



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

IS Project Leader
(Grade VII Analogous)

Closing Date: 4:00 p.m. on Thursday 14th November 2024

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**IS Project Leader Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

The Information Systems (IS) Department manages the corporate information systems and networks for the Council to support internal work-programmes and customer services initiatives. The IS Department also leads out on the implementation of data-rich software solutions to serve both internal business demands and those of the public customers to the Council.

The Council is embarking on a significant upgrade of its enterprise business systems. To successfully deliver these initiatives, the Council is seeking to recruit suitable skilled and experienced ICT personnel.

The IS Project Leader (Network Infrastructure) is a supervisory position within the Information System Department of Leitrim County Council and the successful candidate will be responsible for the efficient management, direction and deployment of resources to include day to day management of a unit within the IS Department. This role is responsible for the management of complex multi-disciplinary ICT projects and will report directly to the Head of Information Systems. This is a leadership role in the advancement of ICT services and policies and the development of business cases to support the implementation of new systems through engagement with internal stakeholders and third party suppliers.

The nature of the post requires flexibility regarding working hours which may entail being available to work during non-core times including weekends.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Citizenship

Candidates for any of the above panels must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**

- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education, Training, Experience etc.

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

- (i) (a) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline and at least 4 years directly relevant, recent ICT hands-on experience from your employment to date* **OR**
- (ii) (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 directly relevant, recent ICT hands-on experience from your employment to date* **OR**
- (iii) (c) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline and at least 5 years directly relevant recent ICT hands-on experience from your employment to date* **OR**
- (iv) (d) A level 6 NFQ major award qualification in a relevant computing discipline and at least 6 years directly relevant recent ICT hands-on experience from your employment to date* **AND**
- (v) 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, data 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.*

- **Please ensure that confirmation of Level 8, 7 or 6 qualification in the relevant discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.**

Desirable Skills & Experience:

In addition to the above, the ideal candidate will have significant experience of several of the following:

- Project management experience in managing complex multi-disciplinary ICT projects with a large number of stakeholders and complex interdependencies.
- Managing a Project Team in the implementation of ICT Projects, on time and within budgetary constraints.

- An understanding of the role and duties of line managers and have proven management skills in an ICT environment.
- Experience in managing technical teams and track record in successful management and delivery of programme of works.
- Experience in development and implementation of strategies, policies and procedures.
- Significant experience of a number of the following:
 - Windows Server, LANs, WANs
 - Virtualization, backup and recovery
 - TCP/IP, routing and network design
 - Active Directory System monitoring and management
 - Mobile Device Management
 - Remote Access management
 - Firewall Management
- Knowledge of the Microsoft Office 365 suite of products.
- Strong knowledge of Hybrid Cloud Infrastructure Solutions, Associated Equipment and Services.
- Proven ability to translate business requirements into technical solutions.
- Knowledge and experience in managing procurement processes, including tendering, evaluation and contract negotiation within the context of public sector regulations.
- Excellent organisational, communication, time management, leadership and motivational skills.
- A commitment to developing staff through Performance Management, training, and on the job experience.
- Knowledge and experience of I.T. security and Data Protection.
- Practical experience of the management of change, including development of policies, procedures and work practices and implementation of same.
- Strong capabilities of building organised processes and structured formal documentation.
- Being a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.
- Be enthusiastic about embracing new technologies.
- Knowledge of the functions and duties of Local Authorities.

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:

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| Management & Change | <ul style="list-style-type: none"> • Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies. • Clear understanding of political reality and context of the local authority. • Embeds good governance practices into day to day activities, practices and processes. • Develops and maintains positive and productive professional relationships both internally and externally to the local authority. • Effectively manages change, fosters a culture of creativity in employees and overcomes resistance to change. |
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| Delivering Results | <ul style="list-style-type: none"> • Acts decisively and makes timely, informed and effective decisions. • Pinpoints critical information and addresses issues logically. • Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. • Establishes high quality service and customer care standards. • Allocates resources effectively to deliver on operational plans. • Identifies and achieves efficiencies. • Ensures compliance with legislation, regulation and procedures. • Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods. |
| Performance Through People | <ul style="list-style-type: none"> • Effectively manages performance of individuals and teams to achieve operational plan targets and objectives. • Leads by example to motivate staff in the delivery of high quality outcomes and customer service. • Develops staff potential. • Manages underperformance or conflict. • Understands effective communications at all levels within the organisation • Actively listen to others. • Demonstrates high level of verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally. |
| Personal Effectiveness | <ul style="list-style-type: none"> • Keeps up to date with current development trends and best practice in areas of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. • Initiative and creativity. • Enthusiasm and positivity about the role. • Resilience and Personal Well-Being. • Personal Motivation. • Understands the importance of corporate governance. • Commitment to integrity & good public service values. • Understanding the structures and environment within which the local authority sector operates and the role of an IS Project Leader in this context. • Political awareness. |

The Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent IS Project Leader vacancies arising during the lifetime of the panel (12 months) may be filled.

1. Duties

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

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a technical, administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The IS Project Leader will report to the Head of Information Systems, or such other officer as may be designated by the Chief Executive.

The key duties and responsibilities of the post of **IS Project Leader (Grade VII analogous)** may include but are not limited to the following:

- Acting as a team leader in a variety of possible roles, including program and project management, service delivery management, business relationship management and procurement management.
- Assisting the Head of Information Systems in developing long-term, strategic plans, for the development of ICT capabilities within the Council.
- Development and review of ICT policies.
- Project managing complex multi-disciplinary ICT projects and providing leadership on the delivery of ICT services throughout the Council.
- Proactively investigating and implementing new technologies that would contribute to the improvement, efficiency and security of existing ICT infrastructure and services.
- Procuring ICT hardware, software, licences and services, including contract negotiation and management.
- Advising on the technical specification relating to the development or procurement of information systems or ICT infrastructure, assisting in the developing of business cases if appropriate.
- Proactively developing, supporting and managing the ICT infrastructure environment including networks, servers, desktop/laptop and mobile systems.
- Actively reviewing and improving the ICT security systems, policies and procedures for the organisation.
- Ensuring business continuity and disaster recovery technologies and processes are appropriate to the organisations' needs and risk management policies.
- Promoting the 'secure by design' ethos in place in the organisation.
- Managing and maintaining the Council's hybrid cloud infrastructure.
- Providing business analysis skills to all areas of the organisation.
- Ensuring changes affecting the ICT infrastructure and applications take place in a controlled and auditable manner.
- Completing Data Protection and security assessments on new ICT systems procured within the organisation.
- Ensuring the Council maintains licence compliance and makes most cost-effective use of ICT licences.
- Representing the Council on national groups and in joint initiatives with other bodies.
- Representing the ICT function on internal Council groups and initiatives and fostering relationships with other Council Departments.
- Management of Service Level Agreements for contracted services and suppliers.
- Negotiating 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.
- Managing and supervising staff, building an effective team, developing staff in areas of knowledge, motivation, initiative, commitment, and managing performance using the Performance Management Development System (PMDS) process.

- General Office Management ensuring that services are delivered efficiently and in line with corporate objectives.
- Creating, maintaining and developing appropriate records, reports and documentation as required.
- Performing such other duties and responsibilities as may be assigned from time to time.
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action;
- Any other duties as may be assigned to the officer from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

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 Leitrim County Council, all IS Department 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.

2. Salary

The salary scale for the post of IS Project Leader (Grade VII Analogous), applicable from 1st October 2024, is within the range:

**€58,252, €59,677, €61,341, €63,011, €64,680, €66,172,
€67,700, €69,179, €70,656, €73,185 (LSI1), €75,728 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The 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 services which they are required by or under any enactment to perform.

3. Residence

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply –

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;

- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Annual Leave

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

6. Health

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 a medical examination by a qualified medical practitioner to be nominated by the local authority.

7. Working Hours

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

8. Superannuation

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also 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 pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is “not a new entrant” to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee’s re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Driving Licence/Travel

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder’s Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Garda Vetting

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

13. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

14. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) 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 they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department by emailing jobs@leitrimcoco.ie.

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document (not individual scanned documents) via email.

Closing date for receipt of applications is 4:00 p.m. on Thursday 14th November 2024 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'IS Project Leader Application' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES: Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.