Information Systems Analyst / Developer

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 Analyst/Developer.

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

The successful candidate shall report to the Head of Information Systems or Information Systems Project Leader, or other appropriate person as determined by the Council from time to time.

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 Analyst/Developer reports to the Head of Information Systems or an IS Project Leader and plays a pivotal role in the design, development, and support of information systems and ICT services within Donegal County Council.

Assignments may vary over time based on organisational priorities and may include corporate systems, infrastructure, cybersecurity, data analytics, GIS, and emerging technologies. The role requires adaptability, innovation, and a user-centred approach to problem-solving.

Key Responsibilities
- Participate in planning, analysis, design, development, testing, and implementation of ICT solutions.
- Contribute to resilience, scalability, and security of ICT services across more than 100 locations.
- Engage in innovation initiatives, including adoption of emerging technologies such as AI, IoT, and cloud solutions.
- Support cross-functional projects and collaborate with internal stakeholders and external partners.
- Ensure compliance with ICT governance, data protection, and public sector regulations.

Duties
The following is a non-exhaustive list of duties that the successful candidate may be required to perform, depending on assignment:

Systems & Application Development
- Lead or support business analysis, requirements gathering, and specification of information systems.
- Design, develop, test, and implement applications, including configuration and release management.
- Manage integration and support of in-house and third-party systems.

Infrastructure & Technical Operations
- Provide advanced technical support across infrastructure platforms including virtual compute, storage environments, and cloud services.
- Manage Active Directory, user lifecycle, and identity services.
- Oversee backups, disaster recovery planning, and business continuity measures.
- Support and optimise LAN, WAN, VPN, SD-WAN, wireless networks, and IP telephony infrastructure.

Data, Analytics & GIS
- Lead or support data analytics initiatives including data integration, reporting, dashboards, and decision-support tools.
- Provide technical input into GIS development and support.

Operational Management
- Manage or contribute to the IS Helpdesk function, ensuring service quality and escalation protocols.
- Participate in procurement activities using Office of Government Procurement frameworks.
- Oversee software licensing, subscription agreements, and hardware/software maintenance contracts.

Strategic & Collaborative Work
- Participate in national and EU-funded projects, contributing technical expertise and strategic input.
- Support cross-departmental initiatives and digital transformation programmes.
- Contribute to the development and delivery of the Council's ICT strategy and annual operational plans.
- Contribute to the development of strategic documentations and the internal knowledge repository.
- Contribute to the adoption and integration of AI-enhanced productivity tools and emerging data technologies.
- Deputise for IS Project Leaders or other senior staff as required.

Official Languages (Amendment) Acts, 2021

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish language is deemed 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.

<u>**3. Qualifications & Requirement of the Post**</u>
<u>The Department of Housing, Local Government and Heritage has declared that the qualifications for Information Systems Analyst/Developer will be as set out below:</u>

(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:

(a) 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 3 years directly relevant, recent ICT hands-on experience from your employment to date
<div align="center">**OR**</div>
(b) 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 4 years directly relevant, recent ICT hands-on experience from your employment to date*
<div align="center">**OR**</div>
(c) A Level 7 NFQ major award qualification in a relevant computing discipline **and** at least 4 years directly relevant ICT hands-on experience from your employment to date*
<div align="center">**OR**</div>
(d) A Level 6 NFQ major award qualification in a relevant computing discipline **and** at least 5 years directly relevant recent ICT hands-on experience from your employment to date*
<div align="center">**AND**</div>
(e) 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	- Ability to manage priorities and adapt to change including under pressure. - Capacity to contribute to planning and innovation initiatives. - Awareness of emerging technologies and ability to contribute to innovation and digital - transformation.
Performance through People	- Strong interpersonal and communication skills with the ability to engage effectively with colleagues, elected members, and external stakeholders. - Ability to contribute positively to team-based work, cross-functional collaboration, and shared service initiatives. - Experience supporting others through knowledge sharing, mentoring, or informal leadership in project or operational contexts. - Commitment to customer service and user engagement in the delivery of ICT solutions.
Delivering Results	- Experience delivering ICT projects and solutions. Knowledge of procurement, licensing, and vendor management. - Understanding of cybersecurity, continuity, and GIS tools.
Personal Effectiveness	- Broad technical expertise which may include systems development, infrastructure and networking, cybersecurity, data analytics, GIS, and cloud services. - Commitment to design thinking and user-centred approaches - Strong analytical skills and ability to resolve complex issues across diverse platforms. - Experience with Microsoft and/or equivalent technologies.

	- High level of attention to detail and ability to produce clear, structured documentation. - 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 I.S. Analyst/Developer 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 Analyst /Developer 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 €57,322 minimum to max LSI2 €70,030 (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 Analyst / Developer shall be the County House, Lifford.

The role of Information Systems Analyst/Developer may involve some travel, with some trips 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 Analyst / Developer 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 entitlement 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 system.

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 - # ISAD 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.