Job Description and Person Specification

Job Title:	P&C Project Lead	**Reporting To (Name):**	Chief People, Culture, & Belonging Officer
Date:	July 2026	**Location:**	National Office

Summary

Acquired Brain Injury Ireland (ABI Ireland) is the country's leading provider of community-based neuro-rehabilitation services for people living with an acquired brain injury. Each year we support hundreds of individuals and families, working across Ireland to deliver specialist rehabilitation, influence policy, and raise awareness of brain health. Our mission is to passionately serve and empower people impacted by brain injury through personalised rehabilitation and relentless advocacy. Every day we work with survivors of brain injury in their homes and communities, in our Clubhouses and residencies, helping them to work towards achieving their personal goals and maximising their independence.

The P&C Project Lead will have a key role in the delivery and implementation of a new Time Management, HR information system (HRIS) and associated activities. In addition, it is expected that the HRPL will contribute to other projects in HR as required.

Key Duties and Responsibilities

Project Planning & Delivery

- Gain a comprehensive understanding of the current HRIS, including organisational requirements, existing challenges, and opportunities for system improvements.
- Maintain a comprehensive project plan, including objectives, timelines, success metrics, and resource requirements.
- Conduct needs assessments and gap analyses to inform project design and implementation as required.
- Ensure timely and effective delivery of HR project in line with agreed budgets and milestones.
- Complete training with the new provider and assist in the configuration of the system.

Stakeholder Engagement & Communication

- Act as a key liaison between internal stakeholders and Softworks/ Rezoomo.
- Facilitate collaboration across teams to support engagement and effective communication throughout all phases of the project.

Change Management & Training

- Assist in the design and delivery of training process at all levels within the organisation.
- Input into change management strategies as part of the project.

Governance & Compliance

- Ensure project complies with relevant organisational policies, procedures, legal and accreditation requirements, including data protection, procurement, and health & safety.
- Maintain accurate documentation for audit, reporting, and evaluation purposes.
- Monitor risks and develop mitigation strategies to ensure project stability and success.

Collaboration & Leadership

- Work closely with senior management and cross-functional teams including People & Culture, IT, Finance, Quality, Operations, Communications and other as required.

Qualifications / Experience

Qualifications

- A relevant 3rd level qualification in Human Services sector e.g., Health & Social Care; OR
- A relevant 3rd level qualification in HR or related discipline

Experience

Essential:

- Experience with HR Information Systems (preferably One Advanced, Softworks & Rezoomo).
- Relevant operational experience.
- Experience scheduling complex rosters and shift patterns.
- Understand organisational goals.
- Demonstrable success at ensuring a high level of accuracy and attention to detail in carrying out work responsibilities.
- Excellent time management and organisational skills with an ability to prioritise and deliver on realistic agreed goals.
- Ability to work on own initiative
- Professional approach, demonstrating and leading the highest levels of ethics, confidentiality and discretion at all times.
- IT skills that include Microsoft Office.
- Must be an effective communicator with a positive, pro-active, customer focused approach to work and work relationships.

Desirable:

- Familiarity of relevant legislation (The Organisation of Working Time Act 1997, GDPR & Health Act 2007).
- Policy development experience.

- Project management experience.

Competencies

- **Communications**
  – Communicates effectively using methods and tools available in both individual and group settings with all stakeholders.

- **Planning, Organising and Prioritising**
  - *Works to optimise outputs and impacts using available resources while identifying constraints. Plans and completes work to agreed standards with effective time management.*

- **Commitment to achieving the highest level of Professional Service**
  – demonstrates a commitment to highest standards of quality service and outcomes.

- **Using Own Initiative & Judgement**
  - *Confidently and with balanced judgement, identify gaps and ways of improving processes. Communicate initiatives to stakeholders.*

- **Effective Working Relationships & Team Culture**
  - *Co-operates with others (internally and externally) and earns respect. Helps to create a team spirit through encouraging others, providing support, offering constructive feedback.*

Key Performance Indicators (KPI's) / Outcomes

- Excellent working relationships across the organisation.
- Employee should plan work, using initiative and maintaining a high standard of service at all times.
- Employee must always treat others with respect and dignity.
- Work within the Health and Safety guidelines of the ABI Ireland.
- Take personal responsibility for participating in mandatory training to ensure safe practices.
- Ensure pre agreed goals with line manager are achieved.

Other Requirements

- Travel as required
- Full driving licence with access to a vehicle.
- The applicant should be in good physical and mental health.

Remuneration

- Salary range €55264 - €67517 - DOE

- Annual salary increments – for applicable roles
- Flexible working and Work Life Balance Initiatives in Place
- 24 days annual leave per annum plus up to 3 additional days based on service
- 2 Discretionary Days Annual Leave (Good Friday and Christmas Eve)
- Access to Contributory Pension scheme following probation.
- Free Life Cover benefit (2 times gross salary tax free)
- Generous Paid Sick Leave (6 months full and 6 months half pay) based on service
- Paid Maternity Leave
- Long Service Awards
- Revenue approved mileage rates
- Comprehensive induction and training programme including specialist brain injury training
- Career Development Opportunities
- Employee Assistance Programme
- Bike to Work Scheme
- Access to Health Care Staff Credit Union

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

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