

Candidates Information Booklet

GIS Officer

Closing Date

5.00pm Thursday 17th September, 2020

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

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Recruitment Desk

HR Section

Wexford County Council

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QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. AGE

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

3. HEALTH

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

4. EDUCATION, TRAINING, EXPERIENCE, ETC

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

- (a) Possess a third level qualification of at least Degree level in GIS, Geography, Computer Science, Environmental Science, Engineering or equivalent that has GIS as a significant module within it, and
- (b) Have, on the latest date for the receipt of completed application forms for the post, at least three years satisfactory relevant experience after attaining the qualification concerned, and
- (c) have a
 - Good working knowledge of GIS technologies particularly ArcGIS Server, ArcGIS Portal, ArcGIS Online, ArcPro, FME and FME server
 - Good working knowledge of GIS principles and concepts e.g. grids, projections, transformations, accuracy etc.
 - Experience in managing spatial data and databases
 - Experience in the effective management and documentation of data structures, applications, and processes
 - An ability to deal with complex problems or situations while adopting a solution focused and creative approach
 - Ability to lead projects to a successful conclusion
 - Proven ability to collaborate and work as part of a team
 - Excellent interpersonal, communication and presentation skills
 - Have satisfactory knowledge of Local Government in Ireland

PERSON PROFILE

DUTIES:

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

The principal duties and responsibilities will be to perform the duties appropriate to the post of GIS Officer that may be assigned by the Head of Information Systems. The role currently being recruited will have significant responsibilities in -

- Provide leadership on the implementation and development of Geographical Information Systems and the management of spatial data to support the decision-making process and to support the capture and provision of quality information to staff and the public
- Manage an existing suite of software including ArcGIS Server, ArcGIS Portal, ArcGIS Online, ArcPro, FME, FME server and the related mapping viewers/applications that have been developed including the Council intranet and internet GIS, multiple map viewers and data capture applications
- Provide leadership on the use of business process improvement methodologies, such as Lean Six Sigma, to identify process efficiencies which can be delivered within GIS
- Demonstrate initiative and enthusiasm for new developments or changing working practices and strive to implement change effectively
- Participate in the setting of objectives and the management of projects to deliver on the objectives
- Assess and evaluate the current and future needs of GIS in the Council including evaluating new technology and best practice and their application in the delivery of objectives
- Manage the IT hardware and software associated with GIS
- Engage with national and other external bodies on GIS issues
- Provide training and support in GIS related software and systems to Council staff
- Provide training and support to the public on all public facing GIS systems
- Manage the GIS budget
- Duty of deputising for other employees of the local authority, when required.
- Other duties as may be assigned from time to time

Due to the dynamic nature of the IS environment and the pace of change of systems and equipment, allied to the constantly developing business requirements within Wexford County Council, all IS Section posts require a flexibility to work on other IS areas as circumstances change. While the listing above sets out core components related to this post, staff may be required to undertake IS work at a similar level in other areas of the IS Department structure.

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on grounds of character;

- be suitable in all other relevant respects for appointment to the post concerned, candidates, if successful, will not be appointed to the post unless they;
- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	<ul style="list-style-type: none"> • Ability to translate the corporate policies and strategies into operational plans and outputs • Clear understanding of political reality and context of the local authority • Embeds good ICT governance practices into day to day activities, practices and processes • Develops and maintains positive and beneficial relationships with relevant interests
Delivering Results	<ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions • Contribute to operational and develop team plans in line with corporate goals, operational objectives and available resources • Establishes high quality service and customer care standards within an ICT environment • Ability to manage the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans • Ability to drive and promote reduction in costs and minimisation of waste
Performance through People	<ul style="list-style-type: none"> • Ability to effectively manage performance • Ability to build and lead a positive, diverse and productive team effectively • Ability to empower and encourage people to deliver their part of the operational plan • Ability to recognise the value of and requirement to communicate effectively • Demonstrate good interpersonal skills • Demonstrates effective verbal and written communication skills
Personal Effectiveness	<ul style="list-style-type: none"> • Demonstrates initiative and creativity in the implementation of ICT • Demonstrates enthusiasm and positivity about the role within an ICT environment • Demonstrates ability to manage time and workload effectively • Demonstrates resilience, personal well-being and motivation • Demonstrates commitment to integrity & good public service values • Understanding the structures and environment within which the local authority sector operates and the role of the GIS Officer in this context

SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible. *(see note at the end of this document in relation to completing online application form)*

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: **recruitment@wexfordcoco.ie** no later than the closing date and time of: **5pm Thursday 17th September, 2020**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and/or final interview, conducted by or on behalf of the Local Authority;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to 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 from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such a period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is whole-time, permanent and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay 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 dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their 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 dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee 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 employment on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

€47,588 - €48,736 - €50,122 - €52,725 - €54,279 - €56,213 (LSI 1) - €58,157 (LSI 2)

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

Appointees who are not existing public servants will enter at the minimum point of the scale.

4. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

5. Retirement/Superannuation

Single Public Service Pension Scheme:

Effective from 1st January, 2013, The *Single Public Service Pension Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January, 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid. In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

6. Driving Licence

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for Class B vehicles free from endorsement and disqualification.

7. Residence

The holder of the post shall reside in the district in which his/her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries please contact the following:

Margaret Dunphy
Recruitment Desk
HR Section
Wexford County Council
053 919 6394
E: recruitment@wexfordcoco.ie

Notes for completing the online application form:

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet points