

Job Title & Grade	Radiology Digital Systems Administrator Grade V
Campaign Reference	104678
Closing Date	14 th October 2026 by 5 pm
Duration of Post	Permanent Contract
Advertisement Type	External
Specific T&C's of post	35 hours standard working week – 5/5 Annual Leave: 30 days per annum 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 0566, starting at Point 1 € 52,758 and rising annually in increments: € 63,110 LSIS.
Location of post	CHI Temple Street
Reporting Arrangements	This post will report to the PACS Clinical Specialist Radiographer and the Digital Medical Imaging Manager
Key Working Relationships	The post holder will work closely with: Digital Medical Imaging Manager PACS Clinical Specialist Radiographer PACS team RIS Administrators

	EHR Systems Analysts Consultant Radiologists Radiography Service Managers Radiology Administration Managers ICT Team <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: • Coordinate access to all CHI archived digital medical imaging for review and audit • Be responsible for the administrative functions of all digital medical imaging • Act as part of the EHR/PACS interface team • Manage and assist with image management and digitization requests in collaboration with the Radiology PACS team <i>The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.</i>
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. 1. Access to digital medical imaging

	• Administrative support for projects relating to legacy image reviews and audits under the direction of the Digital Medical Imaging Manager/Clinical PACS Lead • Responsible for co-ordination of image management requests with both internal and external requestors • Accurate and timely administration of routine CHI digital medical imaging transfers • CHI EPIC/PACS interface liaison • Assist in staff training in the proper use of CHI Digital Imaging systems 2. Quality and Standards • Maintain, in conjunction with relevant teams, site specific standard operating procedures (SOP's) for the effective and efficient running of PACS using local and national templates. • Ensure specialty teams adhere to agreed pathways regarding PACS imports or exports via CD or Image Sharing technologies. • Promote data quality focused practices among Radiology staff. • Escalate any serious or recurring issues with data quality to the Digital Medical Imaging Manager 3. Communication • Establish effective communication networks with internal and external stakeholders • Participate in development and change communication processes • Ability to communicate with all levels of staff • Work as a member of the wider PACS structure – PACS Radiographers; ICT; digital imaging • Adhere to hospital policies on confidentiality and data protection • Work with the PACS and Operations teams to produce relevant data regarding PACS activity • Inform new team members of PACS and Image Management processes and standard operating procedures 4. Personal Development • In conjunction with line manager agree learning objectives designated to meet development goals to improve service • Participate in quarterly performance meetings with line manager 5. System Administration Responsibilities • Maintain contingency plans and recovery procedures for planned and unplanned downtime or loss of any information. Ensure the manual data is entered onto the relevant ICT systems as soon as possible • Support digital transformation and imaging informatics
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	• Assist with co-ordination of MDM activity as required • Assist the radiology PACS team in new user creation and training for new joiners to CHI and at NCHD rotation changeover 6. Quality Management • Responsible for weekly, monthly, quarterly, and yearly management of data relating to Radiology activity • Generation of statistical reports as necessary. • Responsible for ensuring that data entry is accurately completed in line with hospital policy. • Audit and regular reporting on activity, with analysis of data and presentation of relevant reports to departmental management • Re-enforce the importance and relevance of quality in everyday work. Monitor compliance with procedures that ensure work is carried out to agreed standards. 7. Information Governance • Work effectively with other members of the Radiology Department across CHI • Work effectively with members of the specialty teams across CHI • In conjunction with the PACS and ICT managers, adapt and develop administrative procedures across the department to ensure effective and efficient service provision • Ensure maintenance of current Quality Management frameworks in the NIMIS system • Liaise with central NIMIS management to facilitate ongoing provision of statistics that feed into Radiology performance metrics • Engage with clinical teams to develop and maintain effective procedures to manage safe handling of patient data internally and externally 8. Education/Continuous Professional Development • Engage in training of hospital and departmental systems as required, both existing and new • Engage and comply with mandatory training programmes required by CHI • Participate in continued professional development including supervision with line manager as required, and attendance at departmental in-service training
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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>		
Specific Requirements / Exposures for this post:	Includes (tick all that apply): ☐ Driving ☐ Working at height ☒ Regular VDU work ☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☐ None Applicable:	Exposure to (tick all that apply): ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	Consists of (tick all that apply): ☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☒ None Applicable:
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • Achieved Leaving Certificate / QQI level 5 or equivalent qualification comparable to another jurisdiction. • Have at least 5 years administrative experience with a minimum of 2 years Radiology experience. • Ability to communicate fluently in both written and orally. • Demonstrate proficiency in the following programmes: MS Word, Excel, PowerPoint <u>Desirable Criteria:</u> • Diploma in Healthcare Management or equivalent third level qualification. • A thorough working knowledge of hospital information systems which should include patient administration systems. • Similar experience within the Health Services		

Core Behaviours and our Chosen Culture in CHI	Core Behaviours of our Chosen Culture Organisational culture is not a static concept. It is dynamic and lived—reflected in how we interact with each other, how we care for patients, how we respond to challenges, and how we lead. It influences the quality of care, the wellbeing of our workforce, and the public’s confidence in our services. Creating and maintaining a positive culture is the responsibility of every one of us. The behaviours detailed within the pillars in the image below, are how we reflect four key aspects of our chosen culture: How we partner with patients, service users and public, how we pause to self-reflect, how we interact with our colleagues and how we compassionately lead. A consensus on our core behaviours is the starting point for establishing and implementing our shared values. Values and Behaviours are the foundation of how we deliver health and social care. A consistent, practical framework helps everyone in the health service act in ways that reflect our shared culture and mission. Living these Behaviours is how we express our desired culture to those we serve. When applying these behaviours, we consider these statements and how they translate for CHI employees, in their day to day work.
Competition Specific Selection Process	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 are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.

How to Apply & Informal Enquiries	* 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 CVs and cover letter is 14 October 2026 by 5pm. 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 James Moran, Clinical Specialist PACS james.moran@childrenshealthireland.ie or Colman Buckley at colman.buckley@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai Machuwe at Taurai.machuwe@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the 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'll find the list of commencement dates for 2026 & 2027 for your information. • 7th December 2026 • 4th January 2027 • 8th February 2027
Information on “Non-European Economic Area Applicants” is available from https://dbei.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.

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	NO ☒
Exposure Prone Procedure (EPP) Post Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025)'	

Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'.

All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here <https://www.hpsc.ie/a-z/bloodbornevirus/>

Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.