



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**  
**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**GIS PROJECT LEAD - PERMANENT WHOLETIME - COMPETITION ID 011308**

**CEANNAIRE TIONSCADAIL CFG, BUAN LÁNAIMSEARHA, U.A. AN CHOMÓRTAIS 011308**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE**  
**12 NOON ON 8<sup>th</sup> AUGUST 2024**

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**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

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

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before they are appointed, to undergo at their 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

**3. EDUCATION, TRAINING, EXPERIENCE ETC:**

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

Hold a qualification of at least Level 7 on the National Framework of Qualifications (NFQ\*) in GIS, Geomatics, Geosurveying or comparable qualification **and** have at least 5 years, directly relevant, recent GIS hands-on experience from your employment to date.

**Or**

A qualification of at Level 8 on the National Framework of Qualifications (NFQ\*) major award, or higher, with GIS taken as a subject module **and** at least 5 years, directly relevant, recent GIS hands-on experience from your employment to date

**AND**

- a. A comprehensive knowledge of GIS principles and associated technologies, particularly ArcGIS Enterprise, Portal for ArcGIS, ArcGIS/Pro, ArcGIS Online and FME at current revision levels;
- b. Knowledge of the latest and emerging GIS techniques and related ICT technologies along with associated web skills;
- c. Expertise in current best practice in geospatial data management, analysis and visualisation;
- d. Knowledge and experience of database products and their application to GIS solutions including the implementation of spatial databases using GeoDatabase schema methods;
- e. knowledge and experience of the design, implementation, testing and commissioning of Web Services using ESRI technology;
- f. Experience in manipulating digital mapping data and a sound knowledge of mapping concepts, e.g. grids, projections, transformations, generalisation, accuracy, precision, etc;
- g. clear understanding of Open Data and OGC/Open services and standards;
- h. clear understanding of the requirements of the EU INSPIRE Directive reporting;
- i. knowledge of Metadata authoring and web GIS development;
- j. ability to take on complex problems or situations and take a solution focused and creative approach to dealing with them;
- k. initiate and demonstrate enthusiasm for new developments or changing work practices and strive to implement change effectively;
- l. Proven ability to work effectively as part of a team and delegate tasks, as appropriate;
- m. a careful, effective and methodical approach to data preparation and handling;
- n. be able to revise, develop and implement effective data management systems;
- o. Excellent interpersonal, communication and presentation skills;
- p. Ability to lead projects to a successful conclusion with a strong focus on results
- q. Have a satisfactory knowledge of Local Government in Ireland;

\* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

<b>GIS Project Lead – PROFILE</b>
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**THE IDEAL CANDIDATE:**

In the context of key duties and responsibilities for the post of GIS Project Lead, the ideal candidate will demonstrate the following knowledge, skills and competencies:

**The ideal candidate will:**

- Demonstrate experience of full lifecycle management of a GIS project with multiple stakeholders
- Knowledge and ability to advise on hardware and software requirements and latest developments in GIS best practice on an enterprise level
- Ability to build relationships with internal departments, steering committees, government bodies and other public sector organisations.
- Manage GIS budget at an enterprise level
- Supervise and support GIS officers in the organisation
- Familiarity with computer programming concepts including Python
- Knowledge of Web skills (HTML, Web based map services, etc)
- Experience in requirements gathering and business analysis
- Demonstrable, capabilities, both academic and technological, across one or more of the following areas:
  - geospatial quantitative methods and modelling for socioeconomic/geodemographic data ideally including small-area and CSO data;
  - geomatics;
  - visualisation including experience with BI applications;
  - analytics.

## GIS PROJECT LEAD COMPETENCY FRAMEWORK

A competency framework has been developed for the position of GIS Project Lead. Candidates will be expected to demonstrate sufficient evidence of such competencies within their application form and at interview. **Any short-listing or interview processes will be based on the information provided by candidates on their application form:**

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
<b>Management &amp; Change</b>	<ul style="list-style-type: none"> <li>• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies</li> <li>• Clear understanding of political reality and context of the local authority</li> <li>• Embeds good governance practices into day to day activities, practices and processes</li> <li>• Develops and maintains positive and productive professional relationships both internally and externally to the local authority</li> <li>• Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions</li> <li>• Pinpoints critical information and addresses issues logically</li> <li>• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources</li> <li>• Establishes high quality service and customer care standards</li> <li>• Allocates resources effectively to deliver on operational plans</li> <li>• Identifies and achieves efficiencies</li> <li>• Ensures compliance with legislation, regulation and procedures</li> </ul>
<b>Performance through People</b>	<ul style="list-style-type: none"> <li>• Effectively manages performance of individuals and teams to achieve operational plan targets and objectives</li> <li>• Leads by example to motivate staff in the delivery of high quality outcomes and customer service</li> <li>• Develops staff potential</li> <li>• Manages underperformance or conflict</li> <li>• Understands effective communications at all levels within the organisation</li> <li>• Actively listen to others</li> <li>• Demonstrates high level of verbal and written communication skills</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Initiative and creativity</li> <li>• Enthusiasm and positivity about the role</li> <li>• Resilience and Personal Well-Being</li> <li>• Personal Motivation</li> <li>• Understands the importance of corporate governance</li> <li>• Commitment to integrity &amp; good public service values</li> </ul>
<b>Local Government knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of the structure and functions of local government</li> <li>• Knowledge of current local government issues and advocate practical approaches to addressing them</li> <li>• Clear and realistic views of future trends and strategic direction of local government</li> <li>• Understanding the structures and environment within which the local authority sector operates and the role of an GIS Project Lead in this context</li> <li>• Political awareness</li> </ul>

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**PARTICULARS OF THE POSITION**

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

2. **SALARY:**

**Salary Scale:**

**€57,104- €59,086 - €60,734- €62,387- €64,040- €65,517, €67,030, €68,494, €69,956 €72,460 (1<sup>st</sup> LSI) - €74,978 (2<sup>nd</sup> LSI)**  
**(rates as at 01/06/2024)**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

**Rate of remuneration may be adjusted from time to time in line with Government Policy.**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority 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 any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

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.

**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 is linked to the State Pension age which is currently 66 but may be subject to change

**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.

#### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

#### **4. HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

#### **5. PROBATION:**

When a person is not already a permanent officer of a Local Authority in Ireland and is appointed to a permanent office 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 one year, but the Chief Executive may, at their 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.

#### **6. ANNUAL LEAVE**

Annual leave entitlement for the position of GIS Project Lead is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

#### **7. DUTIES**

**The duties of the post include the following:**

- Maintain proficiency in all aspects of GIS systems/software and production.
- Support, develop and manage the use of GIS within the Local Authority (LA).
- 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.
- Improving the integration, exploitation and visualisation of spatial data within council departments.
- Assisting Council departments in developing strategies for the creation and maintenance of spatial datasets.
- Undertaking spatial analysis and data exploration to provide geographic insights for a variety of council projects.
- Developing and deploying new web and mobile applications to improve data capture and data visualisation.
- Supporting and maintaining standalone GIS solutions and GIS/Mapping modules in other council used platforms.
- Advising on procurement of new solutions with spatial data components.
- 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

**The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.**

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, 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 and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive 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 duties shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

## **8. 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.

## **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 interview will be competency based and marks will be awarded under the skill sets identified for the position of GIS Project Leads outlined above
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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
- iv. 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.
- v. An applicant who withdraws their 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.

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29<sup>th</sup> April 2016. The Act places a statutory obligation on DLRCC to ensure that ‘any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting’.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) no later than 12 noon on Thursday 8<sup>th</sup> August 2024. Applications received after the closing time and date will not be accepted.

#### **Note Re Canvassing:**

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are seeking.

<p><b>Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.</b></p>
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