

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

PERMANENT ANALYST PROGRAMMER
COMP. I.D. 007268

QUALIFICATIONS

1. CHARACTER:

Each candidate shall be of good character.

2. HEALTH:

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

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate **must**, on the latest date for receipt of completed application forms:

- (a) (i) Hold a recognised IT related degree (level 8 in the National Framework of Qualifications), and have a minimum of 3 years satisfactory relevant experience working in an operational environment using IT technologies or working in a structured IT environment **OR**
- (ii) Hold a relevant 3rd level qualification and have at least 5 years satisfactory experience working in an operational environment using IT technologies or working in a structured IT environment **OR**
- (iii) Hold an office not lower than that of Assistant Staff Officer or analogous grade and have adequate practical experience in such areas as Application; Development and Maintenance; Operations; Networking; Technical Support and Programming/Systems Analysis.
- (b) Have satisfactory experience in IT procedures and policies, including adequate practical experience in work of an executive nature and customer orientation.
- (c) Have proven satisfactory skills in at least two of the following areas
 - Project Management
 - Systems or Business Analysis
 - Geographical Information Systems
 - Database Administration and management
 - Network Administration and management
 - Applications Development or programming
 - Web Development
 - Systems Implementation
 - Helpdesk Management and Administration
- (d) Have strong interpersonal and communication skills.
- (e) Have a satisfactory knowledge of Local Government in Ireland.

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JOB SPECIFICATION

1. The office is whole-time, permanent and pensionable.

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. **SALARY**

The salary scale for the position of Senior Systems Officer is:-

€45,849; €46,954; €48,289; €50,797; €52,294; €54,157 1st LSI; €56,031 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**

Where a person who is not already a permanent officer of a local authority is appointed, the following provisions shall apply

- (a) There shall be a period after such appointment takes effect during which such person shall hold such office on probation;
- (b) Such period shall be one year but the Manager may at his 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

Manager has certified that the service of such person 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. DUTIES

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

- (a) the local authorities or bodies for which the Manager is Manager, 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Manager or of such officers as the Manager may from time to time determine, such appropriate computing services of an advisory, supervisory or executive nature 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Manager from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The initial assignment will be in the ICT Department. The successful candidate may subsequently be assigned to any sub office or Depot under the control of the Council.

The duties shall include:

- Business Analysis
- Take direction from the Head of ICT
- Network Administration and implementation
- Staff Management
- Leading project teams and project execution including systems implementation
- Managing delivery of services through good practices of Incident, Problem, Change, Configuration, Release and Service Level Management
- Tendering and bid appraisal, contract management
- Infrastructural appraisal and implementation
- Advising senior staff in preparation and execution of strategy, policy and implementation plans
- IT relationship management with Client Departments
- Geographical information systems
- Helpdesk support and Management
- Applications Development
- Web Development
- Database Management
- Be flexible in your working hours
- Working outside Core hours (there may be restriction on the usage of flexitime scheme)
- Any other duties assigned by the Head of ICT which may require being assigned to of the Councils various office locations including future locations

Note: The role does not involve programming or coding.

The holder of the post may be required to undergo periods of training, which may include courses of training of several weeks duration within or outside the country.

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. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

8. 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.

9. RECRUITMENT:

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

- i. Selection of candidates for appointment shall be by 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 an 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.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Thursday 31st August 2017**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certified 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.

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