



JOB DESCRIPTION

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| Title | Programme Officer I (Level 3) ICT. |
| Post No. | 000016 |
| Job Location | EPA Headquarters, Wexford. |
| Nature of Employment | Whole-time, 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 (OCCS). |

Duties and Responsibilities

The EPA is seeking a Lead Application Developer to work with the EPA business and project teams to ensure sufficient development resources are available and effectively applied to application development projects and that development practices, solution architecture, standards and techniques are understood and adhered to.

The Appointee will report to the Programme Manager, ICT delivery or other designated officer and will play a key role in Strategic ICT Management and the development of strategic organisational and staff development programmes.

Specific Duties may include:

- Assisting in the development and implementation of annual business focussed ICT work programmes;
- Resource management and project planning to ensure the successful delivery of EPA Business and ICT Projects;
- Identifying areas of software process improvement to enhance the organisation's development capability;
- Identifying and implementing standards for programming tools and techniques, providing advice and guidance as to their use, to ensure compliance with standards and to maintain the quality and appropriateness of developed applications;
- Ensuring governance of development practices, solution architecture, standards and techniques are understood and adhered to;
- Monitoring new and emerging ICT requirements and best practice;
- Coordinating with the Service Desk for support and knowledge of Testing Standards;
- Supporting the implementation of the EPA ICT Strategy; and
- Supporting organisational change and development.

General Duties

- Managing, motivating and developing staff through a Performance Management and Development System and fostering EPA Values;
- Managing and delivering excellence in procurement and outsourced services management;
- Contributing to the development and delivery of office Work Programmes, including budget preparation, management and control;
- Engaging in relevant EPA cross-office activities;
- Maintaining a clear and detailed understanding of relevant legislation and emerging technologies, architectures and products;
- Preparing reports and submissions to the Board, Senior Management and outside Bodies;
- Developing and implementing proactive ICT policies;
- Dealing with the public media and various outside bodies;
- Undertaking such other duties as may be 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 minimum) in Computer Science, IT Engineering or Business Information Systems

and

- a minimum of five years relevant work experience

or

- an appropriate diploma (NFQ Level 7 minimum) in Computer Science, IT Engineering or Business Information Systems

and

- a minimum of eight years relevant work experience

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Relevant work experience should include the following:

- Experience leading & managing teams;
- Demonstrated proficiency in project portfolio management and managing large budgets;
- Demonstrated proficiency in all phases of the Software Development lifecycle;
- Demonstrated proficiency in Software Testing;
- Managing the design, development and implementation of business led ICT solutions for multiple stakeholders;
- Excellent information communications technology skills including a strong track record in delivering business focussed applications and technology;

- Excellent interpersonal skills with a track record in working for, with and through others;
- A strong track record in delivering tangible results;
- Experience in interpretation and implementation of policy and legislation;
- Experience in Enterprise Architecture, Development Methodologies and ICT technologies (Microsoft Development tools, GIS and web services) would be considered advantageous.

Competencies

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

Driving Licence

Applicants should hold a current 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 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.