

DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL
COMHAIRLE CONTAE DHÚN LAOGHAIRE-RÁTH AN DÚIN

Applications are sought from suitably qualified persons for the following position in Dun Laoghaire Rathdown County Council

PERMAENT SENIOR PROGRAMMER
COMP. I.D. 007288

CHARACTER

Candidates shall be of good character.

HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE ETC.

On the latest date for receipt of applications each candidate must:

- Have an aptitude for Information & Communications Technology.
- Have at least 2 years experience working in an IT environment
- Demonstrate a sound practical knowledge of IT Technical architectures, IT systems development and service delivery.
- Be well organised and practical, with a logical, analytical approach to problem solving.
- Demonstrate an aptitude and interest to remain up to date on IT trends and developments
- Demonstrate an understanding of current developments in the application of Information Systems and is able to assimilate and interpret advice from specialists - technical or otherwise.
- Demonstrate knowledge of IT security standards and codes of conduct.

Highly Desirable:

- NCC/IPA Higher Diploma in Computer Studies or an equivalent accredited certified I.T qualification.
- Skills and experience in two or more of the following:-
 - Application and Web development using .NET Web services, Ajax, jQuery and JavaScript
 - ICT Technical Support;
 - Installation, configuration and support of PCs, laptops, tablets, smartphones and related hardware and software;
 - Networking skills & experience – Firewalls, Routes, Switches
 - Virtualisation Technologies such as Citrix, Vmware;
 - Web Design;
 - Business Intelligence reporting and dashboards
 - Database Design and Administration in solutions like SQL Server, Oracle

- Microsoft Technologies such as Microsoft Office, Microsoft CRM, SQL, Sharepoint.

Desirable:

- Knowledge and understanding of ITIL.
- Microsoft IT professional Certifications in Microsoft Technologies
- Knowledge of Project Management methodologies

DUTIES

The duties of the office are to give to the local authority and

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate technical, management, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties will in particular include the following:

Technical Support

- Troubleshooting PC's, printers, Servers, Systems, and other peripherals
- Support for wireless network, WAN and LAN
- Network troubleshooting
- Anti-Virus Deployment and ongoing maintenance
- User support for standard desktop software suite
- Helpdesk service
- Installation of new hardware

Project Teams work

- New IT systems and services
- New Infrastructure deployments
- Technical design and implementation of new applications
- Project meetings and assigned Project task work

IT systems support

- Vmware, Citrix, Sharepoint
- Windows Servers
- SQL and Oracle based systems
- Web applications
- GIS support
- Maintenance and support of existing browser-based applications

Operations/Administration

- Printing operations
- Data integration/warehousing/interfaces operations
- Data entry
- Document management and control
- Support for existing in-house systems
- Backup operations
- IT Security operations
- Contract and Supplier Management
- Administration – Various administrative office duties that may be assigned such as Purchase Ordering, budgeting, report writing etc

Dynamic Positions

Due to the dynamic nature of I.T, the pace of developments of both systems and tools, and the changing business requirements for ICT within Dun Laoghaire Rathdown County Council, all ICT posts require a flexibility to work in other IT areas as needs change. All job contracts offered will contain duties which have generic or core components and require staff adaptability to undertake IT work at a similar level elsewhere in the IT structure. Hence the descriptions above reflect the immediate and foreseeable needs and as these needs or the working environment changes, staff will have to acquire up-to-date skills for the new roles.

Note: The role does not involve programming or coding.

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JOB SPECIFICATION

1. The office is a whole time, permanent and pensionable position.

SUPERANNUATION CONTRIBUTIONS:

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

2. **ANNUAL SALARY**

€41,213 - €42,524 - €43,835 - €45,148 - €46,458 –
€47,977 1st LSI - €49,495 2nd LSI

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of service which they are required by or under any enactment to perform.

3. **PROBATION**

When a person is not already a permanent officer of a Local Authority and is appointed the following provisions shall apply, that is to say:-

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be six months but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. RETIREMENT

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

6. HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

7. RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. RECRUITMENT

Selection shall be by means of a competition based on an IT related Aptitude Test/ Psychometric test and interview conducted by or on behalf of the County Council.

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974 the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council will not be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

Completed applications, on the official form, should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4.00 pm on Thursday 31st August 2017**. Applications received after this date will not be considered.

An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

The successful candidate(s) may be subject to Garda Vetting prior to appointment.

Note Re Canvassing:

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Dún Laoghaire – Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities

