

Job Title & Grade	Digital Medical Imaging Manager, Grade VII
Campaign Reference	104685
Closing Date	14 October 2026 by 5 pm
Duration of Post	Permanent Contract
Advertisement Type	External
Specific T&C's of post	35 standard working weeks 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 0582, starting at Point 1 € 61,219 and rising annually in increments: € 79,583 LSIS.
Location of post	Cross-site
Reporting Arrangements	This post will report to the Radiology Leadership Team
Key Working Relationships	The post holder will work closely with: Radiography Service Managers Cross-site Speciality Lead Consultant for Radiology Radiology Operations Coordinator

	PACS Clinical Specialist Radiographer PACS team RIS Administrators ICT Lead ICT team Clinical Applications team EHR Systems Analysts Radiology Administration Managers Cross-site Speciality Lead for Cardiology Cross-site Speciality Lead for Dermatology Head of Medical Photography NIMIS National Team DPO <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>
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Purpose of the Role	The purpose of this post is to: • Act as an administrative lead in the future Digital Health Infrastructure within CHI, which will incorporate Radiology • Responsible for the project management of legacy image reviews and audits, including oversight and co-ordination of large-scale image access requests • Responsible for the safe management of digital medical image storage systems across all CHI sites • Manage the interface of digital imaging systems with the EHR • Act as primary liaison with system vendors • Lead on the development, governance and strategic enhancement of digital imaging services across CHI <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. Access to digital medical imaging • Act as project manager for the development and oversight of large-scale legacy image access projects in conjunction with relevant clinical staff (e.g. PACS Radiographers, Digital Imaging Coordinator) • Ensure that Clinical staff are fully supported during any legacy image review projects to focus solely on clinical aspects • Set and monitor realistic estimates of the amount of work involved in meeting the requirements of large-scale legacy image access projects • Act as administrative lead of any steering groups formed to manage any digital imaging projects, including imaging system downtime periods

	• Responsible for managing any legacy risks relating to digital image systems • Act as lead for any digital migration activities • Ensure that robust processes are in place to ensure that only authorized staff have access to Digital Medical imaging systems and that a process is in place to remove access for staff who leave CHI • Monitor the accuracy of digital imaging records and act rapidly to correct errors, escalating where appropriate • Ensure that robust processes are in place to manage the administration of digital medical imaging transfers • Ensure that staff training in the proper use of Digital Imaging Systems is given to all relevant staff • Act as line manager for Digital Imaging administrative staff • EPIC/PACS interface liaison 2. Quality and Standards • Ensure that robust processes are in place governing the use of digital image storage systems, maintaining up to date CHI-wide SOPs • Maintain governance structures, data protection rules and data sharing agreements in exchanging digital imaging with internal and external parties • Coordination in the release of digital imaging for clinical trial studies • Ensure that the digital imaging systems perform in accordance with the terms of the relevant contractual parameters • Monitor data quality focussed practices among staff who access the data imaging systems, rectifying poor practice as required • Maintain a fault reporting log for all systems under management, ensuring that trends and issues are addressed appropriately 3. Communication • Produce regular project status reports, escalating any issues in a timely manner • Establish effective communication networks with internal and external stakeholders and participate in development and change to communication processes • Ability to communicate with all levels of staff • Work as a member of the wider Digital Imaging structure – PACS Radiographers; allied specialities in Digital Imaging; ICT • Liaise with all external stakeholders as required, e.g. HSE, external vendors • Work closely with Digital Imaging clinical leads including PACs CSR • Adhere to hospital policy on confidentiality and data protection • Provide regular reports on Digital Imaging activity (monthly for BAU; as appropriate for audits/reviews) • Ensure that new team members are trained in the standard operating procedures for Digital Imaging systems use
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	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 System Administration Responsibilities • Ensure that up to date contingency plans and recovery procedures for planned and unplanned downtime or loss of any information are in place. • Re-enforce the importance and relevance of quality in everyday work. Put in place monitoring procedures that ensure that work is carried out to agreed standards • Technical oversight of systems to ensure operational functionality • Lead the development, the governance and strategic enhancement of digital imaging services across CHI, supporting the transition to new systems, working closely with Radiology, ICT, and Clinical Applications functions. Information Governance • Work effectively with members of the specialty teams across CHI and externally • Act in conjunction with the DPO functions to adapt and develop administrative procedures across the department to ensure effective and efficient service provision • Ensure maintenance of current Quality Management frameworks in NIMIS and other Digital Imaging systems and assist with development of future Quality Management frameworks as required 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> • Hold a relevant third level qualification of at least QQI Level 8 on the National Framework. • Have at least 3 years' experience in the management of a digital imaging system(s) • Previous project management experience • Ability to communicate fluently in both written and orally. • Demonstrate proficiency in the following programmes: MS Word, Excel, PowerPoint <u>Desirable Criteria:</u> • Degree in Healthcare Management or equivalent third level qualification • Project Management 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.



	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 • 18th 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.	