Ollscoil na hÉireann
National University of Ireland

ICT SPECIALIST PANEL (2 immediate appointments)

Applications are invited to be included on a panel for roles at **ICT specialist** level in the National University of Ireland (NUI).

The panel will be used to fill 2 roles initially and any successful panel members will also be considered for subsequent roles within the following year. Please note that while we do our best to only call candidates forward to a panel where the demand exists, it does not guarantee you will be offered a position, as your place on the panel may not be reached if demand is lower than initially envisaged.

The two current roles are
ICT Specialist (CRA) 3 year fixed term contract
ICT Specialist 6 month fixed term contract

All applicants will be considered for the panel and the individual roles (as outlined below).

1   ICT Specialist (CRA) 3 year fixed term contract the role

This is a busy and varied position in the area of NUI's role in preparing Registers and running Seanad Eireann Elections. NUI, as the Central Registration Authority for the Seanad Éireann Higher Education Constituency, has responsibility for the co-ordination of the process to compile and maintain the Register of electors for the constituency. The successful candidate will report to the Manager of the Central Registration Authority (CRA) and will be managed by the ICT (Development) officer. They will have substantial interaction with the Head of ICT and will be called on to lead aspects of ICT planning for the CRA and provide ICT support to the implementation manager, the manager of the CRA and to other team members.

The position of ICT Specialist and Developer is a senior technical position responsible for the day-to-day management of data, network, user and device security and compliance in addition to providing technical expertise to a broad scope of ICT projects including enterprise system implementation, document management and IT infrastructure works

The post-holder will be involved in liaising with external providers for IT solutions related to the project, its database, web and any other interfaces (API) and workflows associated with the work. Interaction with external providers will include ensuring solutions proposed are not at odds with NUI's current IT infrastructure and can be maintained by NUI staff. They will interact with relevant offices in HE Institutions, with external service suppliers such as IT contractors, data security and election experts and other IT activities connected with NUI's

CRA role.   They will also need familiarity with NUI's other IT systems to support interaction between offices

They will be involved in the IT aspects of running an election event along with the team. This may involve supervising temporary staff and managing their workloads to meet deadlines. They will also participate in other operational projects that are ongoing in the CRA. This is a busy and varied post and the ICT specialist will be expected to work efficiently in a changing environment and which may involve interaction with different NUI teams

2   ICT Specialist 6 month fixed term contract the role

This is a busy and varied ICT Specialist and Developer role and the successful candidate will be part of a team which provides a high standard of ICT services in NUI, working under the direction of the Head of ICT Unit, or to any other such person as may be determined by the Registrar from time to time. The position of ICT Specialist and Developer is a senior technical position responsible for the day-to-day management of data, network, user and device security and compliance in addition to providing technical expertise to a broad scope of ICT projects including enterprise system implementation, document management and IT infrastructure works

This is a busy and varied post and the ICT Specialist will be expected to work efficiently in a changing environment and which may involve interaction with different NUI teams

3   Selection Criteria

The ICT specialist role calls for a range of highly developed skills relevant to working in a deadline driven, customer focused environment. It requires a professional attitude to work, excellent interpersonal skills, flexibility and the capacity to work as a member of a team.

3.1   Essential Qualifications and Experience

Possess a Degree in Computer Studies (NFQ Level 8) or an equivalent accredited certified I.T. qualification.

Have relevant satisfactory experience of 5 years in an Information and Communication Technology Environment. Time training can be considered as part of this time requirement.

3.2   Core Competencies

The successful candidate will demonstrate the following competencies:
- Demonstrate a sound practical knowledge of IT Technical architectures, IT systems development and service delivery.

- Demonstrate a good awareness of best practices in cyber and data security and evidence of implementing security tools, techniques and procedures.

- Be well organised and practical with a logical, analytical approach to problem solving.

- Have the ability to work, and deliver results, under pressure in a complex environment on own initiative, minimum supervision and to tight timelines.

- Demonstrate an aptitude and interest to remain up to date on IT trends and developments.

- Demonstrate a capacity for troubleshooting problems and developing innovative solutions.

- Demonstrate knowledge of IT security standards and codes of conduct.

3.3   Desirable

The following are not essential but may be an advantage:
- experience working in/with higher education institutions
- proficiency in the Irish language
- a relevant level 9 or higher qualification.
- relevant satisfactory experience in the following areas:
  - Project management
  - Systems implementation (Including Database, web interfaces and API's)
  - Programming and applications development
  - Systems analysis
  - Network implementation
  - Network administration
  - Database development and management

4   Further Information

There may be an election during the course of this contract and the ICT Specialist may be called upon to participate in or otherwise support this.

Further information about NUI's mission and values can be found in NUI's Strategic Plan 2023-2027: Deep Roots, New Horizons.

In NUI we recruit, hire and employ based on job-related qualifications and abilities. NUI also has a series of policies to ensure we provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, colour, sex, gender, age, religion, national origin, ancestry, citizenship, marital or family status, sexual orientation, gender identity, gender expression, physical or mental disability, or any other characteristic protected by law.

We commit to implementing fair and equitable processes and procedures for all applicants. NUI also provides reasonable accommodation to qualified individuals at the application, interview and hire

stage. If you need to inquire about an accommodation, or need assistance with completing the application process, please email registrar@nui.ie.

5 The panel

5.1 Establishment

This is an open call with applications being considered as they arrive. Applicants will be assessed initially on their application and may be asked to interview. Successful candidates will be added to the panel and considered for roles as they arise in the order they are ranked within the panel.

5.2 Duration of the panel

The panel will be in place until End Dec 2025

5.3 Panel members

Panel members will have met the essential criteria for an ICT specialist role.

When a vacancy arises If a candidate is on the panel, they will receive a request for an expression of interest. If the candidate expresses interest in a role and are highest in order of merit, they will progress to the next stage of the recruitment process.

If a specific SEA role has additional requirements beyond those outlined here panel members may be further assessed on those criteria before an expression of interest is sought or in exceptional circumstances a recruitment may proceed external to the panel in which case all panel members will be informed.

6 Terms and Conditions

6.1 Contract

The proposed contracts may be of fixed term or permanent basis as outlined in the Job specification.

6.2 Salary and Pension

The starting pay for persons recruited to the University shall be at the scale relevant to the post of **IT Specialist/Snr Team Leader_2010 (5210_X)** (5 points as applicable to new entrants) as follows: €53,868, €56,297, €58,750, €62,441, €66,137.

For new entrants, appointment will be made on the minimum point of the scale in accordance with DPENDR guidelines. Different pay and pension conditions may apply if, immediately prior to appointment the appointee is serving elsewhere in the public sector in a position in respect of which they are paying the Class A, B, C or D rate of PRSI contribution.

Rates of remuneration may be adjusted from time to time in line with Government Policy. Salaries are subject to the deduction of the pension related "Additional Superannuation Contribution" (ASC) in accordance with Section 4 of the Public Service Pay and Pensions Act 2017.

In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, all new entrants to pensionable employment at the University on or after 1 January 2013 will be members of the Single Public Service Pension Scheme, details of which are available at: https://singlepensionscheme.gov.ie/for-members/

Membership of the University Pension Scheme is compulsory; retirement age is in accordance with Pension Scheme Rules.

6.3   Hours

Working hours are 35 hours per week, excluding lunch breaks and time spent travelling to and from the University, the timing of which is to be agreed with the Registrar. The place of work shall be the University offices in Merrion Square Dublin and remote working will not normally be possible in the initial period of employment.

6.4   Holidays

25 days holidays per annum (pro rata).
Incentivised Scheme for Early Retirement (ISER)
It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in DPER 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.

6.5   Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment, whereupon public sector pension abatement provisions may apply.

6.6   Probation

A three-month probationary period will be served during which there will be an ongoing review of performance. The probationary period may be extended at the University's discretion.

6.7   Confidentiality

The successful candidate shall, throughout the period of employment, keep confidential and fully protected all such confidential information as shall be entrusted to them concerning the University, or which shall come into their possession by virtue of their position with the University and its various stakeholders.

6.8   Appointment

Appointments will be subject to satisfactory health reports from the University's medical adviser.

7   Application process

A curriculum vitae and letter of application (addressing how you meet the qualifications/skills required) should be forwarded by e-mail to personnel@nui.ie.

7.1   Closing Date

This is an open call with applications considered as they are received. The call will finish on 30th November unless the panel has been filled prior to that (10 places)

7.2   Assessment Procedure

Selection Panel: Applications will be considered by a Selection Panel, which will assess applications and invite candidates for interview. Assessment will be based initially on essential criteria and demonstration of ability to meet core competencies and then on desirable criteria.

7.3   Interview Date

The interviews will be held as required. The interview may take place in person in the NUI offices, 49 Merrion Square, Dublin 2 or virtually, via MS Teams. Candidates will be advised of the interview location and format no later than one week in advance of the interview. Further details will be provided to shortlisted candidates, including information regarding reasonable accommodations for the interview process.

7.4   Outcome of the Application

All candidates will be notified of the outcome of their application in due course. Applicants are advised to regularly check the email address provided in the application for communications regarding the application.