



JOB DESCRIPTION: PROJECT MANAGER (INFORMATION SYSTEMS AND PROCESSES)

LOCATION: DUBLIN CITY CENTRE OFFICE

CONTRACT: PERMANENT – 37 HOURS PER WEEK

RESPONSIBLE TO: CEO / DIRECTOR OF FINANCE

REPORTING TO: CEO / DIRECTOR OF FINANCE

SALARY: €56,983 TO €74,614 (SP 39 – SP 49)(NEGOTIABLE)

JOB SUMMARY:

Tuath Housing is the fastest growing Housing Association in Ireland and is creating a new position to lead the development of business systems, processes and implementing information technology initiatives, across all areas of the business.

The role will report to the CEO and Director of Finance.

The post requires significant Project Management experience, including business analysis and responsibility for running an organisations IT function.

KEY RESPONSIBILITIES:

1. Business systems and processes leadership role.
2. Provide vision and leadership for developing and implementing information technology initiatives.
3. Directs the planning and implementation of IT systems in support of business operations in order to improve cost effectiveness, service quality, and business development.
4. Responsible for all aspects of the organization’s information technology and systems.

5. Participate in strategic and operational governance processes of the business organisation as a member of the senior management team.
 6. Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritising IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
 7. Develop and maintain an appropriate IT organizational structure that supports the needs of the business.
 8. Establish IT departmental goals, objectives, and operating procedures.
 9. Assess and communicate risks associated with IT investments.
 10. Develop, track, and control the information technology annual operating and capital budgets.
 11. Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
 12. Assess and make recommendations on the improvement or re-engineering of the IT organisation/function.
 13. Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.
 14. Establish lines of control for current and proposed information systems.
 15. Supervise recruitment, development, retention, and organisation of all IT staff in accordance with corporate budgetary objectives and personnel policies.
- Engagement & oversight of external service providers.

General

1. To contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
2. To participate on forums/working groups/committees as required.
3. To conduct all activities in a manner which is safe to yourself and others.
4. To be aware and act in accordance with Tuath's Health and Safety Policy.
5. Complete reports/ submissions for Tuath's Board meetings.
6. To undertake any training courses deemed necessary for your role if it evolves.
7. To undertake any other duties as required.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.