



Project Co-Ordinator

ICT Terminology and Data Modelling Services

Faculty of Science and Health

School of Nursing and Human Sciences

(3 Year Part-Time Fixed Term Contract)

Background and Role

We are seeking to recruit a project coordinator from October 2017 to develop and support the creation of a core terminology services function in the School of Nursing and Human Sciences (SNHS). The post provides an exciting opportunity to develop project management skills in eHealth, and terminology services with a dedicated team in DCU and the HSE. The purpose of the core terminology service is to provide support to the Enterprise Architecture team of the OoCIO HSE. This new service in DCU SNHS will provide support to a strategic programme of work based around information standards and governance. The terminology services will participate in the development of an architecture design and governance platform for standardised health and social care data development in Ireland to support eHealth Ireland's [Knowledge and Information Plan](#) (see section 5 Figure 7 p.35). The project coordinator will be based in the School of Nursing and Human Sciences; Dublin City University will participate as key member of the terminology services team and will report directly to the PI investigator Dr Pamela Hussey.

Principal duties and responsibilities

Reporting to the PI Investigator the project co-ordinator will;

- Establish, co-ordinate and co-manage the core terminology services function with the support and supervision of the PI investigator in the SNHS.
- Co-ordinate and co-facilitate the co-design co-delivery and co-evaluation of the terminology services function with the HSE team.
- Co-facilitate support and provide guidance for the mapping of health and social care information (standardised language terminologies such as SNOMED CT to other Healthcare classification standards like ICD-10, Orpha codes, LOINC, IGCP and ICNP) with cloud based tooling such as the recently deployed data dictionary.
- Coordinate project documentation including minutes of meetings, financial accounts defined project plans and co-write reports for dissemination on terminology services to HSE and wider community.

- Assist in building terminology service networks by co-ordinating support to key stakeholders in health service delivery by providing guidance on software tools, documentation, and support requests for proposed updates.
- Coordinate relationships and communications between current and future terminology service networks, HSE and DCU SNHS.
- Contribute to and lead with the PI on development and evaluation of the core terminology service.
- Deliver presentations at conferences, in services and promote other social media activities for dissemination of the service.

Minimum Criteria

Applicants will have expertise by experience of engaging with health care and ICT service delivery. Applicants will hold relevant third level qualifications in a related field i.e. Health informatics or 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 terminology services and act as an integral part of the team.

Salary €34,625-€51,750 (pro rata)

* 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 : 19th Sept 2017

Candidates will be assessed on the following competencies:

Project management and leadership skills – demonstrating ability to manage 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 .

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 terminology service function.

Informal enquiries to:

Dr Pamela Hussey, School of Nursing and Human Sciences, Dublin City University, Dublin 9

Ireland. Phone + 353 (0)1 7005698, email pamela.hussey@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 645 Project Coordinator- ICT Terminology and Data Modelling Services

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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