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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**I.S. Project Leader**

**Ceannaire Tionscadail Córais Faisnéise**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services.

Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

The 2021 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €150 million is proposed for 2021.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **The Position** |

The I.S. Project Leader is responsible for the day-to-day management of the ICT function under their remit and has a team to manage this function. The role of I.S. Project Leader is an ICT Management role and the successful candidate is expected to have all necessary ICT technical skills and competencies.

The I.S. Project Leader’s role may span one or more areas of expertise. There are 2 streams, or areas of specialisation, in this campaign with opportunities to be placed on panels as follows:

**Stream 1**

**I.S. Project Leader (Information Security & Service Delivery Manager)**

**Stream 2**

**I.S. Project Leader (Business Systems, Innovation & Digital Development)**

***Candidates may be considered for inclusion in one or both streams depending on their level of experience and skills as demonstrated on their application form.***

**Appointments:** A panel may be formed on the basis of interviews, from which both permanent and/or temporary offers of employment may be made.

**Salary:** €50,832 - €66,082 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 37 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

These roles will often require work outside of usual hours of business of the Council and/or some on-call availability. Appointees may be involved in a variety of IT and business work outside of the defined scope of the position.

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| **Job Description & Responsibilities** |

Due to the dynamic nature of ICT, the opportunities presented by shared services, cloud technology paradigms and changing business requirements within Kerry County Council, all positions in IT Services demand a flexibility to work in other IT service areas as needs change. All IT employment contracts offered contain duties which have generic or core components and require staff adaptability to undertake IT work at a similar level elsewhere in the IT structure.

The Duties and Responsibilities as set out in this booklet reflect the immediate and foreseeable needs, but as these needs or the working environment changes, employees will have to acquire up-to-date skills for new roles.

Although a management post, the person will be expected to provide some aspect of hands-on specialist work and should have appropriate experience of and technical competencies in the areas listed for each stream.

Candidates can apply for positions in either one or both streams provided they meet the relevant essential qualifications and experience criteria. Successful candidates will be encouraged and supported to undertake further training and certification to build expertise in the area they are appointed to. Kerry County Council supports employees in meeting short-term and long-term training objectives through our PMDS processes.

The ideal candidate would present with the skillset listed, experience in a similar role in an equally challenging and diverse environment, with a proven desire to maintain and develop their skills, backed up with qualifications.

The appointee will also be required to carry out such other duties appropriate to the position as the Chief Executive of the local authority may assign, including emergency duties and duties in relation to the area of any other local authority or state agency.

**Stream 1**

**I.S. Project Leader (Information Security & Service Delivery Manager)**

**Primary responsibilities include the following:**

* Managing a team that are responsible for key components of I.T. infrastructure particularly in the areas of Security, Active Directory, storage and server, data processing systems and data protection.
* Adopting frameworks, developing strategy and risk management processes
* Developing and maintaining policies, procedures, standards, and guidelines
* Management and delivery of programme of works including the successful initiation, planning, design, execution, monitoring, controlling and implementation of new systems
* Working in collaboration with other members of the I.T. team in delivery of systems
* Procurement, implementing and leading the delivery of information security awareness and training
* Proactively monitoring the effectiveness of agreed and established security controls that provide assurance on the confidentiality, integrity and availability of information assets
* Providing guidance on best practice, including infrastructure configuration, user and identity management and data security controls
* Assessing the information security implications to the business due the adoption or intended adoption of new technologies or services
* Guiding the business on the potential consequences and impacts of general security threats as well as those specific to the Local Authority such as threats targeting industrial control systems. This may include the necessity to participate in industry security forum and/or local authority specific cyber security forums
* Coordination, testing and validation of Business Continuity and Disaster Recovery plans
* Acting as the primary point of coordination for information security and service delivery
* Assessing and providing recommendations on any compliance issues with policies or standards
* Managing and coordinating the response to information security incidents
* Managing the life cycle of infrastructure and information security platforms including design, deployment, ongoing operation and decommissioning
* Ensuring appropriate management of the availability, capacity and performance of hardware and applications
* Providing input and support to regulatory compliance and assurance activities, and managing any resultant remedial activity
* Developing a metrics and assurance framework to measure the effectiveness of controls
* Providing day-to-day management, oversight and coordination of activities

## Other Responsibilities may include:

* Supplier relationship management with vendors and other service providers
* License management and compliance for platforms and systems
* Point of contact for escalation of Service Desk issues
* Programme and budget management
* Performance management and development
* Procurement of services and technologies in line with Council policy
* Risk management and operational planning
* Compliance with Health & Safety policies and procedures
* End user & stakeholder communication
* Deputising for the line manager or equivalent as required
* Ensuring continuous self-education and development in matters relating to the position
* Participating in corporate management activities and responsibilities appropriate to the grade
* Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time

**Stream 2**

**I.S. Project Leader (Business Systems, Innovation & Digital Development)**

**Primary responsibilities include the following:**

* Manage a team that are responsible for information systems and digital development
* Adopting frameworks, developing strategy and risk management processes
* Developing and maintaining information systems policies and plans, architecture standards, and risk management process, ICT and Business Continuity and Disaster Recovery plans, procedures, standards and guidelines for Information systems
* Management and delivery of programme of works including the successful initiation, planning, design, execution, monitoring, controlling and implementation of new systems
* Work in collaboration with other members of the I.T. team in delivery of systems
* Performing a lead consultative role in Information Systems governance, risk and compliance in accordance with local and sectoral standards
* Proactively monitoring and measuring the effectiveness of systems controls that provide assurance in relation to the confidentiality, integrity and availability of information systems
* Assessing information security and data protection risks which may include assisting in preparation of Data Processing Impact Assessment and vendor risk assessments, security design workshops, and solution evaluation for new and existing systems
* Coordination, testing and validation of Business Continuity and Disaster Recovery plans
* Managing the Business Systems team as a customer focused service
* Support and development\implementation for Business Applications
* Oversight on incident, request and problem management
* Acting as a senior internal ICT specialist, leading where necessary in the delivery of solutions to complex technical issues and working with other members of IT staff across a range of projects
* Providing expert advice and guidance on best practice, including, application development, user and identity management and, information systems controls
* Ensuring a strong focus on Business Process improvement and Change Management including analysing requirements (both functional and technical)
* Managing and allocating resources to teams and projects as required
* Developing standard operating procedures for coding, quality technical and user documentation, release notes and help files as appropriate for each software system or component
* From time to time specific projects in this area may be undertaken by contract project leaders engaged for this purpose. The Project Leader will be responsible for ensuring that consistent approaches are taken to such projects and that the knowledge gained, and code developed during such projects is fully documented and re-usable to the maximum extent possible.

## Other Responsibilities may include:

* supplier relationship management with vendors and other service providers including hosted services, Office of Government Procurement, etc.
* License management and compliance for security platforms and systems
* Point of contact for escalation of Service Desk issues
* Budget management and business planning
* Performance management and development
* Procurement of services and technologies in line with Council policy
* Risk management and operational planning
* Compliance with Health & Safety policies and procedures
* End user & stakeholder communication
* Deputising for the line manager or equivalent as required
* Ensuring continuous self-education and development in matters relating to the position
* Participating in corporate management activities and responsibilities appropriate to the grade

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| **The Person** |

**Character:**

**Each candidate must be of good character.**

**Health:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Education/ experience, etc.:**

Each candidate must, on the latest date for receipt of completed application forms;

1. possess the N.C.C. Higher Diploma in Computer Studies or an equivalent accredited certified I.T. qualification, and
2. have satisfactory experience in an information technology environment, and
3. have satisfactory skills in a least one of the following areas:-
* project management,
* systems implementation,
* programming or applications development,
* systems or business analysis,
* network implementation,
* network administration,
* geographical information systems,
* database information, and
* team leadership

**Desirable Experience:**

In addition to the qualifications declared for this post, ideal candidates will have a minimum of 5 years’ experience in at least two of the relevant disciplines pertaining to the stream(s) being applied for.

Application Forms will be assessed in relation to the candidate’s experience and expertise in the following:

**Stream 1 - I.S. Project Leader (Information Security & Service Delivery Manager)**

1. Experience in managing technical teams and proven record in successful delivery of significant technical/business projects
2. Experience in development and implementation of strategies, policies and procedures
3. Demonstrable knowledge and/or experience in the following areas:

**a. Information Security and Protection Management including:**

1. Assessment and response to security threats and vulnerabilities
2. Disaster Recovery and Business Continuity design and implementation
3. Data security design and implementation
4. Implementation of I.T. security tools and techniques such as:
* Anti Malware
* Vulnerability/ Patch Management
* Encryption
* Mobile Device Management
* Multifactor Authentication
* Operating System Hardening
* Encryption
* SIEM (Security Incident & Event Management)

**b. Infrastructure Management**

1. Strong understanding of Server management and configuration
2. Strong understanding of Mail server and archiving administration
3. Strong understanding of Server Operating Systems and related administration activities with a strong focus on Windows 2012/2019 server
4. Strong understanding of Active Directory management activities
5. Strong understanding of importance of information systems backups and how to define a correct backup strategy
6. Strong understanding of Microsoft Exchange and O365, Cloud Technologies
7. Understanding of virtualisation specifically VMWare
8. Understanding of Storage technologies
9. Understanding of some of the below technologies:
10. Networking Technologies
11. Firewall technology
12. Intrusion Detection System and Intrusion Prevention System
13. Network Access Control
14. Web proxy
15. Penetration technologies
16. MS-SQL Databases
17. Internet Information Services
18. Email filtering
19. Fundamentals in relations to Ubuntu Linux or other Linux, Apache, MySQL, PHP (LAMP) stacks
20. Fundamental of GDPR (General Data Protection Regulations)

The following certification is also desirable though not essential:-

* Certified Information Security Manager, Certified Information Systems Security Professional or equivalent security qualifications
* Practitioner Certificate in Data Protection
* ISO 27001 lead auditor or related certificate
* Certified Ethical Hacker (CEH)
* Microsoft, VMware & Cisco certification
* Process-assured experience such as ITIL, CoBIT experience and ISO 27001

**Stream 2 – I.S. Project Leader (Business Systems, Innovation & Digital Development)**

* Experience in managing technical teams and track record in successful management and delivery of programme of works
* Experience in development and implementation of strategies, policies and procedures
* Proven experience in designing and delivering secure, resilient and scalable solutions
* Strong understanding of reporting platforms such as SQL reporting Service
* Strong understanding of MS SQL database development and/or administration
* Understanding of Visio
* Understanding of Onedrive and Sharepoint development and administration
* Understanding of MS Dynamics
* Understanding of Microsoft Power apps
* Fundamentals of .Net development
* Fundamentals of Javascript, HTML, CSS and any client-side libraries
* Fundamentals in configuring web services and IIS administration

The following certification is also desirable though not essential:-

* Microsoft certification
* Process-assured experience such as ITIL, CoBIT experience and ISO 27001

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above.

In the event that a candidate’s application is deemed valid they will then be considered for interview. Depending on the number of applications received, shortlisting may apply based on information supplied on the application form.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the knowledge, skills and experience relevant to the role(s) as outlined earlier in the Candidate Information Booklet, and their suitability in the context of the IS Project Leader being a Management role within the IT Department, in particular: -

**Stream 1**

**I.S. Project Leader (Information Security & Service Delivery Manager)**

1. **Infrastructure and Information security management:** familiarity with applicable standards, methods, models, technologies and approaches with responsibility for dealing with infrastructure delivery and information risk, security, privacy, incidents, business continuity, compliance *etc*.
2. **Procurement and Contract management:** significant experience in procurement and contract management

**Stream 2**

**I.S. Project Leader (Business Systems, Innovation & Digital Development)**

1. **Project and Information Systems Management:** familiarity with applicable standards, methods, models, technologies and approaches with responsibility for dealing with delivery of business systems
2. **Business systems implementation:** proven track record of management from project initiation through to implementation and support of the system
3. **Procurement and Contract management:** significant experience in procurement and contract management

All candidates will be expected to demonstrate the following knowledge, skills and experience: -

* Experience at a management level
* Good team working and interpersonal skills
* Good report writing skills
* Ability to communicate technical information and ideas clearly and concisely to non-technical people
* Ability to present findings to management teams and client departments
* Technical and analytical skills
* Enthusiasm for continuous learning.
* Flexibility

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview. Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will result in disqualification from the competition, withdrawal of employment offered, or dismissal. Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to recruitment@kerrycoco.ie and must be received before **5.00pm on Thursday, 04 March 2021.**

Please ensure that **IS Project Leader** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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