

Job Title & Grade	Data Analyst IFMS Project Implementation Grade V
Campaign Reference #	102207
Closing Date	27 th August 2026 by 5 pm
Proposed Interview Date	TBC
Proposed start date	Based on one start date per month and other KPIs and timelines.
Duration of Post	Specific Purpose Contract
Advertisement Type	Internal/External
Specific T&C's of post	35-hour standard week. 30 days annual Leave Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 st June 2026: Grade, Code 0892, starting at Point 1 € 52758 and rising annually in increments: €63110 LSIS.
Garda Vetting	Garda Vetting required
Location of post	700 South Circular Road with cross-site remit
Reporting Arrangements	This post will report to the Supply Chain Manager.
Key Working Relationships	The post holder will work closely with: • Supply Chain manager, Logistics Manager and Supervisors. • Procurement Manager and Procurement Team. • All CHI Clinical staff. • All CHI administration staff. • All vendors delivering goods and services to and from the Campus, especially for Theatre.

	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The purpose of this post is to provide procurement & supply chain management, Labs, Technical Services and Clinical engineering support and training of all end users for all the operational IT systems that are required for the IFMS implementation which will go live in March 2027. The Post Holder/s will be a key player in the implementation of the IFMS systems and processes and change management requirements in CHI. IFMS process and associated systems will meet the requirements for day-to-day stock replenishment & management of consumable items (Household, Medical & Surgical & PPE) to meet CHI operational needs. The holder/s will support the build, test, document, Implement and review and maintain of system documentation associated with IFMS implementation. The Holders will be responsible for Documentation of all Supply Chain processes, preparation, and execution of all training requirements for the systems under Supply Chain control, this includes training users in other departments who will need to engage with the systems. The Procurement & Supply Chain Department is responsible for providing all clinical services and departments with a cost effective and efficient service in terms of goods and services purchased and distributed.
Principal Duties and Responsibilities	Professional Duties and Responsibilities: • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • Implementation of the IFMS strategy and change management requirements into CHI, including the urgent care centres and NCHI facility. • Ensure all Mandatory courses are completed and within date as directed by HSEland. • Prepare all Training Materials and training programmes for the CHI community who need to engage with systems under the control of the IFMS programme. • Ensuring flexibility with regards to the undertaking of duties and responsibilities of same grade levels is imperative including flexibility and openness to new methods of working.

	• Accepts full responsibility and accountability for duties as assigned to ensure efficiency in delivery of service. • Ensuring continuous development and training forms an integral part of the position, resulting in continuous improvement in the application of professional knowledge and skills. • Demonstrate best practice in doing work ensuring that operatives improve their skills in all aspects of Procurement and Supply Chain Management. • Facilitate total integration of Purchasing, Inventory Management and Customer Service / Logistics. • Ensuring cross-functional commitment and teamwork are prioritized and maintained at all times • Ensure completion of queries/discrepancies in relation to system issues. • Ensure that timely and accurate information is supplied to the Project Team – information / requests from areas. • Liaise with all staff / personnel in all specific systems ensure effective communication when responding to requests and/or queries always promoting a professional manner • Assist the Project Team in obtaining accurate information for the analytical work to improve the performance of the Project Team. • Provide Departmental operational cover when required and as directed • Retrieval and presentation of information in various formats, i.e., spread sheets • To represent P&SC team on all committees regarding IFMS implementation ensuring all CHI management are informed of all potential system changes and impact to the organization of same. • Develop and Operationalize K.P.I reports that allow CHI management team review business performance as required. • Liaise with all staff/personnel in all departments to ensure effective documentation training and training materials are available to support IFMS implementation. • Develop all Documentation to include but not limited to SOPs and Training Materials • The Holder/s will be responsible for preparing and maintaining all documentation and training materials to support IFMS implementation for: ✓ SAP 4 Hana ✓ UBI ✓ Inventory Management System currently GHX ✓ EPIC ✓ Supply Chain Information required by AGVs ✓ Open dock ✓ Dock door Management system
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	<i>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</i>
Eligibility criteria, qualifications, and experience	<u>Essential Criteria:</u> • Possess a relevant third level qualification in a relevant field e.g. in Operations or Procurement, Business Management, Supply Chain Management, or related area supplemented by an appropriately recognised CIPS or equivalent qualification. OR • Have at least 5 years supply chain / logistics and inventory management experience in a highly regulated and fast-moving environment, with a strong preference for experience within healthcare operation. AND • Management experience in a unionised environment. • Have excellent and proven IT competency around stock replenishment solutions – Point-of-use, KanBan, RFID, UBI, Scan4Safety, Open Dock, Dock door Management, SAP etc. • Supply chain, logistics & Inventory management expertise. • Project Management & Change Management Experience • Full Clean Driving Licence <u>Desirable Criteria:</u> • Knowledge of shared services delivery • Knowledge of a regulated environment. • A strong track record of service delivery. • Ability to develop and foster working relationships with stakeholders and extensive experience influencing supply chain decisions and securing buy in for initiatives • Excellent organizational, analytical and administrative skills • Experience of system integration • Ability to manage and to respond to change.

	• Have excellent interpersonal skills and the ability to communicate successfully and sensitively with patients, public, staff, management and outside agencies • Be self-motivated, organized and methodical and have the ability to work under pressure. • Proven ability to work in team environment and must have high degree of flexibility. • Leadership ability, proactive development, motivation and engagement skill • Knowledge of Risk Management • Team Player
Competition Specific Selection Process How to Apply & Informal Enquiries	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. * Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CV's and cover letter is 27th August 2026 by 5 pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this specialty/department, please contact Gerry Glover For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai.machuwe@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.

	Below, you will find the list of commencement dates for 2026 for your information. • November 9th, 2026. • December 14^h, 2026 • January 11th, 2027
Information on “Non-European Economic Area Applicants” is available from https://dbe.gov.ie/en/ Children’s Health Ireland is legally required to verify that all staff have the right to work in Ireland before they begin employment, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire. Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General Employment Permit (GEP) and to the Critical Skills Employment Permit (CSEP). The change is required to be completed as part of pre-employment clearance. All Permits and Change of Employer applications are processed on the Employment Permits Online. Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the Critical Skills Occupational List see if your profession is currently eligible under this route.	
The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed. Children’s Health Ireland is an equal opportunities employer.	