

**WEXFORD COUNTY COUNCIL**

**QUALIFICATIONS FOR POST OF**

**I.S. PROJECT LEADER**

**(Initial assignment to Infrastructure and Business Continuity)**

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 7 years' relevant technical experience, **and**

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

- Infrastructure and Network Design and implementation,
- Network Security and Protection Management,
- Communications technologies including fixed line, fibre and wireless/wifi,
- Data security design and implementation,
- Disaster Recovery and Business Continuity design and implementation,
- Server management and configuration, **and**

**(d)** The successful candidate must have a proven ability in:

- Bringing about Change
- Delivering Quality Outcomes
- Leading and Motivating
- Project Management

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**POST OF I.S. PROJECT LEADER**

**(Initial assignment to Infrastructure and Business Continuity)**

**PARTICULARS OF EMPLOYMENT**

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: €48,978.00 – €63,672.00 (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. 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 IS Project Leader that may be assigned by the Head of Information Systems. The role currently being recruited will have initial assignment to the Councils Infrastructure and Business Continuity team and as such will have significant responsibilities in -

- Proactively develop, support and manage the ICT infrastructure environment including networks, servers, cloud services, desktop/laptop and mobile systems
- Manage complex multi-disciplinary ICT projects and provide leadership on the delivery of ICT services throughout the Council
- Lead in the development/adoption and enforcement of Information Security policies, procedures and standards
- Advise on the technical specification relating to the development or procurement of new information systems or ICT infrastructure, assisting in the developing of Business Cases if appropriate
- Procurement using the appropriate framework
- Management of VMware and Veeam backup and replication
- Ensure business continuity and disaster recovery technologies and processes are appropriate to the organisation's needs and risk management policies
- Provide leadership on emerging technologies and best practice
- Assist the Head of Information Systems and the Management Team in developing long-term, strategic plans, for the development of ICT capabilities within the Council
- Establish and manage service level agreements for contracted services and suppliers
- Negotiate between the Information Systems function, other directorates, and external suppliers to resolve technical or contentious issues and conflicts to ensure that projects and services are delivered on time and within budget
- Contribute to the development and review of ICT policies
- Input into the ICT department budgeting and service delivery planning processes
- 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.

## 5. **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.

## 6. **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 1<sup>st</sup> 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 1<sup>st</sup> 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 65 years being the maximum retirement age.

## 7. **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.

**8. RESIDENCE:**

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

**9. 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.

**10. 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**