



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

**IS Technical Support Officers (eDev/Web)**  
**Open Competition**

**Post is as follows: – IS Technical Support Officer (eDev/Web)**  
**– Permanent Appointment based in Nenagh**

**QUALIFICATIONS**

**1. Character**

Each candidate must be of good character.

**2. 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.

**3. Education, Experience etc.**

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

- a. Possess a satisfactory knowledge or experience of office organisation and office productivity solutions.
- b. A qualification in IT and experience of working in an IT environment would be highly beneficial and desirable. Applicants should have a strong aptitude for IT.
- c. Possess excellent communication, facilitation and administrative skills; have the ability to work alone and as part of a team, and the ability to meet deadlines and sustain a complex workload.
- d. Have experience/knowledge to fulfill the duties for the posts described below.



## Comhairle Contae Thiobraid Árann Tipperary County Council

### **IS Technical Support Officer**

#### **PARTICULARS OF OFFICE**

- (i) Persons who become pensionable employees of a local Authority who are liable to pay Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- (ii) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- (iii) All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouse's and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- (iv) New members joining the Public Sector after the 1<sup>st</sup> January 2013 will be required to join the Single Public Service Pension Scheme. A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). This includes a contribution to a Spouse's and Children's Scheme.

## **Probation**

Where persons who are not already permanent officers of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation,
- (b) such period shall be one year but the manager may at his or her discretion extend such period,
- (c) such persons shall cease to hold such office at end of the period of probation unless during such period the Manager has certified that the service of such persons is satisfactory

**Salary *Current Salary Scale: €42,777 - €51,374 (2<sup>nd</sup> LSI)***

**Starting pay for all new entrants will be the minimum of the scale: €42,777**

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services, which they are required by or under any enactment to perform.

## **Health**

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are appointed, to undergo at their own expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

## **General**

### **Dynamic Positions**

Due to the dynamic nature of I.T, the pace of developments of both systems and tools, and the changing business requirements for ICT within Tipperary County Council, all ICT posts require a flexibility to work in other IT areas as needs change. All job contracts offered will 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. Hence the descriptions above reflect the immediate and foreseeable needs and as these needs or the working environment changes, staff will have to acquire up-to-date skills for the new roles.

## **Duties - eDev/Web**

This position will encompass the duties of Network and Communications Support, Programming or Application Development, Technical Support, User Support and Computer Operations, so as to contribute to the efficient running and development of the Information Systems function.

The principal duties include:

- Support and maintain existing systems/websites
- Assist in the Installation, design and development of websites using Drupal and/or Wordpress
- Provide training and end-user support for websites using Drupal and/or Wordpress Content Management System
- Develop in-house systems or re-engineer/upgrade existing systems on .Net/MS Sharepoint Framework/ Sharepoint 2013
- Programming in .Net, C# and/or PHP ; HTML & CSS for Mobile Design
- Coding using SQL Server and MySQL and MS SQL Reporting Server
- Understanding of Webservers, IIS and LAMP & Javascript
- Develop and support Apps for mobile devices
- Development and support of interfaces between business systems
- Provide Helpdesk and Telephone Support
- Identify and analyse opportunities for improvement in the organisation
- Liaise with departments to gather, document and analyse system requirements
- Carry out installation, implementation and handover of systems
- Prepare test plans, carry out testing and facilitate end user testing
- Keep up to date with changes and advances in technology
- Assist in the implementation of the goals , targets and standards set out in the Local Authority's Team Development Plan

- Other related duties as assigned

Post holders will also be required to perform other duties that may from time to time be assigned to them in accordance with section 159 of the Local Government Act, 2001.

**The person will work under the general supervision of the IS Project Leader or the Head of Information Systems or his/her nominee and will work closely with other members of the Information Systems Team.**

Post Holders will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attached to the post.

Post Holders should have a clean driving licence.

## **Residence**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.