

Post Title	Project Manager, Quality Improvement
Post Status	Maternity cover contract
Department	Accreditation and Quality Improvement
Reference Number	RCPI-21-2021

Post Summary

As part of an overall approach for maintaining and improving quality in postgraduate medical education and training, the Royal College of Physicians of Ireland is committed to a programme of continuous quality improvement.

These work streams involve driving and developing standards in the quality of postgraduate medical education and training, ensuring improved standards are maintained, and delivering robust processes that will assure and engage the medical profession and the public about the standards and quality of postgraduate medical education and training in Ireland.

These projects will be focused on improving the quality of RCPI's postgraduate medical education and training programmes through our annual business planning process. They will also be driven by recommendations made through the Irish Medical Council Accreditation process.

The Project Manager will be expected to:

- Support and participate in the development and implementation of a programme for improving the quality of post graduate education and training.
- Support the Manager in the design and development of the Quality Improvement Programme strategy.
- Project manage specific projects within the programme as may be assigned.
- Develop a project schedule in collaboration with key stakeholders and manage the project schedule to ensure on-time delivery of programme deliverables.

- Manage and co-ordinate activities of steering committees and working groups including scheduling of meetings, preparing meeting documentation, recording minutes and following up on action items.
- Prepare and present project updates to stakeholders on a structured basis.
- Communicate with all parties in a professional and efficient manner and ensure requests are dealt with in a timely manner.
- Generate project documentation throughout the project lifecycle using RCPI project templates.
- Capture implementation issues as they arise and through the appropriate channels ensure resolution.
- Support other related programmes as required.

The duties of this post may vary from time to time. The Project Manager will carry out any other duties as may be defined by the Head of Postgraduate Training & Education in consultation with the post holder.

Specific Conditions

Some flexibility around working hours will be required in response to the varying demands of the role.

Reporting Relationships

The role reports into Accreditation and Quality Improvement Manager. The role will also work closely with and take direction from the different Clinical Leads assigned to these projects.

Person Specification

- Ability to lead formulation, implementation, monitoring and evaluation of projects
- Ability to mobilise resources to achieve project outcomes
- Focuses on impact and results and ability to lead and innovate around complex issues
- Consistently approaches work with energy and a positive attitude
- Responds positively to feedback
- Builds strong relationships with internal and external stakeholders and at all levels of an organisation
- Demonstrates openness to change and ability to manage complexities

- Demonstrates strong oral and written communication skills

Required Skills and Experience

- University degree or equivalent
- Minimum of 3 years' experience in a similar role
- Hands-on experience in design, monitoring and evaluation of projects
- Good knowledge, understanding and experience of RCPI governance structures, activities, and goals and objectives
- Excellent knowledge of computer/software packages

Application Requirements

To apply please send a cover letter, detailing your relevant experience for this role, and an up-to-date CV to jobs@rcpi.ie. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?