

POST SPECIFICATION

Post Title	Project Manager
Post Status	2-year Fixed term contract
Department/Function	Education Development/Professional Affairs
Reference	RCPI-47-21

Post Summary

The Royal College of Physicians of Ireland (RCPI) is seeking to appoint a Project Manager who will be responsible for managing the mandatory course review project within the Education Development department.

The Role will work closely with Medical Training and the Postgraduate Medical Education Centre and will be responsible for:

- Development of a project plan and ensuring its achievement
- Manage and support the individual project workstreams
- Manage stakeholder relationships and communications
- Report on the status of the project as required

Reporting Relationship

The role will report to the Manager of Education Development

Standard Duties of the Post

Duties will involve, but are not limited to:

- Work with the Manager to agree the project plan, priorities, goals, timelines, key milestones and measures of success (KPIs).
- Manage the mandatory course review project – project charter, plan, execution and close out
- Work with the Clinical Lead and assigned educationalist to:
 - Review ‘as is’ courses and study days
 - Identify gaps
 - Develop new model of delivery
 - Map and track timelines for new developments

- Report on status of project to relevant stakeholders as required - project status, planned activities, completed achievements, risks, issues and resources.

Person Specification

- Self-starter with high motivation, flexibility and the ability to offer a results-oriented approach with high levels of drive, commitment and enthusiasm
- Excellent communication and interpersonal skills
- Excellent stakeholder management skills
- Knowledge of project management
- Proven track record of achievement in managing projects to successful outcomes
- Attention to detail and excellent documentation skills
- Ability to work with minimal direction
- High personal energy and a positive approach to dealing with challenges, conflict and ambiguity

Application Requirement

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?