

IAASA – ICT & Facilities Executive

Post advertised 7 June 2018

1. IAASA

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the:

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the Recognised Accountancy Bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- adoption of standards on auditing, professional ethics and internal quality control; and
- the inspection and promotion of improvements in the quality of auditing of Public Interest Entities.

IAASA is a state body established in 2006 and carries out its functions under the provisions of the Companies Act 2014. As such, its employees are public servants.

2. Post overview

The ICT & Facilities Executive will assist the Head of Finance & Administration in the delivery of an effective administrative support function to the Authority, particularly in the areas of ICT and facilities management.

3. Essential requirements

Candidates will have a minimum of two years' experience in a similar role, and should hold a professional or third-level qualification in an area relevant to the responsibilities of the post. While not essential, familiarity with public sector procurement and financial procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- the ability to take ownership of tasks and see them through to a satisfactory conclusion;
- the ability to work effectively in a team environment;
- the ability to communicate ideas clearly and concisely both orally and in writing;
- strong analytical skills;
- good attention to detail; and
- proficiency in a broad range of software packages and Microsoft Office applications.

Candidates will be assessed against a competency framework and will be expected to demonstrate their competency in:

- Analysis & decision making;
- Technical knowledge;
- Delivery of results; and
- Interpersonal & communication skills.

4. Indicative description of principal duties and responsibilities

A detailed job description is set out in Appendix I. As a member of a small team, duties will be wide and varied. The key areas of responsibility include:

- day-to-day maintenance of the Authority's ICT network, supported as required by external support

IAASA – ICT & Facilities Executive Post advertised 7 June 2018

- providing advice and assistance to all staff on MS Office application, most commonly MS Word, Outlook and Excel;
- procurement of ICT-related goods and services;
- maintenance of the Fixed Asset Register;
- day-to-day maintenance of the Authority's website;
- maintenance and testing of the Authority's business continuity plan;
- assisting the Head of Finance & Administration and/or Corporate Services Manager in other duties within the Finance & Administration unit;
- providing assistance and cover as required to the Authority's Receptionist / PA to the Chief Executive;
- undertaking tasks as assigned from time-to-time by the Chief Executive; and
- other duties as they arise appropriate to an Administrative Executive.

The foregoing is indicative only and duties may be altered from time to time, as considered necessary or otherwise appropriate, at the discretion of the Head of Unit or the Chief Executive.

5. Salary

This is a permanent position and the salary scale for new entrants to the public service is:

€29,026	€31,019	€32,139	€34,024	€35,714	€37,347
€38,974	€40,568	€42,178	€43,744	€45,358	€46,427(max)
€47,948 (LSI 1) ¹		€49,465 (LSI 2) ²			

Increments, subject to satisfactory performance, may be awarded annually.

Alternative arrangements may apply to serving public servants. The rate of total remuneration may be adjusted from time to time in accordance with government pay policy as applying to public servants generally.

6. Other terms of employment

6.1. *Superannuation:* All IAASA employees will be members of the Single Public Service Pension Scheme, unless they were public servants not more than 26 weeks before the commencement, or on a career break or secondment. Full details on the Scheme and exceptions are available at <http://per.gov.ie/single-scheme>. If you are not eligible to join the Single Public Service Pension Scheme, you will be a member of the IAASA Employee and Employees' Spouses, Civil Partners & Children's Superannuation Schemes. In either case, contributions³ are deductible at the rate of 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Information on these Schemes will be forwarded to you on request.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012, which became law on 28 July 2012, imposes a 40 year limit on the total service which can be counted towards pension where a person has been a member of more than one public service pension scheme, other than the Single Scheme. This may have implications if you acquired pension rights in a previous public service employment. The Act also applies abatement of pension for all Civil and Public Servants who are re-employed across the wider public service. This may have pension implications if you are currently in receipt of a Civil and/or Public Service pension or have a preserved Civil or Public Service pension which will come into payment during this employment.

6.2. *Location:* The role is based in Naas.

¹ Following 3 years on the maximum

² Following 6 years on the maximum

³ Different rates may apply to those who have been employed continuously in the public service since 6 April 1995.

IAASA – ICT & Facilities Executive Post advertised 7 June 2018

- 6.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service Executive Officer, currently 23 days, rising to 24, 25, 26 and 27 days after five, ten, twelve and fourteen years respectively. This is in addition to statutory public holidays and Good Friday.
- 6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: Where the incumbent is a member of a professional body, and IAASA considers it desirable for the incumbent to be a member of that body, IAASA will reimburse the annual membership subscription⁴ and fund all mandatory CPD. IAASA also supports participation in relevant training and professional development courses related to an employee's business activities including, but not limited to, mandatory CPD activities.

7. Application procedure

Persons interested in this role should send a curriculum vitae together with a brief covering letter setting out how they meet the above requirements, to:

**Patricia Daly
Corporate Services Manager
IAASA
Willow House
Millennium Park
Naas, Co Kildare**

or

recruitment@iaasa.ie

The deadline for the receipt of applications is **12:00 noon on Monday, 25 June 2018**. Late applications will not be considered.

8. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, the Authority may shortlist respondents. In the event that this is the case, short-listing will be based solely on the material submitted.
- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview. Applicants should note that interviews will be held **on Friday, 6 July 2018**.
- Successful candidates at this point may be invited for second interview or to undertake a practical assessment of the MS Office skills if considered appropriate by the interview panel.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 616.

Further information on IAASA and its activities can be obtained at www.iaasa.ie.

IAASA is committed to a policy of equal opportunities and welcomes applications from people with disabilities.

⁴ Such reimbursements may attract a Benefit in Kind liability to income tax.

IAASA – ICT & Facilities Executive Post advertised 7 June 2018

Job Title: ICT & Facilities Executive

Reporting To: Corporate Services Manager

To support the Head of Finance & Administration in the delivery of a robust and effectively ICT function, and provide day-to-day assistance to all staff in ICT matters.

1. System maintenance

- To assist users in day to day ICT-related queries such as (but not limited to):
 - On-site Server access
 - Remote server access
 - MS Office Applications
 - E-mail
 - Printer issues
- To monitor outstanding ICT issues
- Liaise with the external ICT support company
- To manage the external e-mail security portal
- To liaise with Head of Finance & Administration with regard to possible improvements and upgrades to ICT required

2. Website

- To monitor the IAASA website to ensure it is up-to-date
- To publish amendments authorised by Heads of Function
- To manage user access to the website
- To manage board members access to the website members area
- To liaise as appropriate with the web host.
- To carry out periodic reviews of the website and make recommendations.

3. Telephony

- To deal with all matters relating to the internal phone system, in consultation with IAASA's landline support contractors as required
- To liaise with IAASA's mobile support contractors as required
- To manage the Authority's secure mobile device management software.
- To monitor expenditure on mobile devices/modems.
- To advise the Head of Unit of any instances of high/unusual expenditure

**IAASA – ICT & Facilities Executive
Post advertised 7 June 2018**

4. Time Management System

- To undertake the day-to-day management of the TMS system
- To run the TMS period end, and circulating period-end reports
- To manage the annual year-end process, and prepare statistical reports on leave taken.

5. Data Management

- To manage network access levels for all users
- To monitor the ongoing ICT back-up procedures
- To monitor arrangements for data security and make recommendations to the Head of Unit
- To ensure that the Authority data destruction policies are applied to ICT data storage devices
- To assist the Head of Finance & Administration and IAASA's Data Protection Responsible Individual in ensuring that ICT systems are GDPR compliant.

6. Procurement

- To prepare Request for Tender documents with the assistance of the Finance Officer/Office of Government Procurement.
- To liaise with service providers as required to ensure levels of service are maintained and any issues resolved
- To manage an annual review process for all facilities management service providers.

7. Fixed Assets

- To maintain the Authority's Fixed Asset Register
- To maintain a register of all mobile assets (laptops, modems, memory sticks etc) and their current location
- To maintain a log of staff acknowledgments of obligations attaching to mobile assets assigned to them
- To ensure mobile assets are kept securely when not assigned to individuals.
- To maintain the communications room
- To arrange for the appropriate disposal of obsolete assets, ensuring any data stored on such ICT assets is protected.

**IAASA – ICT & Facilities Executive
Post advertised 7 June 2018**

8. Business Continuity

- To assist the Head of Unit in the development & testing of an organisational Business Continuity Plan
- To carry out biannual testing of the ICT aspects of the BCP.

9. General

- To monitor correspondence to the info@iaasa email address.
- To assist the Head of Unit with *ad hoc* projects arising from time-to-time.
- To provide reception cover, including preparation for meetings, as required in the absence of Clerical Support Officers.
- Other duties as they arise appropriate to an Administrative Executive.