



ACQUIRED BRAIN INJURY IRELAND



#JOB-2476100



ACQUIRED BRAIN INJURY IRELAND,

Century House, 100 George's St Upr, Co.

Dublin, A96 R2V3



No of positions : 1



Paid Position



35 hours per week



55264.00-67517.00 Euro Annually



20/10/2026



17/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.rezooom.com/job/105524/>



Open your camera
app & point here
to view this ad
online



P&C Project Lead

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

About the Role:

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.

What You'll Be Doing:

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/ Rezooom.

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.

- **Sector:** human health and social work activities

Career Level

- Managerial