Job Spec

IT Project Manager – Cyber Security

An experienced IT Project Manager is required to join CIÉ holding company Group IT & T Department and support the management of portfolio of projects as well as ensuring the individual projects are managed according to the Holding Company CMO Portfolio, Programme and Project Management Policies and Standard Operating Procedures. These projects will mostly be in the area of Cyber Security. This role is a fixed term contract up to 2 years.

Responsibilities

- Work within the Group IT&T team to support the management of the project portfolio
- Manage projects according to the company PMO Standard Operating Procedures
- Manage multiple projects where required.
- Set project specific and realistic goals and objectives
- Build out project plans, assumptions, budgets, schedules, deliverables, milestones
- Coordinate and schedule resources across multiple teams
- Work with suppliers to coordinate and schedule third party resources
- Manage and track all project activity
- Monitor progress of projects and provide regular scheduled project reports
- Ensure project delivery timelines are met
- Maintain RAID Logs for all assigned projects
- Manage and escalate Risks and Issues
- Develop risk mitigation strategies to manage project risks
- Ensure all Change Management and Quality Assurance standards are met
- Manage Sponsors and Stakeholders expectations
- Attend and host weekly project meetings
- Attend and host daily stand ups, weekly PMO team meetings and weekly and monthly Project Review Meetings
- Provide feedback for process improvement

Qualifications and Experience

- Relevant degree in the fields of IT Project Management
- PRINCE2 Certification
- Minimum 3 years' experience in the fields of IT Project Management. Experience in development and data management projects an advantage.
- Experience in IT Security related projects an advantage.
- AGILE experience, e.g. facilitating daily standups; planning, review meetings; reporting etc an advantage

- Commercial awareness, experience managing budgets and schedules
- Experience multiple workstreams and managing a team of resources
- Strong ability to multi-task and successfully coordinate multiple projects simultaneously
- Ability to prioritise activities effectively, while ensuring a high level of accuracy and attention to detail
- Strong working knowledge of O365 suite, in particular SharePoint Online, Microsoft Teams and Microsoft Office
- Excellent process driven and organisational skills including attention to detail, time management and multi-tasking
- Excellent leadership, communication, interpersonal and customer focussed skills
- Ability to be self-motivated, recognise problems, be decisive and deliver solutions
- Ability to work as part of a team in both team member and leadership roles

Work Relationships
- Reporting to the CIÉ Group IT&T Data & Development team leads
- Internal: CIÉ Group IT&T Data & Development team
- Internal: CIÉ Group IT (Project Delivery Teams, Technology & Security Services, SAP Team), ESS, PMO
- Internal: CIÉ Holding Company Departments
- Within Operating Companies: Operating Company Project Management Offices (PMOs)

To Apply
If you are interested in the role, please email a CV and supporting letter to:
recruitment@cie.ie
Closing date for applications is Friday 21st March 2025

CIÉ is an equal opportunities employer, celebrating diversity and championing inclusivity.

If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We encourage all interested parties to apply.