

POST SPECIFICATION

Post Title	Programme Manager
Post Status	Permanent
Department/Function	Healthcare Leadership
Closing Date	11 October 2021
Reference	RCPI-48-21

Post Summary

The Royal College of Physicians of Ireland (RCPI) is seeking to appoint a Programme Manager who will be responsible for supporting National Immunisation Advisory Committee (NIAC).

Background

The successful candidate will support the National Immunisation Advisory Committee (NIAC) working closely with the Chair and the committee who represent key stakeholders which include Royal College of Physicians of Ireland (RCPI), its Faculties and Institutes, the Royal College of Surgeons of Ireland (RCSI), the Irish College of General Practitioners (ICGP), the National Immunisation Office, the Nursing and Midwifery Board of Ireland, the Infectious Diseases Society of Ireland, the Travel Medicine Society, the National Virus Reference Laboratory, the Department of Health and the HSE.

Reporting Relationship

The appointee will report to the Head of the Healthcare Leadership function within RCPI.

Standard Duties of the Post

Duties will involve, but are not limited to:

- Organising and supporting the efficient working of the NIAC to include development and documentation of Standard Operating Procedures
- Organise and coordinate all meetings and discussions for this group, including the efficient dissemination of documentation and facilitating productive discussions and decision making.
- Support the group in the evaluation of evidence process and decision-making frameworks

- Work with the Special Advisors in preparing guidelines and advice and recommendations to the Department of Health and the Chief Medical Officer
- Manage the budget and prepare submissions to the DOH for the annual budget
- Help develop and roll out induction training for NIAC members

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
- Exceptional communication and interpersonal skills
- Excellent stakeholder management skills
- Knowledge and experience in process improvement and project management methods
- Practical experience of preparing business plans
- Proven track record of achievement in managing programmes
- 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
- Excellent project and change management skills with the ability to move a team forward, maintain momentum supported with a project planning and management discipline.

Application Requirement

To apply for this role, 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 with your application:

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