



JOB DESCRIPTION

Title	Programme Officer I (Level 3) ICT
Post No.	000147
Job Location	EPA Headquarters, Wexford.
Nature of Employment	Wholetime, permanent and pensionable in accordance with the General Conditions of Employment for Permanent Staff.
Area of Work	Initial assignment will be to the Office of Communications and Corporate Services
Duties and Responsibilities	<p>The EPA is seeking a Data & Information Architect to design and drive the implementation of good data governance practices, design and implement a roadmap for data integration, manage the logical data model of the EPA, assist the data management team with data administration and provide support for the physical modelling of EPA databases.</p> <p>The appointee will report to the Programme Manager, Business Engagement & Architecture lead or other designated officer and will play a key role in Strategic ICT Management and Enterprise Architecture.</p>
<i>Specific Duties</i>	<ul style="list-style-type: none">• Working within the Enterprise Architecture team to specify the functions and data areas (Data and Information Architecture) needed to support future business and digital services;• Assisting and providing a leadership role in the development of EPA work and data management practices, policy, procedures and reporting standards and mechanisms of IT mediated interactions within the EPA;• Managing the prioritisation process and scheduling of business requests through the implementation and delivery of ICT projects;• Developing, maintaining and communicating the organisation's strategy for managing information and data; This strategy must include support for the EPA public information strategy and delivery of open data as per the DPER open data strategy;• Working within the Enterprise Architecture team to develop information standards, processes and data architecture to support the future direction of IT applications;• Identifying the impact of relevant statutory regulations on the organisations use of information and data and developing processes for compliance;

- Developing and implementing procedures, processes and data models to ensure data both spatial and non-spatial is governed, up to date, fit for purpose, and compliant with relevant legislation e.g. Inspire, GDPR;
- Oversight of the EPA data model (spatial and non spatial data);
- Monitoring new and emerging ICT & information management requirements and best practice;
- Developing and managing relationships with EPA Business Teams to ensure successful delivery of EPA business and ICT Projects;
- Working closely with ICT data management and analytics staff in order to understand how spatial and non-spatial data quality can be improved;
- Contributing to/leading working groups relating to Enterprise Architecture practices, ICT technologies, practices and standards;
- Supporting the implementation of the EPA ICT Strategy; and
- Assisting in the development and implementation of annual business focussed ICT work programmes

General Duties

- Contributing to development and delivery of Office Work Programmes, including budget preparation, management and control;
- Managing and delivering excellence in procurement and outsourced services management;
- Supporting organisational change and development;
- Contributing to the implementation of the EPA strategy and attainment of stated goals;
- Managing and leading a team of ICT professionals including contractors to deliver the EPA's new business led ICT and Communications Programme;
- Participating as a member of the ICT management team;
- Engaging in relevant EPA cross-office activities;
- Maintaining a clear and detailed understanding of relevant legislation and emerging technologies, architectures and products;
- Preparation and presentation of reports and submissions to the Board, Senior Management and outside bodies;
- Dealing with the public, the media and various outside bodies;
- Participating and representing the EPA in EU, national and/or other expert groups and committees;
- Undertaking such other duties as maybe assigned from time to time.

Competency Requirements

The knowledge, skills and behavioural competencies required for this job are set out below. Applicants should give evidence of these competencies in the application form. Applicants will be assessed against these competencies at shortlisting stage and at interview for those shortlisted.

Education and Experience

- an appropriate degree (NFQ level 8) in Science, Computer Science, Geography or Engineering

and

- a minimum of five years relevant work experience

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or

- an appropriate diploma (NFQ level 7) in Science, Computer Science, Geography or Engineering

and

- a minimum of eight years relevant work experience

which should include the following:

- Data Management (Experience in managing both spatial and non-spatial data is required).
- Demonstrated proficiency in data modelling.
- Managing the design, development and implementation of business led ICT solutions for multiple stakeholders, preferably in environmental protection.
- Interpretation and implementation of policy and legislation.
- Excellent information communications technology skills including a strong track record of delivering business focussed applications and technology.

Competencies

- team player
- communications
- customer/stakeholder focus
- concern for quality and clarity of work

Driving Licence

Applicants should hold a current Irish Driving Licence

Salary

*€59,765 to €70,645 (includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff).

*(A modified scale may apply to existing public/civil servants. New appointments start at the first point of the salary scale).

Annual Leave

27 days per annum rising to 30 days after 5 years service.

Closing Date

Completed, signed official application form must be received not later than **5pm on: Wednesday 1st November, 2017.**

Completed signed application forms will be accepted by email at recruitment@epa.ie.

Or (in hardcopy) at:

Environmental Protection Agency
Human Resources
P.O. Box 3000
Johnstown Castle Estate
Co Wexford.

A panel will be formed for the purpose of filling this vacancy and will expire once an appointment is confirmed.