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 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.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

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

(A) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree) or higher in a relevant computing discipline plus 4 years direct relevant, recent ICT experience from your employment to date*

OR

(B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree) or higher with computing taken in the final year and at least 5 years direct relevant, recent ICT experience from your employment to date*

OR

(C) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major or higher in a relevant computing discipline and at least 5 years direct relevant, recent ICT experience from your employment to date*

OR

(D) A qualification at Level 6 on the National Framework of Qualifications (NFQ) major award or higher in a relevant computing discipline and at least 6 years direct relevant, recent ICT experience from your employment to date*

AND

(E) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.
Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/ cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.

CANDIDATES MUST ALSO HAVE:

- Have satisfactory experience of managing staff.
- Have satisfactory knowledge of public service organisations.

4. THE POSITION:

The IT Project Manager is a senior position within the Information Technology function. The appointee will report to the Head of Information Systems, and to the Director of the Corporate, Communications, Governance and IT department.

The ideal candidate should:

- Have knowledge of Information Technology infrastructure.
- Have an awareness of and an interest in the latest trends and developments in IT.
- Have a working knowledge of GIS technologies and experience in the development of GIS and data management strategies and work plans in addition to data management solutions and application development.
- Have a knowledge and awareness of Smart Cities concepts and technologies.
- Possess and in-depth knowledge of a local authority environment, culture and operations, a strong awareness of the strategic direction of local government, and experience of the role of ICT in a statutory body.
- Be a self-starter, capable of continuous learning, innovative, strong analytical ability, working to very tight deadlines, and committed to achieving high quality results.
- Have an understanding of the role and duties of line managers, and have proven management skills in an ICT environment.
- Have a proven track record in managing contracts and relationships with external suppliers.
- Have a record of achievement in their career to date.
- Be able to provide effective leadership and direction, and have excellent motivational skills.
- Have a commitment to developing staff through Performance Management, training, and on the job experience.
- Have project management experience in managing projects with a large number of stakeholders and complex interdependencies.
- Be capable of working equally well as a member of a team and as a leader, including both IT teams and multi-disciplined teams.
• Have knowledge and experience in managing procurement processes, including tendering, evaluation and contract negotiation.
• Have knowledge and experience of IT security and Data Protection.
• Have experience of IT service delivery using ITIL, and a commitment to customer service.
• Have a proven track record of initiative, and a proactive approach to the delivery of IT solutions.
• Have a track record in implementing change.
Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

<table>
<thead>
<tr>
<th>Management and Change</th>
<th>Strategic Ability</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</td>
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<tr>
<td></td>
<td>Political Awareness</td>
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<tr>
<td></td>
<td>Has a clear understanding of the political reality and context of the organisation.</td>
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<td></td>
<td>Networking and Representing</td>
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<tr>
<td></td>
<td>Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</td>
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<tr>
<td></td>
<td>Bringing about Change</td>
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<tr>
<td></td>
<td>Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.</td>
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<thead>
<tr>
<th>Delivering Results</th>
<th>Problem Solving and Decision Making</th>
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<tbody>
<tr>
<td></td>
<td>Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders.</td>
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<td></td>
<td>Operational Planning</td>
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<td></td>
<td>Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</td>
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<tr>
<td></td>
<td>Delivering Quality Outcomes</td>
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<tr>
<td></td>
<td>Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</td>
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<tr>
<th>Performance through People</th>
<th>Leading and Motivating</th>
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<tbody>
<tr>
<td></td>
<td>Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</td>
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<tr>
<td></td>
<td>Managing Performance</td>
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<tr>
<td></td>
<td>Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.</td>
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<td></td>
<td>Communicating Effectively</td>
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<tr>
<td></td>
<td>Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</td>
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<tr>
<td>Personal Effectiveness</td>
<td>Resilience and Personal Well Being</td>
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<tr>
<td></td>
<td>Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</td>
</tr>
<tr>
<td>Qualification and Knowledge</td>
<td>Keeps up to date with current development, trend and best practise in area of expertise and responsibility, keeps up to date with the qualification and knowledge necessary for the role, shares information, knowledge, experience and learning with others and demonstrates an understanding of components of the job.</td>
</tr>
<tr>
<td>Personal Motivation, Initiative and Achievement</td>
<td>Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</td>
</tr>
</tbody>
</table>
1. The office is whole-time, permanent and pensionable.

2. **SALARY:**


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

   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 dependent 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 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.

Incentivized Scheme for Early Retirement (ISER)
It is a condition of the Incentivized 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 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 her 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 IS Project Leader 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 office are to give the local authority and

(a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, 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 mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such engineering services of an advisory, administrative, supervisory or executive nature 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 including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

The duties of the office include;

- Acting as a team leader in a variety of possible roles, including program and project management, service delivery management, business relationship management, procurement management and GIS management.
- Advising and assisting the Head of IS in the exercise of his/her duties and acting as deputy when required.
- As part of the IT function management team, contributing to the development of the council’s ICT strategy, and ensuring that this strategy is aligned with the goals and objectives of the wider Council business strategy.
- Project managing the introduction of new IT systems and services throughout the council.
- Evaluating and developing the potential of modern ICT to enhance business objectives, and ensure the maximum exploitation of emerging technologies.
- Responsibility for proactively investigating and implementing new technologies that would contribute to the improvement, efficiency and security of existing IT infrastructure and services.
- Contributing effectively to Business Process Improvement initiatives.
- Providing business analysis skills to all areas of the organisation.
- Representing the council on national groups and in joint initiatives with other bodies.
- Representing the IT function on internal council groups and initiatives, and fostering relationships with other council departments.
- Procuring ICT hardware, software, licences and services, including contract negotiation and management.
- Managing and supervising staff, building an effective team, developing staff in areas of knowledge, motivation, initiative and commitment, and managing performance using the Performance Management Development System (PMDS) process.
- Driving continuous improvement of the IT function within the council through the use of ITIL and Project Management standards.
- Ensuring that there is a customer-centric emphasis on the delivery of IT services, establishing and managing internal service level agreements with council management and business units, and using KPIs to measure and report on service levels.
- Performing such other duties and responsibilities as may be assigned from time to time.

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 on 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 the competencies listed above, to their suitability for appointment, relevant knowledge and experience.

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
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. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than 12 noon on Thursday 11th August 2022. Applications received after this date will not be considered.

vi. An applicant who withdraws his/her 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 29th 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 his/her candidature, will no longer be considered for selection.

**Note Re: Canvassing**

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her 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 he/she is seeking.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **12 noon on Thursday 11th August 2022.**

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