



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

# **Information Systems Project Leader**

## **Information for Candidates**

**May, 2023**

## **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. Role, Duties & Responsibilities**

Donegal County Council is a large rural Local Authority with an extensive ICT infrastructure serving in excess of 100 locations countywide and 1100 employees.

The Information Systems Department manages this network, one of the largest Local Authority networks in Ireland, as well as delivering a corporate information systems programme designed to support Council internal work-programmes and customer services initiatives.

The Information Systems Department also leads out on the development of countywide telecommunications and a digital development programme targeted to support economic development and community enhancement.

The Council is engaged in a major upgrade of its networking, communications and corporate software support architectures. To successfully deliver and support these initiatives the Council is seeking to recruit suitably skilled and experienced ICT personnel at various levels.

The IS Project Leader is a supervisory position within the Information Systems Department structure and has responsibility for the delivery of complex multi-disciplinary ICT projects as well as managing complex ICT infrastructure and managing end user support arrangements. Information Systems Project Leaders are responsible for the management and delivery of the Councils ICT services throughout the Council across multiple disciplines.

This is a leadership role in the advancement of ICT services and policies including the development of business cases to support the implementation of new infrastructure or systems through engagement with internal stakeholders and third party suppliers.

The ideal candidate should be highly motivated with a commitment to delivering ICT services to the highest standard and to deliver strategic change for the benefit of Donegal County Council.

### **Key Responsibilities**

- Supporting the Head of Information Systems in the development and management of the organisation's Information Communications Technology (ICT) and Information Systems (IS) strategies;
- Evaluating and developing the potential of modern ICT to enhance the business objectives of the Council and ensure maximum impact of emerging technologies;
- Contributing to strategic and operational work plans for the I.S. Department to ensure that all necessary ICT tools, processes and systems are in place to meet the requirements of the business and contribute to the achievement of the organisation's short and long term goals;
- Building the capacity of the organisation to maximise ICT opportunities;
- Investigating and recommending new technologies that could contribute to the improvement, efficiency and enhancement of existing systems;
- Managing the provision of high quality end user support;
- Ensuring the security and integrity of Council data and ICT infrastructure;
- Procuring ICT hardware, software and licenses including contract negotiation;
- Procuring and managing appropriate external technical support services ensuring service quality, standards and targets are achieved;
- Effective leadership and management of ICT staff.

### **Duties**

The day to day duties of the post of Information Systems Project Leader include, but are not limited to the following;

- Manage the analysis, specification and deployment of Corporate Applications and upgrades to an agreed methodology to achieve successful outcomes;
- Manage the delivery of high quality I.T. end user support for Council Staff and Members;
- Manage complex multi-disciplinary ICT projects and provide leadership on the delivery of ICT services throughout the Council;
- Actively review, improve and manage ICT security initiatives;
- Advise on the technical specification relating to the procurement of new information systems or ICT infrastructure;
- 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;
- Provide leadership on emerging technologies and best practice;

- Assist the Head of Information Systems in developing long-term, strategic plans, for the development of ICT capabilities within the Council;
- Establish and manage service level agreements for contracted services and suppliers;
- Provide Technical assistance and guidance in the area of GDPR and Data Protection;
- Contribute to the development and review of ICT policies;
- Input into the ICT department budgeting and service delivery planning processes;
- Leading a technical team in the administration and support of an enterprise ICT Environment;
- Managing a Project Team in the implementation of ICT Projects, on time and under budget;
- Design, implementation and support of a Disaster Recovery environment and knowledge of technologies such as backups, replication, de-duplication, recovery and restores;
- Procurement and award of high value contracts for ICT hardware and systems;
- Management of staff and a commitment to developing staff through Performance Management, training and on the job experience;
- Deliver on the telecommunications requirements of Donegal County Council including VoIP and video conferencing systems;
- Other duties as may be assigned from time to time.

### **Competencies**

It is desirable that the candidates can demonstrate competency under the following headings:

#### **Management & Change**

- 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 in employees and overcome resistance to change.

### **Delivering Results**

- 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;
- 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**

- Effectively manages the performance of individuals and teams to achieve operational plan targets and objectives;
- 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 organization;
- Actively listen to others;
- Demonstrates high level of verbal and written communication skills;
- Fosters and maintains productive working relationships within the organisation and with relevant stakeholders externally.

### **Personal Effectiveness**

- Initiative and creativity;
- Enthusiasm and positivity about the role;
- Resilience and Personal Well-Being;
- Personal Motivation;
- Understands the importance of corporate governance;
- Commitment to integrity & good public service values;
- Understanding the structures and environment within which the local authority sector operates and the role of an I.S. Project Leader in this context.

### **3. Qualifications**

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of IS Project Leader shall be as set out hereunder.

#### **(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 Health Doctor prior to appointment.

#### **(c) Education, Experience**

Candidates must have on the latest date for receipt of completed applications

- 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.

#### **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 it will fill any vacancies permanent or temporary that may arise.

##### **(b) Probation**

Successful candidates 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 salary-scale is €55,022 minimum to max LSI2 €71,529. (as per Circular EL 01/2023).

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**

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.

**(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) 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.

**5. Recruitment Process**

**A. Application Form**

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only **by email only** to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)
- Applications must be received by the deadline specified on the form.



- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

## **B. Short Listing**

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.

## **C. Right to Information and Review**

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.

## **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 a panel for this position is formed. 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](http://www.donegalcoco.ie)