



**Cavan County Council**  
Comhairle Contae an Chabháin

**Candidate Information Booklet**

**IS ANALYST/DEVELOPER**

**Closing Time and Date: Monday 28<sup>th</sup> November, 2022**

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

**THE COMPETITION:**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of IS Analyst/Developer. A panel may be formed from which full-time, permanent and fixed term contract vacancies arising during the lifetime of the panel may be filled.

**QUALIFICATIONS FOR THE POST:**

**Character:**

Each candidate must be of good character.

**Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

**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 I.T. qualification, and
- (b) have 2 years 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,

- database administration, and
- team leadership.

### **Duties & Responsibilities**

The post holder will be assigned to the Information Technology Section of Cavan County Council under the Finance Directorate.

The principal duties and responsibilities will be to perform such duties appropriate to the post of IS Analyst Developer that may be assigned by the Head of Information Systems, and shall include the following duties:

- Analyse and support the Councils network infrastructure including wireless and fixed telecommunications links and devices, network switches and routers, servers, desktops, hyperconverged infrastructure, disaster recovery, managed print services and associated software
- Configuration and administration of Microsoft Office 365 and Microsoft Azure.
- Database Administration and Support for Corporate Systems and integration between systems.
- Enforce, implement, and support the Councils network security including firewalls, antivirus, patch management, backup, and disaster recovery systems.
- Implementation of CIS Controls.
- Implement network expansions and upgrades and business systems upgrades.
- Provide technical support in an effective and responsive manner to Staff and Elected Members.
- Participate in the planning and implementation of the IS Section's work program, annual budget and cost control.
- Keep abreast of information technology evolution, in particular, Cloud solutions and identify opportunities for such technologies to be gainfully utilised by the Council
- Identifying improvements to applications and related support services, and responding promptly to all application service-related incidents, liaising as necessary with the internal technical teams and external 3rd party providers to resolve issues efficiently
- Testing and deploying new I.S. applications to ensure proper operation and integration.

- Flexibility regarding working hours and occasional unsociable hours including weekends.

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 Cavan 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.

In addition, some or all of the following product knowledge would be desirable:

- MS Windows server & MS Windows OS
- MS Office 365 and Microsoft Azure.
- MS SQL Server
- HP SimpliVity
- VMware vSphere
- Active Directory
- Routing, Switching, WLAN
- Network probing, DHCP, DNS and general network configuration.
- Cisco Umbrella
- Citrix MDM
- CIS Security Controls.

Initial assignment will encompass the duties of server administration, network, and database administration in addition to the general support of end users which all enables the efficient running and development of the Information Systems function.

The person will work under the general supervision of the Head of Information Systems or his/her nominee and will work closely with other members of the Information Systems Team.

**Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**Salary**

Remuneration will be at the Senior Staff Officer of the national wage scales. The present minimum scale is €51,526 increasing to €62,950 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

**Annual Leave**

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

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, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Driver's Licence**

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

**Acceptance of Offer of Employment**

Cavan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

## **COMMUNICATIONS:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

### **Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Monday 28<sup>th</sup> November, 2022**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

**Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

**Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**Competency Framework & Requirements:**

A Requirement and Competency Framework has been developed for the position of IS Analyst/Developer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

<b>Competencies:</b>	
<b>Relevant Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of all the technical aspects required for the position</li> <li>• Relevant I.T. experience at a sufficiently high level.</li> <li>• Understanding of the role of IS Analyst in the Council</li> <li>• Experience of managing technical projects and tasks.</li> </ul>
<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Effectively manage the introduction of change and demonstrate flexibility and openness to change.</li> <li>• Demonstrates innovation and creativity to secure successful strategic outcomes.</li> </ul>

<p><b>Delivering Results</b></p>	<ul style="list-style-type: none"> <li>• Plan and prioritise work and resources effectively.</li> <li>• Establish high quality service and customer care standards.</li> <li>• Make timely, informed, and effective decisions and show good judgement and balance in making decisions or recommendations.</li> <li>• Contribute to the development of operational plans and lead the development of team plans.</li> <li>• Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures</li> </ul>
<p><b>Communicating Effectively</b></p>	<ul style="list-style-type: none"> <li>• Have effective verbal and written communication skills and good interpersonal skills.</li> <li>• Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals / agencies.</li> <li>• Presents ideas effectively to individuals and groups and delivers information suited to the nature and needs of the audience.</li> <li>• Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondence in non-routine work situations.</li> </ul>
<p><b>Personal Effectiveness, Personal Motivation and Initiative.</b></p>	<ul style="list-style-type: none"> <li>• Take initiative and seek opportunities to exceed goals.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive, constructive, and enthusiastic attitude to their role.</li> <li>• Proactive in relation to developing trends and developments within the ICT sector</li> </ul>

#### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- 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.



- Information provided by a candidate in their application form will be used for the purpose of the Administrative Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**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.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.