**GIS and Data Manager** (Grade VII analogous)

**LAWPRO WFD Team and WATER EIP project**





**TIPPERARY COUNTY COUNCIL**

**KILKENNY COUNTY COUNCIL**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

1. Before signing this form, please ensure that you have replied fully to the questions asked.

All sections/questions in this document must be completed in full **(a curriculum vitae will not be accepted).**

2. You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may thus put themselves to unnecessary expense.

3. Tipperary/Kilkenny County Councils will not be responsible for any expenses which may be incurred by the candidate in attendance for interview.

4. All application forms must be submitted by email to [lawprorecruitment@tipperarycoco.ie](mailto:lawprorecruitment@tipperarycoco.ie), fully completed and inclusive of all the requested documentation by **4.00 p.m. on Thursday 28th September, 2023.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition. **Hard copy applications will not be accepted.**

5. Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. Shortlisting will be based on Qualifications, Relevant Experience and information submitted on the Application Form. The number of persons to be invited to interview shall be determined by Tipperary/Kilkenny County Councils.

TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL

- APPLICATION FORM -

***Tel: 0818-06-5000***

***E-Mail:*** [lawprorecruitment@tipperarycoco.ie](mailto:lawprorecruitment@tipperarycoco.ie)

***Tipperary County Council***

***Civic Offices,***

***Emmet Street,***

***Clonmel, Co. Tipperary***

**COMPLETED FORMS:**

The Application Form should be fully completed without alterations and returned via email only to [lawprorecruitment@tipperarycoco.ie](mailto:lawprorecruitment@tipperarycoco.ie) .**Hard copy applications will not be accepted.**

Applications received after the closing date and time specified will not be accepted.

**CLOSING DATE: 4.00 p.m. on Thursday 28th September, 2023**

**COMPETITION: GIS and Data Manager**

**The GIS and Data Manager will be employed by either Kilkenny County Council or Tipperary County Council.**

As part of the team structure of The Local Authority Waters Programme (LAWPRO), it is intended to immediately recruit two [2] positions of GIS and Data Manager **(analogous Grade VII).**

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| --- | --- | --- | --- | --- |
| **Job Title** | **Grade** | **Function** | **Number of Positions** | **Location** |
| LAWPRO WFD Team GIS and Data Manager | Grade VII | LAWPRO | 1 | Co-located in any one of the existing LAWPRO Regional Offices |
| WATER EIP GIS and Data Manager | Grade VII | Water EIP | 1 | Co-located in any one of the existing LAWPRO Regional Offices |

A panel will be formed from which any subsequent GIS and Data Manager vacancies may be filled, including posts that may arise in **any** of the current regional LAWPRO locations or additional offices that may be established. The panel will be used to fill vacancies arising **in both** LAWPRO WFD Team and the WATER EIP Project.

When completing the application form candidates are asked to clearly indicate if they are interested in either LAWPRO WFD Team or WATER EIP positions or both. Candidates are also asked to select their preferred locations. It should be noted that once the panel is formed, offers will only be made to successful candidates in the locations selected by them. If an area is not selected on the application form, then no offer will be made to the candidate for that location should a vacancy arise.

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| **EIP Project Y/N** | **LAWPRO WFD Team**  **Y/N** | **Location** | **Yes** | **No** |
|  |  | **Border Region: Donegal Town, Co. Donegal /Carrickmacross, Co. Monaghan** |  |  |
|  |  | **Midlands and East Region: Dublin 7 /Tullamore, Co. Offaly** |  |  |
|  |  | **South East Region: Clonmel, Co. Tipperary /Kilkenny, Co. Kilkenny** |  |  |
|  |  | **South West Region: Croom, Co. Limerick /Iniscarra, Co. Cork** |  |  |
|  |  | **Western Region: Liosbán Business Park, Galway /Castlebar, Co. Mayo** |  |  |

**PERSONAL DETAILS**

1. Name in Full *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Postal Address *[Block letters]* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notify any change at once* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in writing

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3. Tel. Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ext.\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Home] [Work] [Mobile]**

4. Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Do you possess a full-unendorsed driving licence Yes No

6. Categories of vehicles covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION / TRAINING**

1. Please list all educational and technical qualifications giving period with dates spent at each school/college and particulars of certificates [if any] obtained.

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| **DATES** | | **SCHOOL/COLLEGE ATTENDED** | **EXAMINATION** | **YEAR TAKEN** |
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2.Please list all training courses undertaken (either in-house or privately):

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| **DATES** | | **ORGANISATION** | **COURSE TITLE** |
| **FROM** | **TO** |  |  |
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**EMPLOYMENT RECORD**

Remember you may be shortlisted based on the information you supply in the application form. Candidates are advised not to submit a curriculum vitae. Anything you write may be discussed in more depth, should you be called to interview.

1. Give below details of present position.

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM *[Date]:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN RESPONSIBILITIES [in bullet point format]:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Give below in date order full particulars of **ALL** other relevant employment or experience to date. Indicate clearly the type of experience, especially experience specified as essential or desirable in the qualifications for the post.

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| **Dates** | | | **Name & Address of Employer** | **TITLE OF POST & DESCRIPTION OF DUTIES**  ***Please indicate whether post is Permanent/***  ***Temporary / Acting*** |
| **Period in Months** | **From** | **To** |
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**Key Competencies**

A new competency model has been developed for the role of **GIS and Data Manager**. Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

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| **Management and Change (100 marks)** | * Displays the ability to think and act strategically. * Demonstrates innovation and creativity to secure successful strategic outcomes. * Effectively manage the introduction of change and demonstrate flexibility and openness to change. |
| **Delivering Results (100 marks)** | * Develops realistic and challenging plans and policies, together with review processes to ensure that all relevant operations support the organisation’s objectives. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. * Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures. |
| **Personal Effectiveness, Personal Motivation and Initiative**  **(100 marks)** | * Adopts a positive and constructive approach to work. * Sets challenging standards and achieves high quality outcomes. * Responds positively to the challenges of the role. * Manages own time effectively to achieve objectives. |
| **Communicating Effectively**  **(100 marks)** | * Recognises the value of and requirement to communicate effectively. Has effective verbal and written communications skills. Has good interpersonal skills. * Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. * Writes fluently, clearly structuring written communications and demonstrates experience of report writing and correspondence in non-routine work situations. * Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/agencies. |
| **Relevant Knowledge and Experience**  **(400 marks)** | * Knowledge of the technical aspects required for the position. * Relevant experience to date. |

**RELEVANT EXPERIENCE - RANGE AND DEPTH:**

In the spaces below (1 to 4), briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set out above. A summary definition of each of skill areas is provided for your information.

Shortlisting may apply based on the information supplied on application forms and the requirements of the position. It is therefore important to ensure that you read and understand fully the information contained in the information document and reflect your experience and abilities appropriately in the application.

Candidates called for interview will be assessed on the following competencies and required to demonstrate their ability to deliver on these specific competency areas:

1. Management and Change
2. Delivering Results
3. Personal Effectiveness, Personal Motivation and Initiative
4. Communicating Effectively
5. Relevant Knowledge and experience

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| --- |
| 1. Management and Change   Candidates will be required to demonstrate their ability to:   * Display the ability to think and act strategically. * Demonstrate innovation and creativity to secure successful strategic outcomes. * Effectively manage the introduction of change and demonstrate flexibility and openness to change.   In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |
| 1. Delivering Results:   Candidates will be required to demonstrate their ability to:   * Develop realistic and challenging plans and policies, together with review processes to ensure that all relevant operations support the organisation’s objectives. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. * Create opportunities or overcome obstacles by rethinking or reconceptualising practices or procedures.   In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

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| 1. Personal Effectiveness, Personal Motivation and Initiative   Candidates will be required to demonstrate their ability to:   * Adopt a positive and constructive approach to work. * Set challenging standards and achieves high quality outcomes. * Respond positively to the challenges of the role. * Manage own time effectively to achieve objectives.   In the space below, please give an example of a situation where you demonstrated your ability in this area. |
|  |
| 1. Communicating Effectively   Candidates will be required to demonstrate their ability to:   * Recognise the value of and requirement to communicate effectively. Has effective verbal and written communications skills. Has good interpersonal skills. * Present ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. * Write fluently, clearly structuring written communications and demonstrates experience of report writing and correspondence in non-routine work situations. * Advocate a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/agencies.   In the space below, please give an example of a situation where you demonstrated your ability in this area. |
|  |

**REFEREES**

1. Do you have any objection to Tipperary County Council Yes No

contacting your past/or present employers?

2. Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPPORTING INFORMATION**

Tipperary/Kilkenny County Councils may decide, by reason of the number of persons seeking admission to the competition to carry out a Shortlisting Procedure. Shortlisting will be based on qualifications, relevant experience, and information submitted on the Application Form.

Please indicate, in bullet format, any particular experience or achievements you consider an Interview Board should be aware of when assessing your application.

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**I CERTIFY THAT I HAVE COMPLETED THE APPLICATION FORM AND THAT THE INFORMATION FURNISHED BY ME IS CORRECT.**

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### TIPPERARY COUNTY COUNCIL & KILKENNY COUNTY COUNCIL ARE

###### EQUAL OPPORTUNITIES EMPLOYERS

*The information supplied in this form is held on the understanding of confidence subject to the requirements of the Freedom of Information Act 1997 or other legal requirements.*