



Comhairle Contae
Ros Comáin
Roscommon
County Council



Candidate Information Booklet

**POST OF
IS PROJECT LEADER – INFORMATION/SECURITY (GRADE VII)**

Closing Date: 5pm on Tuesday 18th December 2018

Roscommon County Council is committed to a policy of equal opportunity.

QUALIFICATIONS

1. **Character:**

Candidates shall be of good character.

2. **Health:**

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

3. **Education, Training, Experience, Etc.:**

(i) Each candidate must: -

- (a) possess the N.C.C. Higher Diploma in Computer Studies (Level 7) or an equivalent accredited certified I.T. qualification, and
- (b) have satisfactory experience in an information technology environment, and
- (c) have satisfactory skills in at least one of the following areas: -
 - project management,
 - systems implementation,
 - programming or applications development,
 - systems or business analysis,
 - network implementation,
 - network administration,
 - geographical information systems,
 - database information, and
 - team leadership.

Desirable:

Recognised Information Management or security qualification

Candidates will demonstrate through their application form and at the interview that he/she has experience in the following areas:

- Knowledge of system design, development, implementation, and user support principles and practices.
- Experience with managing software projects and software vendors, especially for websites and data visualization platforms.
- Previous experience in service catalogue design.
- Experience in the following Microsoft data related stack: SQL Server, SQL Server Reporting Services, SQL Server Integration Services, and SQL Server Analysis Services.
- Knowledge of ArcGIS enterprise software.
- Strong knowledge of Relational Database Management System (RDBMS), especially SQL and spatial SQL.
- Project management mythologies e.g. Prince2, Agile etc..
- Experience with Information system troubleshooting.

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- Ability to communicate technical information to a non-technical audience.
- Previous experience in governance, policy development.
- Experience in designing and developing data visualisations through Tableau.
- Proven experience of delivering high-quality support to internal and external stakeholders in customer service focused environment.
- Knowledge of Data Protection Acts and General Data Protection Regulation (GDPR) policies.
- Managing staff and a commitment to developing staff through Performance Management, training and on the job experience.

PARTICULARS

JOB DESCRIPTION

The IS Project Leader – Information/Security role is required to manage data compliance and information security to proactively support and protect Roscommon County Council (RCC) digital assets. The suitable candidate will be responsible for managing and maintaining databases, information catalogues and web resources, and will work on policy creation and data governance issues with a specific focus around GDPR and data security compliance. This role will be required to assist in a number of data projects, contributing to RCC working towards good data management structures so that data is safe, secure and easily accessible.

Key Responsibilities

- Complete a data audit of RCC's information systems.
- Manage the life cycle of the IT security policies and documents to ensure they are kept up to date.
- Lead the identification and implementation of improvements in IT security risk management within Roscommon County Council.
- Develop a strategy for creation and implementation of data records management standards.
- Implement a data retention policy for all data in the organisation.
- Development of digital resources, such as content management systems (CMS), electronic document and record management systems (EDRMS) and other databases.
- Develop a software solution to incorporate RCC's service Catalogue.
- Develop business metrics, reporting dashboards, with built in alert thresholds that support self-serve reporting for various business units.
- Build and maintain effective working relationships within business units to develop an understanding of ongoing operational data needs to aid decision making.
- Gather and analyse data, identify trends relating to business performance, customer intelligence and make recommendations for improvements based on this analysis.
- Maintain up-to-date information resources, including the website and social media.
- Undertake any other duties as may be assigned from time to time by line manager

Particulars

1. The office is permanent, wholtime and pensionable. The minimum age at which pension is payable is currently 66 years of age for new entrants to the Public Service on or after 1st January 2013

Superannuation Conditions

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. They may also 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 pensionable remuneration in accordance with the terms of the Scheme.

Person who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contributions will be required in respect of their 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) for the purposes of schemes made under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980). You are required in respect of spouses' and childrens' pension benefit to contribute at the rate of 1.5% of pensionable remuneration in accordance with the terms of schemes under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980).

New entrants will be admitted to the Single Public Service Pension Scheme with effect from date of appointment. They are liable to pay the Class A rate of PRSI contribution and will be required in respect of superannuation to contribute at the rate of 3% 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) for the purposes of schemes made under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

2. PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. SALARY: €48,978 - €63,672 per annum

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Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

4. Duties

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

- (a) such other local authorities or bodies for which the Chief Executive for the purposes of the City and County Management 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 subparagraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such technical and ancillary services of an advisory, 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 appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a higher rank during the absence of such officer of higher rank. Holder of the office may be assigned to work in all appropriate areas in the course of their employment.

When required to do so, holders of the position shall hold a full driving licence for Class B vehicles 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.

5. GARDA VETTING/CHILD PROTECTION

Successful candidates will be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Policy & Procedures for the Protection & Safeguarding of Children.

6. HEALTH

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

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. ANNUAL LEAVE

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act,

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1997. Annual leave entitlement will be 30 days per annum (inclusive of days per-allocated for Christmas period).

9. WORKING HOURS

The successful candidate's normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

10. RETIREMENT AGE

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012)

New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age.

Any candidate who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, is subject to a compulsory retirement age of 65 years.

11. RECRUITMENT

- (i) Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of Roscommon County Council.
- (ii) 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 post and that they are otherwise suitable for appointment may be appointed to this post. The panel will cease to exist when the post(s) which are the subject of this competition are filled.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates short-listed will be called for interview.

12. ACCEPTANCE OF OFFER OF EMPLOYMENT

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.

13. RECEIPT OF APPLICATION FORMS

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

14. DATA PROTECTION

When your application form is received, the Council creates a computer record in your name, which contains the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts.

16. CANVASSING

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 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 being sought.

17. Roscommon County Council is an equal opportunities employer.

November 2018