



Project Co-Ordinator

Irish National Dementia Registry

Faculty of Science and Health

School of Nursing and Human Sciences

(18 month Part-Time Fixed Term Contract)

Background and Role

We are seeking to recruit an experienced project co-ordinator on a part-time fixed term contract basis to develop and support the design and a proof of concept development of a national dementia registry for Ireland. The primary focus will be on task management and delivery, co-ordinating stakeholder inputs, and providing support for dementia registry team. This post provides an exciting opportunity to develop project management skills in dementia, eHealth, and data terminology services with a dedicated team in Dublin City University (DCU) and the Health Service Executive (HSE). DCU will lead the dementia registry team. The project co-ordinator will be based in the School of Nursing and Human Sciences (SNHS) and will report directly to the Project Lead Dr Louise Hopper.

Principal duties and responsibilities

Reporting to the Project Lead, the project co-ordinator will;

- Co-ordinate the dementia registry project with the support and supervision of the Project Lead in the SNHS.
- Co-ordinate and co-facilitate the co-design co-delivery and co-evaluation of the dementia registry proof of concept with the broader dementia registry team and other stakeholders, including but not limited to the HSE, clinical partners, technical partners, legal partners, third sector and patient advocacy groups, people with dementia and their families.
- Contribute to and lead with the support of the Project Lead the design, development, implementation and evaluation of the dementia registry proof of concept.
- Co-ordinate, co-facilitate and provide guidance regarding the mapping of dementia registry data to the national data dictionary with the DCU/HSE core terminology team.
- Coordinate project documentation including minutes of meetings, financial accounts defined project plans and co-write reports for dissemination to the HSE and wider stakeholder community.

- Assist in building dementia registry service networks by co-ordinating support to key stakeholders in health service delivery.
- Coordinate relationships and communications between current and future dementia-related service networks, HSE and DCU SNHS.
- Deliver presentations at conferences, in services and promote other social media activities for dissemination of the dementia registry.

Skills

- Excellent written and oral proficiency in English (essential).
- Excellent written and verbal communication and interpersonal skills (essential).
- Proven ability to manage projects (essential).
- Proven ability to prioritise workload and work to strict deadlines (essential).
- Ability to work in a team and take overall responsibility to contribute to the overall success of the team.
- Strong problem solving abilities.

Minimum Criteria

Applicants will have expertise by experience of engaging with health care and ICT service delivery. Post-doctoral experience in related project will also be considered. Applicants will hold relevant third level qualifications in a related field i.e. Health informatics and relevant equivalent work experience and qualifications. They will hold excellent communication and problem solving skills, and demonstrate an ability to work on their own initiative. Applicants will have a demonstrable commitment to learning new skills and contributing ideas on how to build the dementia registry and act as an integral part of the team.

Salary €34,971-€50,428-€50,428- pro rata (Admin Assistant Grade IV)

* Appointments will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scales, in line with current Government pay policy

Closing date : 6th April 2018

Candidates will be assessed on the following competencies:

Project management and leadership skills – demonstrating ability to co-ordinate health /ICT related services, be competent in writing reports, team player resourceful and innovative with ability to proactively develop and co- manage project to deliver services.

Domain knowledge – demonstrate an understanding of dementia and the context of dementia-related services, data and information management.

ICT skills – demonstrate an understanding of health informatics and the context of health data and information management.

Communication skills – demonstrate an ability to communicate with individuals and to the wider community e.g. at a conference or workshop.

Innovation and creativity skills - Interested in learning and developing new skills to participate in the design of an evolving national dementia registry.

Informal enquiries to:

Dr Louise Hopper, School of Nursing and Human Sciences, Dublin City University, Dublin 9

Ireland. Phone + 353 (0)1 7008540, email louise.hopper@dcu.ie

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref #837 Project Co-Ordinator – National Dementia Registry

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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