

**DÚN LAOGHAIRE – RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhun Laoghaire-Rath an Duin**

**PERMANENT G.I.S. SYSTEMS OFFICER - OPERATIONS  
COMP. I.D (007308)**

<b>QUALIFICATIONS</b>
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**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.**

Candidates shall on the latest date for receipt of completed applications:-

- Hold a relevant third level qualification of at least Degree Level in a computer discipline (preferably in GIS) or hold an equivalent professional qualification **and**
- Have at least 3 years satisfactory experience in GIS, **and have**
  - a. A comprehensive knowledge of GIS principles and associated technologies, particularly ArcGIS and ArcServer;
  - b. Knowledge of the latest and emerging GIS techniques and technologies;
  - c. Experience in manipulating digital mapping data.
  - d. A sound knowledge of mapping concepts, e.g. grids, projections, transformations, generalisation, accuracy, precision, etc.;
  - e. An ability to take on complex problems or situations and take a solution focused and creative approach to dealing with them;
  - f. Initiative and demonstrate enthusiasm for new developments or changing work practices and strive to implement change effectively;
  - g. Proven ability to collaborate and work as part of a team, and delegate tasks as appropriate;
  - h. Excellent interpersonal, communication and presentation skills;
  - i. Ability to lead projects to a successful conclusion.
  - j. 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 1<sup>st</sup> LSI; €56,031 2<sup>nd</sup> 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 office are;

- Maintain proficiency in all aspects of GIS systems/software and production.
- Be required to roll-out and manage the LA's evolving 'corporate GIS model.
- Assess and evaluate the current and future needs of the LA's GIS including evaluating new technology and their particular application to DLR Corporate objectives.
- Manage the IT hardware and software associated with the organisation's GIS requirements to include license management, user's rights, software versioning and patching.
- Supervise departmental CAD and GIS hardware and software purchase to ensure suitability.
- Participate in on-going projects as required including setting and achieving project deadlines and managing a budget.
- Report to and engage with the council's GIS Steering Group.
- Chair and support the cross Departmental DLR GIS working Group .
- Contribute to the setting of operational performance indicators relating to GIS mapping and datasets.
- Devising and contributing to the formulation, implementation and publicising of standards and best practices relating to Metadata, Cataloguing, symbology , feature class definition asset information management and provision, in accordance with, and supportive of, regulatory requirements , best practice and DLR objectives.
- Raise risks and issues as appropriate to the operation of GIS in DLR.
- Performing other such duties in relation to work as DLR may require.
- Deal with service desk tickets and other support issues as required.
- Engage with national and other external bodies on GIS issues.
- Engage with the Smart Dublin group to facilitate the publication of open data and other Smart Dublin initiatives.
- Co-ordinating and assisting the HR Training Department in devising a GIS Training /CPD Programme for DLR staff

#### **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. 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) Regulations, 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 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.

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 31<sup>st</sup> August 2017**

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, and candidates may be shortlisted having regard to the qualifications of the post.**

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

**NOTE – RE CANVASSING:**

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of the Council or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position being sought.