

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

**I.S TECHNICAL SUPPORT OFFICER GIS DEVELOPER – GRADE V
PERMANENT & CONTRACT POSTS**

Closing Date: 4.00 p.m. on 30th March 2023

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

Contact:
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Kildare County Council
Áras Chill Dara
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JOB DESCRIPTION

THE JOB: I.S TECHNICAL SUPPORT OFFICER GIS DEVELOPER GRADE V

Kildare County is seeking to establish a panel of Technical Support Officer GIS Developers to fill permanent and contract posts that arise during the life of the panel.

The purpose of the position is to primarily support the GIS Coordinator in the IT section of Kildare County Council.

RESPONSIBILITIES/DUTIES:

Duties will include:

Reporting to GIS Coordinator in the IT section the successful applicant will be expected to:

- Work with Geoserver/OpenLayers software.
- Data Creation functions.
- Production of custom maps of land information to meet specific public and Council GIS user needs.
- Tabulate statistics, frequencies and data summaries.
- Work with the creation and maintenance of Open Data.
- Provide technical support to departmental users.
- Prepare map services for GIS applications.
- Work with SQL Server 2014/2017
- Work with FME
- Participate in the continuous development of the department's geographic information systems, including design, create, and maintain SQL Server databases, maps, data files, and documentation.
- Other duties as assigned.

THE IDEAL CANDIDATE

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 technical abilities, can work under pressure and to tight deadlines. Able to work on own initiative and be a self-starter, prioritising work with minimum supervision.
- Must be committed to self-development and be enthusiastic about acquiring new skills.

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

The person appointed will be under the direction and control of the the GIS Coordinator in the IT section of Kildare County Council (Grade 7). They must undertake those duties as assigned to GIS Coordinator (Grade 7).

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

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of I.S Technical Support Officer GIS Developer are:

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:

Education and Experience Candidates must have on the latest date for receipt of completed applications:

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 3 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 4 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 4 years directly relevant ICT hands-on experience from your employment to date.

or

A qualification of at Level 7 on the National Framework of Qualifications (NFQ) major award with GIS taken as a subject module

and at least 5 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.

(b) Have satisfactory experience working in a GIS/IT environment, and experience in the following:

- Geoserver/OpenLayers
- Microsoft SQL Server 2019
- Preparing map services for GIS applications.
- OSI Prime2 Data
- GIS Map Data Creation
- GIS Data Management
- FME
- Geodirectory and Eircodes
- Project Liaison
- Presentations and Training
- Open Data

(C) Candidates must also;

- 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 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 in the organisation;
- Be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.

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:

€47,339 per annum to €53,248 per annum (maximum)
€54,981 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€56,721 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.

Location

Staff will be based at Áras Chill Dara, 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.

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 30th March 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.

Political Awareness	<ul style="list-style-type: none">• Has a clear understanding of the political reality and context of the local authority.
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	<ol style="list-style-type: none"> 1. Demonstrates an understanding of the culture, structures, functions, objectives and role of the elected member in the Public Service. 2. Considers the internal and external political dimension of any action and its impact on the local authority. 3. Demonstrates and applies an understanding of the local government framework. 4. Is aware of Council priorities, directions, concerns and policy agendas and demonstrates consideration of these in all actions. 5. Communicates such policies and priorities within their area and ensures staff buy-in.
Managing Resources	<ul style="list-style-type: none"> • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. • Drives and promotes reduction in costs and minimisation of waste.
	<ol style="list-style-type: none"> 1. Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives. 2. Consults employees when making decisions about resource allocation and communicates outcomes. 3. Impresses on all employees the need to maximise the efficiency of all core work processes, avoid waste and achieve savings wherever possible. 4. Promotes quality outcomes and value for money ethos. 5. Encourages and recognises staff efforts to reduce costs and eliminate waste 6. Ensures best value and efficiency in service delivery 7. Intervenes in a timely manner if work activities go over budget. 8. Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered efficiently.

	<p>9. Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.</p> <p>10. Uses ICT systems which enable timely and accurate evaluation of resource use against planned objectives and budgets.</p> <p>11. Evaluates the use of resources in relation to the delivery of operational objectives and priorities.</p> <p>12. Takes effective measures to rectify the situation in response to misuse, misallocation or mismanagement of resources</p>
<p>Communicating Effectively</p>	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively with all employees. • Has effective verbal and written communication skills. • Has good interpersonal skills. <ol style="list-style-type: none"> 1. Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. 2. Actively listens to others and looks for feedback on the message being communicated. 3. Is clear in all communications, considering the audience in getting the message across. 4. Is effective in communicating a complex or technical message, using language appropriate to the audience. 5. Puts in place systems and mechanisms to make best use of available information. 6. Is aware of the potential sensitivity in communicating difficult messages. 7. Communicates with credibility, conviction, composure and confidence in potentially stressful public situations. 8. Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance. 9. Uses the most appropriate communication channels when communicating with others. 10. Writes fluently- clearly structuring written communication.

Commented [RH1]:

Qualifications and Knowledge	<ul style="list-style-type: none"> • Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development • Achieves a proficient level of knowledge, skills and formal qualifications, where necessary.
	<ol style="list-style-type: none"> 1. Keeps up with current developments, trends and best practice in area of expertise and responsibility. 2. Keeps up to date with the qualifications and knowledge necessary for the role. 3. Demonstrates an understanding of the components of the role. 4. Assesses personal knowledge and skills against the Corporate Competency Framework or job specific competencies to identify development needs and priorities. 5. Seeks and uses constructive feedback from others. 6. Develops a comprehensive Personal Development Plan by engaging fully in the PDP process within PMDS. 7. Uses appropriate strategies to address areas for development including seeking new experiences and challenges. 8. Identifies areas for improvement and develops them further. 9. Participates in management and leadership development opportunities. 10. Shares information, knowledge, experience and learning with others. 11. Is open to being coached and mentored by others.

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.