of three-year old’s are obese, 16% of our children have a chronic disease, such as, diabetes, allergies and asthma. 2% are acutely ill or have complex care needs  
- CHI currently has a staff of 3,600 delivering care annually to 334,500 children, young people and their families through 39 clinical specialities and 442 in-patient & day care beds  
- 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000 |

From 1st January 2019 - the three Dublin children’s hospitals and the Children’s Hospital Group transitioned from four separate, independently governed entities into one new single organisation, Children’s Health Ireland (CHI) to govern and operate local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis. Our hospital locations are at Crumlin, Temple Street,
Tallaght and since July 2019 at Connolly Hospital, Blanchardstown. Children’s Health Ireland is leading on the clinical and operational transformation of acute paediatric healthcare.

This new organisation operates as a single service across the existing locations and will transition to the new facilities at the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals and the new children’s hospital on the campus shared with St James’s Hospital.

Children’s Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children and young people, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.

### Reporting Arrangements

This post will report to CHI’s Chief Technology Officer.

### Key Working Relationships

Children’s Health Ireland includes the following hospitals:
- CHI at Crumlin
- CHI at Temple Street
- CHI at Tallaght
- CHI at Connolly Hospital (Paediatric Outpatient and Urgent Care Centre)

Future sites will include:
- CHI at Tallaght Hospital (Paediatric Outpatient and Urgent Care Centre- due to open in 2020)
- The new children’s hospital on the St. James’s Hospital campus due to open in 2022.

Children’s Health Ireland (CHI) is the client to the construction of the new children’s hospital. It is the legal entity which will run the new hospital when it opens and is the legal entity which runs the existing children’s hospitals in Dublin. The National Paediatric Hospital Development Board (NPHDB) is the legal entity tasked with designing, building and partially equipping the new hospital. CHI ICT Programme will also equip the hospital in addition to NPHDB.

The ICT integration project manager will work closely with ICT Teams from CHI at Crumlin, Temple Street and Tallaght, with external stakeholders, vendors, NPHDB and the HSE to deliver technology integration solutions into CHI. The successful execution of duties will involve the development of appropriate relationships with colleagues across the Children’s Health Ireland programme. It will also require extensive communications with key stakeholders both internal and external to the ICT Programme (i.e. across CHI, existing hospital teams, and external Software & Hardware vendors).

*Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*
**Purpose of the Role**

This post will lead the management, procurement and implementation of technology in both the Paediatric Outpatient and Urgent Care Centres and the New Children’s Hospital. The ICT Integration Lead role will develop the integration plan across the hospital group. This will include working with many different departments and the integrations between their associated systems. The scope includes refining our integration strategy and implementing it to include it into action through the development of our requirements in appropriate detail. The procurement and implementation of an enterprise class integration engine for CHI will be needed and the procurement and implementation of a clinical alarms and notifications (A&N) platform will be needed as part of the strategy.

A key focus for this role is to support the electronic healthcare record implementation and its integration with other systems. There is a myriad of other systems which are being delivered including corporate systems and building systems which will require connectivity to each other. Corporate systems include HR, Payroll, Rostering and Integrated workplace management systems (iWMS). Building subsystems include Automated Guided vehicles, medical equipment, CCTV, Access Control, Nurse Call and Building Management (BMS).

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**Principal Duties and Responsibilities**

- Lead and manage the design, acquisition and implementation of contemporary, multi-million euro digital hospital integrations and related technologies within CHI
- Work with and through others to ensure an optimal service delivery in the context of new building construction to support the electronic healthcare record, corporate and infrastructure technology programmes of work
- Act for CHI as client to the capital build to ensure ICT requirements are met in the construction of our new buildings
- Understand and manage the development of technical infrastructure & application requirements to support single, group wide technology deliveries
- Work closely with CHI ICT Management, business stakeholders and external stakeholders to develop optimum solutions and service models
- Support the design of and transition to a future ICT operating model to include the delivery of high quality ICT services
- Bring the digital hospital vision to life by managing and communicating with all relevant stakeholders and team members effectively
- Deliver effective and comprehensive RAID management including proactively identifying and managing any risks to the project.
- Identify and manage all internal and external resources whether financial or human resources required to complete projects successfully
- Manage all relevant vendors and suppliers as needed

The above 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.
### Eligibility criteria, qualifications and experience

**Essential Criteria:**
- A professional/post-graduate qualification in a technical discipline such as Computer Science, Information Technology or Electronic Engineering.
- Minimum of 5 years post qualification experience.
- A project management qualification.
- Strong experience of delivering integration / interfacing of multiple systems.
- Experience supporting multiple stakeholders across diverse organisations and teams.
- Strong experience managing multi-vendor, multi-stakeholder projects and managing diverse teams
- Strong communication / interpersonal skills – the ability to effectively communicate vision, strategy and status and present these to stakeholders effectively.
- Familiarity with the concept of a “digital” hospital, the current trends and future roadmap.
- Strong quality assurance/testing approaches to development and programming
- Experience in Waterfall and Agile/Scrum development methodologies
- Excellent analytical, technical and problem-solving skills
- Excellent verbal and written communication skills
- Excellent customer service and teamwork skills, with the ability to collaborate with internal and external customers at all levels
- Strong knowledge of HL7 and other relevant healthcare technology standards
- Experience of clinical systems integration
- Experience of the integration of corporate and building systems

### Knowledge, Skills & Competencies

**Leadership & Direction**
- Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.
- Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.
- Understands the challenges of leading a complex systems change.
- Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.

**Working With & Through Others - Influencing to Achieve**
- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation
Has excellent influencing and negotiation skills.

### Managing & Delivering Results

- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

### Critical Analysis & Decision Making

- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

### Building Relationships / Communication

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has a strong results focus and ability to achieve results through collaborative working.

### Personal Commitment and Motivation

- Is personally committed and motivated for this complex role.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
- Demonstrates a commitment to further education in health services management.

### Health & Safety

These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.
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<tr>
<th>Quality, Risk &amp; Safety Responsibilities</th>
<th>It is the responsibility of all staff to:</th>
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<tr>
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<td>• Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.</td>
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<td>• Participate and cooperate with Children’s Health Ireland Quality and Risk and Safety initiatives as required.</td>
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<td>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:</td>
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<td>➢ National Standards for Safer Better Healthcare</td>
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<td>➢ National Standards for the Prevention and Control of Healthcare Associated Infections</td>
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<td>➢ HSE Standards and Recommended Practices for Healthcare Records Management</td>
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<td>➢ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)</td>
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<td>➢ Safety audits and other audits specified by the HSE or other regulatory authorities.</td>
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<td>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.</td>
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It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.

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<tr>
<th>Specific Responsibility for Best Practice in Hygiene</th>
<th>Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</th>
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<td>• It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.</td>
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<td>• Department heads/ managers have overall responsibility for best practice in hygiene in their area.</td>
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<td>• It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly</td>
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### Competition Specific Selection Process

Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post **must** be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.

Information on “Non-European Economic Area Applicants” is available from our website [www.chi.jobs](http://www.chi.jobs) or directly from the recruitment team at recruitment@nchg.ie

The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children’s Health Ireland is an equal opportunities employer.
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<tr>
<th><strong>Terms and Conditions of Employment</strong>&lt;br&gt;<strong>ICT Integration Project Manager</strong></th>
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<tr>
<td><strong>Duration of post</strong></td>
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<tr>
<td><strong>Remuneration</strong></td>
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<td><strong>Annual Leave</strong></td>
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<td><strong>Working Week</strong></td>
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<td><strong>Probation</strong></td>
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### Pension

Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.

### Place of work/location

Within the geographical area of Children’s Health Ireland (hereafter known as CHI). Exact location will be indicated at job offer stage. CHI is based at Block A, Herberton, St James’s Walk, Rialto. Dublin 8 and 26-29 Old Kilmainham, Dublin 8.

### Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

### Maternity Leave

Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.

### Payment of sick leave

Children’s Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.

### Pre-Employment Health Assessment

Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children’s Health Ireland must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Validation of Qualifications & Experience

Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to
verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.

<table>
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<tr>
<th>References</th>
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<tr>
<td>Children’s Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</td>
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<tr>
<th>Garda Vetting</th>
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<tr>
<td>Children’s Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</td>
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<tr>
<th>Ethics in Public Office 1995 and 2001</th>
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<tr>
<td>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as of 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</td>
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A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.
