

Candidates Information Booklet

I.S. Analyst Developer

**Closing Date:
5.00 pm Thursday 23rd May 2019**

WEXFORD COUNTY COUNCIL

QUALIFICATIONS FOR POST OF

I.S. ANALYST DEVELOPER

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 :**

Each candidate must 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 the N.C.C. Higher Diploma in Computer Studies or an equivalent accredited certified information technology qualification, and

(b) Have a minimum of 5 years' experience in an information technology environment and

(c) Demonstrable knowledge and experience in at least three of the following areas:

- Project Management
- Network implementation
- Network administration
- Database administration
- Systems implementation
- Programming or applications development
- Systems or business analysis
- Geographical information systems
- Team leadership

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PARTICULARS OF EMPLOYMENT

THE ROLE OF I.S. ANALYST DEVELOPER

The Analyst Programmer role is one of a number of technology roles defined within the ICT Department under the operational direction of the Head of that Department. The role is analogous to a Grade VI Officer of the Council.

The Information Systems Analyst Developer role requires excellent ICT skills, excellent administrative, interpersonal, communication and other particular skills and expertise depending on assignment.

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 duties listed below 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.

Duties of the Role:

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 IS Analyst Developer that may be assigned by the Head of Information Systems, and shall include the following duties:

- Proactively support the ICT infrastructure environment
- Enforce, implement and support the Councils network security policy, including firewalls, antivirus, backup and disaster recovery systems
- Managing a service desk team to resolve calls in an effective and responsive manner to Staff and Elected Members
- Analyse and resolve problems relating to networks, servers, cloud services, desktop/laptop, phones, mobile, business systems, email and internet
- Manage IS assets including procurement, disposal, support and maintenance
- Liaise with internal technical teams and external 3rd party providers to resolve issues efficiently
- Install hardware and software solutions to support database, web and spatial applications

- Identifying and evaluating inefficiencies and recommending optimal technology solutions
- Provide input to the ongoing program of renewal and investment in IS hardware and software
- Advise and support the upgrade and implementation of business systems
- Testing and deploying new applications to ensure proper operation and integration
- Managing, motivating and developing staff
- Database Administration and Support
- Keep abreast of information technology evolution and identify opportunities for such technologies to be gainfully utilised by the Council
- Other duties as may be assigned from time to time.

The Person

The successful candidate will demonstrate:

- A clear understanding of the role of I.S. Analyst Developer
- Ability to supervise and motivate a team effectively and maintain productive working relationships within the organisation and with customers
- Effective budget management skills
- Experience of planning/prioritising to meet targets and delegating work appropriately
- Experience of managing resources and budgets in particular monitoring, assessing, evaluating and adhering to them
- Experience of problem solving/ decision making
- Experience of ability to retrieve and evaluate information effectively in the decision making process
- Excellent comprehensive experience at a sufficiently high level
- Openness and a willingness to adopt new ways of working and involve others in change
- A clear understanding of local government services in order to achieve effective service delivery
- Knowledge of current local government issues & key policies guiding the local government sector

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.

The ideal candidate for this position should possess the following competencies:

Management & Change:

- 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:

- 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:

- 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:

- 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 an I.S. Analyst Developer in this context

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

Persons who become pensionable employees 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).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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.

SALARY: €46,770.00 – €57,157.00 (LSI 2) per annum.

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

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 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. **RECRUITMENT:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking

admission to a competition, to carry out a short listing procedure. The number of persons to be invited to interview shall be determined by the local authority.

- (iii) Panels may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and 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, unless extended, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

7. RESIDENCE:

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

8. PERIOD OF ACCEPTANCE

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 period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER