

Job Title:	ICT Manager
Location:	Coolmine Head Office, Damastown close, Dublin 15 and various Coolmine Therapeutic Community sites. National travel will be required.
Reports to:	Head of Finance and Support Services
Hours:	35 hours per week. Some out of hours work may be required.
Job Type:	Permanent
Salary:	€50,000 to €54,000 depending on experience
Purpose:	To lead and manage the ICT team in order to provide effective and efficient IT support and processes to enhance the work of the organisation.
Contact Email:	Justinah.bello@coolminetc.ie
Application Ref.	HR/DUB/FLM/ICTM/0522

Coolmine is a national drug and alcohol treatment centre that provides a range of quality residential and community day services to men and women with problematic substance use and to their families. Established in 1973, Coolmine was founded, and remains grounded, in the Therapeutic Community (TC) approach to addiction treatment. We believe that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life. Coolmine provides residential and outpatient assessment, treatment and evidence-based rehabilitation services for people seeking treatment for addiction.

We now have a vacancy for ICT Manager. The successful candidate will report to Head of Finance and Support Services to lead and manage the ICT team to ensure the delivery of a quality service in all areas of IT.

Role Responsibilities: (Include, but not limited to)

- Responsibility for managing and leading the ICT Team.
- Responsibility for managing and developing the hybrid cloud environment currently in place.
- Responsibility for developing, maintaining, and reviewing all policy and procedure documentation including Business Continuity and Disaster Recovery planning.
- Preparing for approval of the Senior Management Team an ICT strategy and related ICT budgets.
- Implementing the approved ICT strategy and reporting progress to the Senior Management Team.
- Managing IT vendors, service providers and budgets.
- Supervising, training, and reviewing the work undertaken by junior team members.
- Liaising closely with other departments to build effective working relationships to facilitate and support the organisation.

Person Specification

Skills & Experience

- Minimum 5 years' experience in an IT related role with 1 year at senior level.
- 3rd level qualification in related field.
- Experience managing cloud platforms (Azure, Microsoft 365, IPT, WordPress, Salesforce).
- Azure certification or willing to achieve upon completion of probationary period.
- Experience and practical knowledge of ICT regulations, frameworks and standards

Competences Required

- Strong management experience.
- Strong technical knowledge and an awareness of current issues and trends.
- Strong attention to detail and quality focused.
- Excellent organisational skills with ability to prioritise workload, multi-task and meet deadlines.
- Ability to work on own initiative and as part of a team.
- Capacity to work effectively under pressure
- Excellent interpersonal skills

Staff Benefits: Why Join Coolmine

- Free parking space
- Flexible working hours
- Company Pension Scheme
- 24 days annual leave
- Bike to work scheme
- Tax saver travel scheme

Application Process

Interested candidates who meet the Person Specification requirements should send their cover letter & CV to Justinah Bello HR Manager at justinah.bello@coolminetc.ie. Please quote this application reference code [HR/DUB/FLM/ICTM/0522](#)

The closing date for application is 5pm Friday **13 May 2022**

Coolmine Therapeutic Community is an equal opportunities employer.