

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

**GIS PROJECTS – IS PROJECT LEADER GRADE VII
PERMANENT & CONTRACT POSTS**

Closing Date: 4.00 p.m. on 21st September 2023

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980740



JOB DESCRIPTION

THE JOB: IS PROJECT LEADER GRADE VII

Kildare County Council for Department of Transport Support Office is seeking to establish a panel of GIS Projects - IS Project Leader Grade VII for Geographic Information Systems (GIS) Projects to fill permanent and contract posts that arise during the life of the panel.

THE ROLE:

The candidate must be able to work on their own initiative and as part of a team. The candidate will be required to research projects and present the research to the Department of Transport for comment. The candidate will also be required to produce and present analysed GIS information, and or, Computer Aided Design (CAD) analytical technical drawings (CAD & GIS) directly for the Department of Transport or other subgroups, not directly supervised by the Support Office. The candidate ideally would have a good knowledge of Local Authority road, traffic, and road safety engineering.

RESPONSIBILITIES/DUTIES:

The successful candidate will report to the Team Lead and will contribute to the development, support and implementation of Government policy and various Department of Transport strategies.

Duties may include:

- Manage, support and implement GIS related projects particular to roads in Ireland.
- Project Lead in the formation of a Network Safety Analysis system for non-national roads as a primary focus.
- Lead in conducting collision analysis and administer related road safety datasets to help support financial decision makers for schemes, such as low-cost safety works.
- Provide technical services, including in-house research on regional and local roads data.
- Assist with spatial data collection, integration, manipulation, visualisation, and management.
- Create and maintain comprehensive technical documentation.
- Facilitate vendor engagement including data and technology suppliers.
- Contribute and engage in spatial analysis / data analysis.
- Proactively monitor emerging tools, skills, techniques and technologies.
- Collaborate effectively with colleagues in other Departments and all stakeholders.
- Lead and assist in the formation of whole or part of reports, which require

- Spatial information management input.
- Lead and assist with the development of new processes and procedures.
 - Assist in querying & mining large data sets to identify new insights and understandings pertinent to Regional and Local roads.
 - Support the delivery of a single, consistent, accurate and reconciled source of data for Analytics and Reporting

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that they:

- Have strong presentation, reporting and communication skills.
- Have a strong sense of ownership of their work and attention to detail.
- Have the ability to work under pressure in a complex environment on their own initiative, with minimum supervision and to tight timelines.
- Have an understanding of projects in their totality and have excellent interpersonal skills in terms of interacting with staff at all levels and with relevant stakeholders.
- Be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.

Driving Licence

Applicants should at the date of appointment hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

QUALIFICATIONS

CHARACTER: Each candidate must 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:

(i)

A qualification of at least Level 8 on the National Framework of Qualifications (NFQ) in GIS, Geomatics, Geosurveying or a comparable qualification and at least 4 years directly relevant, recent GIS hands-on experience from your employment to date.

or

A qualification of at Level 8 on the National Framework of Qualifications (NFQ) major award, or higher, with GIS taken as a subject module and at least 5 years directly relevant, recent GIS hands-on experience from your employment to date.

or

A qualification of at Level 7 on the National Framework of Qualifications (NFQ) in GIS, Geomatics, Geosurveying or a comparable qualification and at least 5 years directly relevant GIS hands-on experience from your employment to date.

or

A qualification of at Level 6 on the National Framework of Qualifications (NFQ) major award with GIS taken as a subject module and at least 6 years directly relevant, recent GIS hands-on experience from your employment to date.

And

(ii) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

It is desirable that candidates, through their application form and at the interview stage, demonstrate knowledge and experience in the following:

- Management of GIS Projects from inception to delivery.
- Requirements analysis and business process analysis.
- GIS principles and mapping concepts, for e.g. grids, projections, transformations, generalisation, accuracy, precision etc.;
- Hands-on experience with ArcGIS Pro, ArcGIS Online components, in particular, but not limited to:
 - Arc GIS Administration & workflows
 - User account administration
 - WebApp Builder
 - Field Maps / Survey123
 - Operations Dashboard
- A working knowledge of road safety engineering principles and experience working with road safety datasets;
- Knowledge of or experience with Local Authority's MapRoad Asset Management System and related datasets;
- Data Governance and familiarity with Open Data concepts.
- Spatial analysis and visualisation techniques.
- Processing, cleaning, creation and maintenance of spatial datasets.
- Geospatial data storage and management.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€55,022 per annum to €66,738 per annum (maximum)

€69,127 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€71,529 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (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 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 assessment(s) during the probationary period;

Working Hours (35 Hour Week)

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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

You may be required to work overtime on various occasions.

All hours of work 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.

Examples of some of the current Employee Benefits

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme

- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme

Location

Staff will be based at Maudlins, Naas, County Kildare, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

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 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 the State Pension Contributory).

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 are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, 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 State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

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 Public/Civil 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 Pension (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that 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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of 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.

Eligibility To Work In Ireland

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 21st September 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

Strategic Management and Change	<p>Strategic Ability:</p> <ul style="list-style-type: none"> • Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. <p>Networking and Representing:</p> <ul style="list-style-type: none"> • Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents. <p>Bringing about Change:</p> <ul style="list-style-type: none"> • Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
Delivering Results	<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. <p>Operational Planning</p> <ul style="list-style-type: none"> • Contributes to operational plans and team plans in line with priorities and actions for their area of operations. Tracks and

	<p>monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources</p> <ul style="list-style-type: none"> • Evaluates & consumes resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste. <p>Delivering Quality Outcomes</p> <ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required
<p>Specialist Skills, Relevant Knowledge and Experience</p>	<p>Relevant Knowledge:</p> <ul style="list-style-type: none"> • Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. • Has a clear understanding of the role, the objectives and targets of the role and how they fit into the work of the Department/Organisation. • Has a high level of experience and a broad knowledge relevant to the GIS area of work.
<p>Personal Effectiveness</p>	<p>Resilience and Personal Wellbeing:</p> <ul style="list-style-type: none"> • Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace. <p>Integrity</p> <ul style="list-style-type: none"> • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others <p>Personal Motivation, Initiative and Achievement:</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons 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 such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.