

The project has been supported by the European Union's INTERREG VA Programme, managed by the Special EU Programmes Body

Role:	PMO Specialist
Area:	Asset Management
Sub-Area:	Asset Strategy & Sustainability
Location:	Dublin
Duration:	2 Year Fixed-Term Contract
Salary:	Competitive
Ref:	795AM17

THE APPOINTMENT OF THIS POST IS DEPENDENT UPON EU FUNDING BEING MADE AVAILABLE

Irish Water, the national water utility, has responsibility for the delivery of water and wastewater services to homes and businesses. Irish Water is a subsidiary of Ervia, Ireland's first multi-utility company responsible for strategic national water and gas infrastructure and services.

Irish Water, in partnership with Northern Ireland Water (Project Lead Partner), Agri-Food and Bioscience Institute (AFBI), Loughs Agency and East Border Region (EBR), has been successful in securing INTERREG VA funding for the delivery of the SWELL (Shared Waters Enhancement & Loughs Legacy) Project.

Under the Environment Priority of this European Regional Development Fund the SWELL Project aims to improve water quality in the shared transitional waters of Carlingford Lough and Lough Foyle through improvement of wastewater collection and treatment in the cross-border catchments of Carlingford Lough and Lough Foyle.

Applications are now invited from suitably qualified candidates for the position of PMO (Project Management Office) Specialist.

Canvassing will disqualify.

The Role:

The SWELL PMO Specialist reports to the Environmental Strategy Lead in Irish Water. The Irish Water Environmental Strategy team is responsible for the development of medium and long-term strategies in relation to the water environment and in particular in relation to the catchments which contain Irish Water's drinking water sources and which receive treated wastewater from Irish Water assets.

The PMO Specialist will be responsible for day-to-day interactions on behalf of Irish Water, working closely with all partners of the cross-border Project team, and particularly with the Project Lead Partner, Northern Ireland Water. The work will also include close coordination across the Irish Water functions involved with the project including Asset Planning, Asset Delivery, Finance and Communications.

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Main Duties and Responsibilities:

- Maintain and regularly review the Irish Water elements of the project progress, budgets, change orders, risks and issues, reporting to the Project Office and to the Environmental Strategy Lead.
- Working with the Project Lead Partner (Northern Ireland Water), assign actions and responsibilities to personnel to ensure that the programme delivery schedule is achieved.
- Arrange or facilitate engagement with all internal and external stakeholders of the project, to enable project deliverables are met effectively.
- Manage the Project Execution Plan (PXP) on behalf of Irish Water.
- Develop appropriate KPIs for the programme in conjunction with the project team.
- Update risk register and manage mitigation measures for risk register.
- Coordinate any change control issues related to the overall project.
- Progress reporting to the Project Office and to the Environmental Strategy Lead.
- Ensure quality programme management of the Irish Water elements of the INTERREG VA funded SWELL Project.
- Work with EBR and financial and non-financial management / monitoring and verification.
- Provide technical input to ensure that Irish Water processes (financial and procurement) comply with SEUPB/EU standards, in consultation with EBR.
- Manage progress through the SEUPB's online project & financial management tool "eMS".
- Management of internal / external audits at IW premises, including management of original paperwork for audit purposes.
- Coordinate with Irish Water Asset Strategy, Asset Planning, Asset Delivery, Finance, Communications teams and others.
- Assist Irish Water Asset Delivery with project management, risk management, cash flow forecasts, claims forecasts and claims.
- Deliver Irish Water inputs to progress reports and communication reports.
- Assist Irish Water Finance team on financial monitoring and controls.
- Assistance and coordination on Communication Plans with Communications teams.
- Facilitate SWELL initiatives including the preparation of documents and other supporting information.
- Manage Irish Water inputs for Phase 2 application for grant aid under this project.
- Exercise professional judgement on issues to facilitate resolution.
- Actively coordinate and manage meetings in an efficient manner.
- Limited travel in Ireland and Northern Ireland to project offices and project locations will be required.
- Perform other such duties in relation to the Project as Irish Water may reasonably require.

Knowledge, Skills and Experience:

- Relevant third level qualifications.
- Minimum 5 years' experience in complex large programmes and projects.
- Excellent project management skills.
- Effective planning and organising and ability to work under-pressure.

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- Experience with programme & project methodologies and supporting tools and processes related to risk management etc.
- Understanding of different water management sectors, statutory and non-statutory in Northern Ireland and Ireland.
- Experience using project and finance management tools such as Oracle or Primavera P6.
- Proven track record with dealing with complex issues, proactively and in a timely fashion, along with the ability to communicate complex information to others.
- Ability to:
 - Develop relationships to accomplish team goals coupled with dealing effectively with differences of opinion and conflict management;
 - Prioritise tasks, work with schedules and manage resources while remaining focused on team goals;
 - Secure and compare information from multiple sources to identify any arising project issues;
 - Committing to an action after weighing alternative solutions against decision criteria;
 - Set high standards, by encouraging others to assume responsibility and accountability for tasks; and,
 - Connect project goals to project portfolios and to drive results.
- Excellent verbal and written communication skills.

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is 17th November 2017. Please note that applications submitted after this closing date will not be accepted.

Irish Water is an equal opportunities employer.