

Job Description and Person Specification

Role	Systems Development Manager
Directorate	Corporate Services
Grade	4
Reporting to	Head of ICT
Role Purpose/ Summary	<p>As a result of a review of the ICT function in 2017 a new role has been created to drive the growth of new and existing ICT systems and processes within Pobal. The role is responsible for overseeing the implementation of Pobal's systems development strategy and technology roadmap.</p> <p>A key aspect of the role is leading change and managing programs of software development projects. The role requires identifying, developing, managing and implementing software solutions to both existing and new business processes and funding programmes.</p>
Key Responsibility Areas	<ul style="list-style-type: none"> - Plan, execute and finalise programs of projects according to strict deadlines and within budget - Manage the delivery of high-quality software development services throughout the SDLC - Support the definition and implementation of the overall ICT strategy and technology roadmap. - Be responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals - Manage, develop and support the systems development team, including developers, business analysts, testers etc. This includes following formal performance management processes - Achieve process efficiencies through the design and implementation of software solutions - Manage the communication process with internal and external customers and communicate effectively across all levels of the organisation - Draft and finalise detailed status / board reports and distribute to the various stakeholders - Drive and challenge business units on their assumptions of how they will successfully execute their plans - Adopt a risk management approach to software delivery and ensure project RAID logs are created and managed - Manage the procurement and budget aspects of the software development team - Develop and implement training plans to support all system rollouts

	<ul style="list-style-type: none"> - Liaise closely with other ICT unit leads to ensure the ICT function collaborates and works effectively together - Develop and expand Pobal's project management office - Manage vendor and contractor relationships, including quality of deliverables and approval of timesheets. - Any other duties that may be assigned by the Head of ICT as appropriate to the position
<p>Critical Competencies</p>	<ol style="list-style-type: none"> 1. Communication – Level 2 2. Team working – Level 2 3. Project Management – Level 2 4. Problem solving & decision making – Level 2 5. Strategic focus – Level 2 6. Building & maintaining relationships – Level 2 7. Organisation awareness – Level 2
<p>Other Competencies</p>	<ol style="list-style-type: none"> 8. Analytical skills – Level 2 9. Flexibility & adaptability – Level 2 10. Corporate writing skills – Level 2 11. Leadership & Management – Level 2 12. Customer service & support – Level 2 13. Supporting colleagues – Level 2 14. Attention to detail – Level 2 15. Driving innovation – Level 2 16. Results driven – Level 2
<p>Required Experience</p>	<ul style="list-style-type: none"> - Proven track record in process analysis, design and ICT implementation - Proven experience of delivering software projects and programs of software projects - Proven experience and knowledge of project management and core business consulting skills, including the SDLC. - Proven ability to park own assumptions, challenge the assumptions of others, listen and draw information out of stakeholders to identify issues and requirements that are backed up with data from several vantage points - Excellent influencing skills with the confidence to deal with staff effectively at all levels throughout the organisation - Excellent ability to develop ICT solutions based on business needs & requirements - Proven experience of generating innovative ideas in collaboration with others (through brainstorming, mind-mapping etc.) and translating these into practical solutions - A pro-active problem solver with the ability to pre-empt potential issues and to learn quickly and find solutions - Excellent negotiation skills - Experience in leading and managing teams

Qualifications	Minimum of a degree level qualification
Other Relevant Information	Desirable: <ul style="list-style-type: none"> - Knowledge of workings of the community/voluntary/public sector - Understanding of the Irish language
Terms & Conditions of Employment	<ol style="list-style-type: none"> 1. Salary <ul style="list-style-type: none"> - Pobal's Grade 4 Salary scale is €54,612 to €74,425 per annum - Contract duration to Dec 31st, 2018 2. Probation <ul style="list-style-type: none"> - A probationary period of six months will apply 3. Pension <ul style="list-style-type: none"> - Pobal operates a defined contribution pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period 4. Annual Leave <ul style="list-style-type: none"> - Annual leave will be 24 working days, exclusive of public holidays 5. Travel & Subsistence <ul style="list-style-type: none"> - Travel and subsistence will be paid at public sector rates 6. Location of the position <ul style="list-style-type: none"> - The successful candidate will be located in Pobal's Dublin office
Selection Process	<p>Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.</p> <p>Closing date Friday 17th of November</p>

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

