

**CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY**

The Pensions Authority is an equal opportunities employer

Higher Executive Officer opportunities

The Pensions Authority

Title: Higher Executive Officer – Software Development Project Manager

Employer: The Pensions Authority

Salary: €48,028

Level: Higher Executive Officer (Standard Scale)

Posts: One full-time post

Tenure: Permanent (subject to satisfactory completion of probation)

Email: careers@pensionsauthority.ie

Closing date: **Tuesday, 4 December 2018 at 12 noon**

The Pensions Authority
Verschoyle House
28-30 Lower Mount Street
Dublin 2
www.pensionsauthority.ie

Introduction

The Pensions Authority (the Authority) is a statutory body established under the Pensions Act 1990. The Authority regulates occupational pension schemes; trust RACs and Personal Retirement Savings Accounts (PRSAs). Additionally, the Authority is responsible for advising the Minister for Employment Affairs and Social Protection on pension matters generally.

The Regulatory Intelligence Unit (RIU)

The RIU is responsible for all Information Technology (IT), data integrity and data management matters within the Authority. This includes the Pensions Data Register (PDR) which records and manages all pension scheme data.

The RIU has a number of large software projects planned and the HEO Software Development Project Manager will play a key role in managing one or more of these projects.

The role of Software Development Project Manager Higher Executive Officer (HEO) within RIU

Main duties and responsibilities

The HEO Software Development Project Manager reports to the Assistant Principal - Regulatory Intelligence.

This HEO role is specifically responsible for software development project management and IT procurement and includes:

- managing project resources, including third party contractors and suppliers, and ensuring that budget and scheduling constraints are adhered to
- building effective relationships with key project stakeholders
- managing the procurement process for IT procurement within the RIU
- ensuring that risks and issues are managed and reported on
- monitoring progress against plans ensuring all activities complete on time
- working closely with all internal and external stakeholders to ensure project status and impacts are communicated and understood
- managing third party vendors including tracking charges, generating purchase orders and verifying invoices
- organising and facilitating project meetings
- representing the Authority at national and international meetings as required (this may include some travel outside of Ireland from time to time)
- managing projects through all stages, from concept phase, through requirements gathering and definition, development, quality assurance, release, and post-release support and maintenance
- any other task assigned by the Authority

Essential skills and experience

Candidates for this role should possess the following in addition to the competencies of a HEO:

- a third level degree at NFQ Level 8 or higher
- at least two years of experience working in a software development environment and a general knowledge of relevant areas such as development, delivery, testing and release management
- a project management qualification (PRINCE2 or PMP, for example) or equivalent experience
- very strong communication skills
- excellent interpersonal skills and a proactive approach to problem solving

Desirable skills

- relevant industry certified professional qualifications
- a strong track record of delivering high quality projects on time and within budget
- significant experience managing risks, issues, and scope changes effectively
- knowledge of public sector procurement and/or IT procurement
- a qualification in public procurement or experience in public sector procurement
- qualification as Scrum Product Owner or experience with Agile methodology (Scrum/Kanban/Scrumban)

Sample list of specific HEO Project Manager duties

- Creating and updating project plans
- Developing and maintaining project management documentation such as project initiation documents, project initiation plans, risk registers, change management registers, etc.
- Tracking project progress against plans and reporting status
- Driving procurement process including developing request for tenders, request for information, request for quotes, etc.
- Managing the relationship with third-party vendors including tracking charges, generating purchase orders and verifying invoices
- Tracking scope changes and risks throughout the project and communicating impacts to all stakeholders
- Managing the relationship with partners and other external stakeholders
- Resource management and scheduling

Application process

Interested candidates must complete and submit the application form provided, demonstrating how they meet the requirements of this position, to careers@pensionsauthority.ie. **Email applications must be marked in the subject heading**

with your name and the post you are applying for – “Your name - HEO Software Development Project Manager”. Failure to do so may result in your application being deemed ineligible.

Applicants must demonstrate in their application, by reference to specific achievements in their career to date that they possess the qualities, skills and knowledge required for the role of Higher Executive Officer as identified under ‘Essential skills and experience’ and in the Pensions Authority’s competency framework for Higher Executive Officer (set out in Appendix 1).

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you.

Closing date

The closing date and time for receipt of applications is **Tuesday, 4 December 2018 at 12 noon.**

If you do not receive an acknowledgment of receipt of your application within 3 working days of the closing date please contact careers@pensionsauthority.ie. Please note the requirement above relating to the email subject heading.

It is the Authority’s policy that applications will strictly not be accepted after the closing time.

Selection process

Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to progress all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

The selection process may include:

- Shortlisting of candidates on the basis of the information provided in the application to reduce the list of candidates for interview. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post.
- The selection process may also include:
 - a competitive initial/preliminary interview; and/or
 - a competitive final interview(s); and/or
 - one or more presentations or other exercises by the candidate

- Notification to attend interview will issue at least one week in advance. Candidates will be required to attend interviews at their own expense. It is not possible to alter the allocated interview date or time. **Candidates who do not attend for interview when and where required, or confirm their attendance for interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.**
- Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.
- Any candidate who supplies false or misleading information in their application may be disqualified.
- We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

General conditions of employment

Pay

Entry will be at the minimum of the Higher Executive Officer (Standard) Scale, which is €48,028 for persons appointed on or after 6 April 1995. The salary scale for the position, as per Circular 16/2018, is as follows:

For persons appointed to the public service after 6 April 1995:

€48,028 €49,432 €50,832 €52,233 €53,638 €55,040 €56,441 €58,466¹ €60,486²

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years of satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a permanent position with the Authority the appointee must serve a probationary period, which normally will last for eleven months. If at any time during this period it appears that the appointee would not be suitable for final appointment the employment will be terminated.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 37 hours net per week. Normal working hours are

from 09.00 to 17.30 Monday to Thursday and 09.00 to 17.15 on Friday, including lunch. Evening and weekend work may be required from time to time.

The Authority operates a flexible working hours system, which allows certain employees within prescribed limits, to avail of a more flexible system of attendance to enable them to manage their time and attendance.

Where extra attendance is necessary, payment or time off in lieu may be allowed in accordance with the normal regulations for the grade. Please note that hours of attendance may be subject to change from time to time in line with Government/local policy and practices.

Annual Leave

The annual leave allowance for the position of Higher Executive Officer is 29 working days per year, rising to 30 after five years' service at the grade. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five day week and is exclusive of the usual public holidays.

Business Travel

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Training and Development

The Authority supports the ongoing training and development of staff providing both internal and external training and development opportunities and supports.

Pension Entitlements

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. 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, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme's minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028). Retirement for most members will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see: <http://www.per.gov.ie/pensions>.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009, most recently amended by FEMPI Act, 2015. Section 4 of the Public Service Pay and Pensions Act 2017 abolishes PRD with effect from 1 January 2019, i.e. PRD will no longer apply after 2018. It will be replaced by an “Additional Superannuation Contribution” (ASC) payable by public servants on their pensionable pay. ASC is provided for in law by Part 4 of the 2017 Act, and will commence on 1 January 2019.

Note:

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

Appendix 1 – Higher Executive Officer Competencies

Competency	Typical behavioural indicators
Team management	<ul style="list-style-type: none"> • Has a clear understanding of the roles, objectives and targets of self and team, how they fit into the work of the unit and organisation and can articulate this. • Works with those under their supervision to achieve high performance, by developing clear and realistic objectives, dealing with emerging problems and addressing any performance issues in a constructive manner. • Leads on projects, organises meetings as required, ensuring action points are completed etc. • Leads by example, coaches and supports individuals as required and promotes and ensures adherence to the organisation’s policies, procedures and standards. • Promotes a culture of continuous learning and improvement placing high importance on staff development, training and maximising skills and capacity of the team; providing upward feedback to manager in this regard. • Is flexible and willing to adapt, positively contributing to the implementation of change and supporting and assisting others to do so.
Analysis and decision making	<ul style="list-style-type: none"> • Takes account of broader regulatory and organisational issues and uses his/her experience in order to make sound evidence based recommendations/decisions, supporting these with well reasoned rationale. • Takes ownership of his/her recommendations and decisions. • Quickly identifies and advises manager on key operational trends or risks to the delivery of the objectives of the unit. • Uses sound judgment (in relation to priorities and decisions) even in conditions of uncertainty.
Delivery of results	<ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives (own and team’s) and the day-to-day running of their area of responsibility. • Successfully manages a range of different projects and work activities at the same time. • Is logical and pragmatic in approach, delivering the best possible results with the resources available. • Delegates work effectively, providing clear information, advice and evidence as to what is required.

Competency	Typical behavioural indicators
	<ul style="list-style-type: none"> • Monitors progress and quality of team's work and applies appropriate systems/processes to enable quality checking of all activities. • Ensures adequate records and files are kept (own and team's). • Promotes a focus on high quality customer services, for internal and external customers; identifies customers' needs, develops practical solutions to their problems and monitors the effectiveness of these.
Interpersonal and communication skills	<ul style="list-style-type: none"> • Acts as a link between staff and management by balancing organisational perspectives with those of their team. • Builds and maintains rapport with others through consistency, confidence and an open communication style. • Is able to listen effectively and develop a two-way dialogue quickly. • Is candid and challenges others (internal or external) in appropriate circumstances in the interests of organisational effectiveness. • Probes to get the facts, when others may be reluctant to provide full, detailed information. • Encourages open and constructive discussions around substantive work issues. • Acknowledges others' input and expertise publicly. • Presents complex information clearly, concisely and confidently when speaking and in writing. • Gains support for ideas, proposals, projects etc. by identifying and proposing workable solutions; enlisting experts or third parties to influence others; involving others in decision making processes etc.
Drive and commitment	<ul style="list-style-type: none"> • Consistently performs at a high level to achieve agreed objectives. • Demonstrates resilience in the face of challenging circumstances and high demands. • Ensures that public service ethos and customer service are at the heart of all services provided by self and team members.
Knowledge, skills, expertise and self development	<ul style="list-style-type: none"> • Keeps up-to-date with developments in the sector (public/pensions) in general and the organisation in particular. • Understands the link between unit plans and business strategy. • Has a high level of knowledge, skills and expertise relevant (pensions/regulation/compliance/legal etc.) to his/her area of work. • Is committed to broadening and deepening knowledge, skills and expertise, as appropriate (for self and team) and acquiring relevant qualifications. • Focuses on continuous learning and self development; seeks feedback and development opportunities.