

# MONAGHAN COUNTY COUNCIL

## I.S. PROJECT LEADER

### QUALIFICATIONS

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The declared qualifications for the position of I.S. Project Leader, Monaghan County Council, are as set out hereunder:-

#### **Character**

Each candidate shall be of good character

#### **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.

#### **Education, experience etc.**

Each candidate must, on the latest date for receipt of completed application forms have:-

- Level 7 qualification in a Computing/Information Systems discipline
- Minimum 7 years relevant technical experience

### PRINCIPAL CONDITIONS OF SERVICE

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#### **Post**

The position is wholetime, permanent and pensionable.

#### **Duties**

The duties of the office are to:

- Proactively develop, support and manage the ICT infrastructure environment including networks, servers, desktop/laptop and mobile systems. Ensure that the IT Operations function acts as the liaison between the Council and suppliers and also as a supplier of services in its own right. This will include strategically selecting those services best provided in-house and those best provided by third parties, including cloud services.
- Manage the IT Operations team. Ensure they maintain their customer focus, are kept current with new technological developments, are organised for efficient and effective service delivery, and continuously seek to improve processes and procedures.
- 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 internal service level agreements with Council management and business units. Develop and report on Key Performance Indicators that reflect these agreed service levels.
- Establish and manage service level agreements for contracted services and suppliers.
- Ensure that the ICT environment is able to deliver a comprehensive cost-effective service that meets business requirements and is aligned with the Council's policies and strategic aims and objectives.
- Ensure business continuity and disaster recovery technologies and processes are appropriate to the organisation's needs and risk management policies.
- 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.
- Actively review, monitor and improve ICT security.
- Ensure changes affecting the ICT infrastructure take place in a controlled and auditable manner.
- Ensure the Council maintains licence compliance and makes most cost-effective use of ICT licences.
- Develop and review ICT policies.
- 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.

### **Experience and Knowledge**

- Significant experience of a number of the following:-Windows Server, Exchange Server, LANs, WANs, Virtualisation, backup and recovery, TCP/IP, routing and network design, SANs, SQL Server, firewalls, Active Directory, Group Policy, VoIP telephony, encryption technologies, system monitoring and management, mobile device management.
- Evidence of implementing IT security tools, techniques, and procedures.
- Must be able to demonstrate commitment to customer service.
- Experience of managing a service desk, system administration and technical infrastructure staff, including understanding of ITIL.
- Experience of leading a technical team in the delivery of ICT infrastructure and applications.
- Have the ability to motivate, empower and encourage staff under his/her control to achieve maximum performance by supporting the current Performance Management and Development Systems (PMDS).
- Experience managing projects using recognised methodologies: development of business cases, writing of project initiation documents and identifying project risks.
- Good working Knowledge of Information Governance.

- Practical experience of the management of change, including development of policies, procedures, and work practices, and implementation of same.
- Understanding of IT procurement process within the context of public sector regulations

### **The Person**

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

- Good interpersonal skills able to establish positive relationships with staff of the Council, Councillors, partners, external agencies and suppliers etc.
- Well developed presentation and negotiation skills: able to communicate clearly, pleasantly and confidently with staff and stakeholders both orally and in writing.
- Confident in their abilities, can work under pressure and to tight deadlines. Able to work on own initiative and be a self-starter.
- Must be committed to self-development and be enthusiastic about acquiring new skills.
- Hold a valid class B Driving Licence.

The role will be primarily based in Monaghan but also requires support to be provided at all Council locations throughout the county.

The IS Project Leader appointed will be under the direction and control of the Head of Information Systems or other officer designated by the Chief Executive. They must undertake those duties as assigned to them by their Supervisor.

### **Salary**

The salary shall be fully inclusive and shall be as determined from time to time. Starting pay for new entrants will be at the minimum of the scale. 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 office or in respect of services which they are required by or under any enactment to perform. The salary scale for the position of I.S. Project Leader is:

**€47,013 - €61,418**

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

### **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 position 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 office 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.

### **Annual Leave**

The annual leave entitlement for this post will be **30 days** per annum.

### **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.

### **Superannuation**

A persons who become a pensionable employee of a local authority who is 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).

A person who become a pensionable employee of a local authority who is 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.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will 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 pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will 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 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).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013 superannuation contributions are as follows :

3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

**Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.

Effective from 1<sup>st</sup> 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.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

**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.

**Start date:**

Monaghan County Council shall require any 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 appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

**Residence**

The post holder shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof.

**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.

**Selection**

Selection shall be by means of competition-based interview conducted by or on behalf of Monaghan County Council. Candidates may be shortlisted on the basis of relevance and extent of their previous experience and these applicants only will be called for interview.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.

### **Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

**It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.**

**Please submit the following with your application:**

***Copy of Qualification/s***

**Note - Canvassing:**

***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 candidate's favour any officer 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***