



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Information Systems Project Leader

Information for Candidates

December, 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Information Systems (IS) Project Leader.

It is proposed to form a panel of qualified candidates from which any vacancies permanent or temporary which arise will be filled during the lifetime of the panel.

The successful candidate will report to the Council's Head of Information Systems.

2. Roles Duties & Responsibilities

Donegal County Council's Information Systems Division supports over 1,100 staff across more than 100 locations, managing one of the largest local authority ICT networks in Ireland. The Division delivers a wide range of services including infrastructure management, corporate systems support, cybersecurity, and digital development. It also plays a key role in enabling internal operations and public-facing services through technology.

The Division is engaged in implementing major upgrades to networking, telephony, and cloud infrastructure, while supporting national programmes such as the National Broadband Plan. It continues to collaborate with regional and European partners through ERNACT and Donegal Digital, contributing to innovation, funding, and capacity building. These efforts align with the Council's Corporate Plan and the national Digital Local Government strategy.

As technology evolves, the Division is focused on maintaining service delivery while preparing for future challenges.

To successfully deliver and support these initiatives the Council is seeking to recruit suitably skilled and experienced ICT personnel at various levels. These roles are integral to delivering the Council's Corporate Plan objectives and supporting the national Digital Local Government strategy. They require adaptability, innovation, and a commitment to governance and service excellence. These roles also require a user-centred approach to problem-solving, applying design thinking principles to deliver practical and innovative ICT solutions that meet organisational and user needs. Successful candidates will contribute to continuous improvement and the Council's ambition to deliver high-quality digital services for staff, citizens, and communities.

The IS Project Leader will report to the Head of Information Systems. The duties undertaken by the IS Project Leader will depend on assignment to one or more functional areas within the Information Systems Division. Assignment may vary from time to time depending on organisational and operational priorities. Responsibilities may include line management of staff including IS Analysts/Developers, IS Technical Support Officers, and other personnel assigned to specific functional areas.

Key Responsibilities

Strategic Leadership & Planning

- Support the Head of IS and IS Management Team in developing and implementing ICT strategies.
- Lead strategic initiatives aligned with corporate and national digital goals.
- Develop business cases and contribute to budgeting and resource planning.
- Represent the IS Division in internal and external forums.

Project & Portfolio Management

- Lead multi-disciplinary ICT projects from initiation to completion.
- Manage project teams, timelines, budgets, and stakeholder communications.
- Oversee procurement and contract management for ICT solutions.
- Monitor and report on project performance and outcomes.

Functional Area Oversight

- Provide leadership across one or more assigned domains such as:
- Cybersecurity and risk management
- Infrastructure and networking
- Business applications and systems integration
- GIS and data analytics
- Web development and digital services
- Helpdesk and service management

Operational Delivery & Support

- Ensure high-quality ICT service delivery across the organisation.
- Oversee system availability, performance, and disaster recovery planning.
- Manage SLAs, vendor relationships, and support contracts.
- Promote continuous improvement and innovation in service delivery.

Governance, Compliance & Policy

- Contribute to ICT policy development and review.
- Ensure compliance with GDPR, data protection, and public sector regulations.
- Maintain documentation and audit trails for ICT operations.

People Management & Development

- Provide line management for assigned staff, including Analysts/Developers.
- Lead performance management, mentoring, and team development.
- Foster a collaborative and high-performing team culture.

Duties

The day-to-day duties of the post may include, but are not limited to:

- Manage the analysis, specification and deployment of Corporate Applications and upgrades to an agreed methodology.
- Manage the delivery of high-quality IT end-user support for Council staff and members.
- Manage complex multi-disciplinary ICT projects and provide leadership on ICT service delivery.
- Actively review, improve and manage ICT security initiatives.
- Advise on technical specifications for procurement of new systems or infrastructure.
- Negotiate between IS, other directorates, and external suppliers to resolve technical issues and ensure timely delivery.
- Provide leadership on emerging technologies and best practice.
- Assist the Head of IS in developing long-term strategic ICT plans.
- Establish and manage SLAs for contracted services and suppliers.
- Provide technical assistance and guidance in GDPR and Data Protection.
- Contribute to ICT policy development and strategic documentation.
- Input into ICT budgeting and service delivery planning.
- Lead technical teams in administration and support of enterprise ICT environments.
- Manage project teams in implementing ICT projects on time and under budget.
- Design, implement and support disaster recovery environments.
- Oversee procurement and award of high-value ICT contracts.
- Manage staff and support development through performance management and training.
- Deliver on telecommunications requirements including VoIP and video conferencing systems.
- Other duties as may be assigned from time to time.

Official Languages (Amendment) Acts, 2021

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish language may be essential for appointment/assignment/re-assignment to Gaeltacht-based offices and offices serving Gaeltacht areas. Competence to be of a level where one can operate through the medium of Irish and provide services to the public in

Irish, as per the provisions of the Official Languages (Amendment) Acts, 2021.

An assessment of this competence may form an integral part of the recruitment and selection process.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for IS Project Leader will be as set out below:

(a) Character:

Candidates shall be of good character.

(b) 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.

(c) Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed applications hold a:

- 1)** A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline **and** at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

- 2)** A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year **and** at least 5 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

- 3)** A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline **and** at least 5 years directly relevant recent ICT hands-on experience from your employment to date*

OR

- 4)** A Level 6 NFQ major award qualification in a relevant computing discipline **and** at least 6 years directly relevant recent ICT hands-on experience from your employment to date*

AND

- 5)** Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

* Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.

Please Note:

Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

(d) Core Competencies

Competency Area	Indicators
Management and Change	<ul style="list-style-type: none">• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies.• Clear understanding of political reality and context of local authority operations.• Ability to embed good governance practices into day-to-day activities, practices and processes.• Ability to develop and maintain positive and productive professional relationships both internally and externally to the local authority.• Effectively manage change, foster a culture of creativity that incorporates design thinking in employees and overcome resistance to change.
Delivering Results	<ul style="list-style-type: none">• Acts decisively and makes timely, informed and effective decisions.• Pinpoints critical information and address issues logically.• Develops operational and team plans having regard to corporate priorities operational objectives and available resources.

	<ul style="list-style-type: none"> • Establishes high quality service and customer care standards. • Allocates resources effectively to deliver on operational plans. • Identifies and achieves efficiencies. • Ensures compliance with legislation regulation and procedures
Performance through People	<ul style="list-style-type: none"> • Effectively manages the performance of individuals and teams to achieve operational plan targets and objectives. • Uses adaptive leadership and leads by example to motivate staff in the delivery of high-quality outcomes and customer service. • Develops staff potential. • Manages underperformance or conflict. • Understands effective communications at all levels within the organisation. • Demonstrates high level of verbal and written communication skills and actively listens to others. • Fosters and maintains productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness	<ul style="list-style-type: none"> • Initiative and creativity with a commitment to design thinking. • Enthusiasm and positivity about the role. • Resilience, personal motivation and wellbeing. • Understands the importance of corporate governance and contributing to it. • Demonstrates integrity and commitment to good public service values. • Has an understanding of public service ICT delivery and governance and the structures and environment within which the local authority sector operates, and the role of an IS Project Leader in this context.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *IS Project Leader* from which vacancies will be filled during the lifetime of the panel.

(b) 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.

(c) Remuneration

The current annual pay-scale is €60,011 minimum to max LSI2 €78,015. (as per circular EL 07/2025).

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

New entrants will commence on the minimum point of the scale.

(d) Base

The base for the post of IS Project Leader shall be the County House, Lifford or any other such location as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of IS Project Leader may involve some travel, with some involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

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

(f) Working Hours / Annual Leave

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

The IS Project Leader will be required to work the hours directed by the Chief Executive of Donegal County Council, which may include hours outside of the normal working day associated with the responsibilities and requirements of the post.

Annual leave will be a maximum of 30 days.

(g) Requirement to Drive

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms;

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway;

or

(b) A citizen of the United Kingdom (UK); **or**

(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**

(d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**

(e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**

(f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

(i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

(j) Garda Vetting

Candidates for the post may be subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

5. Recruitment Process

A. Application Form

- Applications must be made on the official **online application form** and all sections of the form must be fully completed.
- Applications must be received by the deadline specified on the form.

B. Short Listing & Interview

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

C. Right to Information and Review - #ISPL 001

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

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

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie