



JOB SPECIFICATION FORM

Title of Position:	Project Manager – Radar Modernisation Project
Department:	Housing, Planning, and Local Government
Division:	Met Éireann
Location:	Met Éireann, 65/67 Glasnevin Hill, Dublin 9, D09 Y921, Ireland

1 Brief Description of Position

The post is for a Project Manager to manage a Met Éireann project to modernise the national meteorological radar network, the Irish Weather Radar Network Upgrade project.

The successful candidate will help deliver the project by applying best practice project management methodology. The Project Manager will work together with the radar meteorologist and radar team to ensure the successful execution of the Irish Weather Radar Network Upgrade project and associated activities, including aligning with key stakeholders on the delivery of project objectives.

This is a complex and wide-ranging project involving interaction with internal and external stakeholders, both in Ireland and abroad. The project will develop a new network of five dual-polarised weather radars, whilst ensuring the continued operation of the current network of two weather radars. The network upgrade will eliminate gaps in radar coverage and deliver improved rainfall estimation, radar accuracy and detection of heavy rainfall events from thunderstorms.

Elements of the project will include identifying and securing appropriate sites for radar installation, infrastructural preparation of radar sites, and procurement and commissioning of meteorological radar systems.

2 Met Éireann

Met Éireann, Ireland's National Meteorological and Hydrological Service (NMHS) is tasked with the provision of a wide range of services related to the weather to help protect life and property and promote societal and economic wellbeing. Met Éireann provides services to a broad range of sectors including aviation, ground transport, marine and agriculture. Met Éireann also plays a key role in the State's emergency planning and management function through its production and communication of warnings related to weather hazards. Met Éireann service provision is supported by operational scientific and technical systems and a meteorological and climatological research function.

Met Éireann's strategic plan for the period 2017 to 2027, entitled "Making Ireland Climate and Weather Prepared", lays out the organisation's plans to refocus forecast services to provide more information on the impact of weather and to improve the usefulness of services as decision making tools. Weather radars are a unique data source which provide near-real-time, high resolution, wide-ranging coverage of rain, hail and other types of precipitation. A modern radar network represents a



critical tool for the successful provision of high-quality forecasts and warnings to the Irish public in support of the protection of public safety, which is a core goal of Met Éireann. The current weather radar network consists of two radars, one located at Dublin Airport and one at Shannon Airport. To address gaps in coverage, a new network of 5 dual-polarisation radars is planned.

Met Éireann has a current staffing level of approximately 190 employed across eight divisions. The majority of staff are based at Met Éireann's headquarters at Glasnevin, Dublin close to the National Botanic Gardens, and a number of staff, involved in the provision of services to the aviation sector, are based at airport locations across the country.

3 Principal Duties

The successful candidate will be responsible for:

- a) The **management and coordination** of key project activities including:
 - securing weather radar network sites and appropriate planning permissions,
 - procurement, installation and commissioning of enabling infrastructure (including civils, power, communications),
 - procurement, installation and commissioning of a meteorological radar system,
 - maintenance of operations of current radar network,
 - delivery of a Business Continuity Management (BCM) compliant system,
- b) Project planning and estimation,
- c) Resource management,
- d) Coordinating the efforts of the radar team and stakeholders in order to deliver the project.
- e) Staff management, where applicable, to ensure the project is completed.

The successful candidate will report on the performance of the project with respect to timelines, deliverables and budgets.

4 Working Environment

The Project Manager will normally be based at Met Éireann's Headquarters in Glasnevin, Dublin.

Due to the nature of project the Project Manager will be expected to attend occasional national and international meetings and workshops throughout the life time of the contract. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal Civil Service regulations. Work outside of normal office hours may occasionally be necessary as workloads dictate. This may include weekdays, public holidays and/or weekends.



Reporting Relationship

The Project Manager will report to the relevant Head of Division in Met Éireann.

Tenure

The appointment is to a temporary position in the Civil Service. In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed-term basis only, to facilitate completion of the Radar Network Modernisation Project. The expected time frame for this project is 2-3 years.

Salary Scale

The successful candidate will be recruited at Assistant Principal grade, to which the following salary scale applies:

Personal Pension Contribution (PPC), yearly increments.

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
€67,659	€70,104	€72,537	€74,977	€77,411	€78,816

5 CONTACTS required in the performance of the work

Within the organisation

The Project Manager will chair meetings of the Project Team, collaborate with the radar meteorologist and other radar team members, and liaise with other internal stakeholders; active attendance at Project Board meetings will be required.

Outside the organisation

Effective engagement with external stakeholders including key personnel in other government departments, national meteorological services, infrastructure providers, utility companies, etc.

6 Training, other than on-the-job training, which is provided/ encouraged

Necessary job-related training will be provided.



7 Educational, professional or technical qualifications, knowledge, skills, aptitudes, experience, training

a) **ESSENTIAL for the job**

- NFQ level 8 qualification (2.1 grade or above) in an ICT, Scientific, Engineering or related discipline.
- A minimum of 3 years' project management experience.
- Proven experience of successful implementation of large-scale projects in a technical environment.
- Demonstrable project management experience of complex infrastructure projects which involved site acquisition.
- Experience in collaborating with multiple specialist areas and disciplines.
- Excellent communication skills, including the ability to explain design ideas and plans clearly.
- Proven ability to assimilate and apply technical knowledge to complex systems.
- Fluent written and spoken English.
- The ability to react to project adjustments and alterations promptly, effectively and efficiently.
- Full driving licence.
- Excellent IT skills including proficiency with MS Project or similar project management software.

a) **DESIRABLE (but not essential) for the job**

- Knowledge of public procurement rules and the public spending code.
- Experience working in an international environment.
- Familiarity with Network & IT architectures.
- Qualification in Project Management (e.g. PMP, PRINCE2 or equivalent).
- Experience in project management within a national meteorological service or the weather radar sector.
- Familiarity with planning legislation.
- Familiarity with weather observation systems.



8 Key Competencies

All applicants will be assessed on their proven abilities in the key competencies necessary for the position as listed below.

- 1. Leadership**
- 2. Analysis & Decision Making**
- 3. Management & Delivery of Results**
- 4. Interpersonal & Communication Skills**
- 5. Specialist Knowledge, Expertise and Self Development**

Detailed descriptions of these competencies are set out at Appendix 2

ELIGIBILITY TO APPLY AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must:

- (a) Be a national of a European Union Member State (**EU**), **or**
- (b) Be a national of a European Economic Area State (**EEA**) or the Swiss Confederation; **or**
- (c) Be a Refugee under the Refugee Act 1996; **or**
- (d) Have a period of 365 days* (1 year) continuous reckonable residence in the State immediately before the date of your application for naturalisation and during the 8 years before that, have had a total reckonable residence in the State of 1,460 days* (4 years). Altogether you must have 5 years (5 x 365 days*) reckonable residence out of the last 9 years; **or**
- (e) Have been granted subsidiary protection, or be a family member of such a person.

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any



Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.



Principal Conditions of Service

General

The appointment is to a temporary position in the Civil Service. In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed-term basis only, to facilitate completion of the relevant project.

Pay (with effect from 1 September 2019) PPC Scale

Personal Pension Contribution (PPC), yearly increments.

€67,659 - €70,104 - €72,537 - €74,977 - €77,411 - €78,816

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Candidates should note that entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance.

Important Note:

Different terms and conditions may apply if immediately prior to appointment the appointee is a serving Civil or Public Servant.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a BIC code and IBAN number and bank sort code has been supplied to the Personnel Section of the relevant Department or Office. Statutory deductions from salary will be made as appropriate by the Department/Office.

An officer will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and probation

The appointment is to a temporary position in the Civil Service. In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed-term basis only, to facilitate completion of the relevant project.

The probationary period will be for one year from the date of appointment. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.



During the period of the probation, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probation a decision will be made as to whether or not the officer will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on the officer's performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to the officer by the Department/Office. A copy of Department of Finance guidelines on probation will also be made available to the officer.

Where an officer is an existing civil servant and is not considered as suitable to the position having been assessed against stated criteria, the officer will be notified in writing of the action to be taken prior to the expiry of the probationary period and any extensions thereof.

Notwithstanding the preceding paragraphs in this section, the probation may be terminated at any time prior to the expiry of the term of the probation by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances the probationary period may be extended and the probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation.
- Probation may be suspended in cases such as absence due to a non-recurring illness.

The employee may in these circumstances make application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Act 1977 – 2005

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of this employment by reason only of the expiry of this contract without it being renewed.



Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Headquarters

The officer's headquarters will be such as may be designated from time to time by the Director of Met Éireann. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations and the guidelines of Department of Housing, Planning & Local Government.

Hours of attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 37 hours net of lunch breaks. Flexibility will be required with regard to extra attendance, which may be required from time to time. The rate of remuneration payable covers any exceptional extra attendance liability that may arise and no additional payment will be made for extra attendance (over and above 43 hours and 15 minutes gross or 37 hours net per week).

Annual Leave

Annual leave will be 30 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act

The terms of the organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars as amended from time to time.

Officers, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Housing, Planning and Local Government. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Secrecy, confidentiality and standards of behaviours

Official Secrecy and Integrity

During the term of the contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The officer will agree not to disclose to third parties any confidential information, especially information with commercial potential, either during or subsequent to the period of employment.



Civil Service Code of Standards and Behaviour

The officer will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the Secretary General of the Department.

Political activity

During the term of employment the officer will be subject to the rules governing civil servants and politics.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**



- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **Ill-Health-Retirement**
Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR, appointment post Ill-health retirement from Civil Service.

If successful in their application through the competition, the applicant should to be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:



1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

In addition to pension contribution requirements under the rules of the appropriate pension scheme of which an appointee may be a member, this appointment is subject to the additional superannuation contribution in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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.



Competition Process

The Department of Housing, Planning & Local Government is recruiting for this position under its Recruitment Licence issued by the Commission for Public Service Appointments (CPSA) and in accordance with the CPSA's Code of Practice.

How to Apply

Applicants should submit a completed application form to recruitment@met.ie

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

Please note: Only applications submitted on the official application form will be considered. The application form is available on the Department's website www.housing.gov.ie

Closing Date

The closing date for receipt of applications is 5pm, Friday 22nd May 2020.

All applications will be acknowledged. If you do not receive an acknowledgement within 3 days of applying please email recruitment@met.ie

Essential Requirements and Personal Attributes

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview and/or a presentation.

Health

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

Selection Process

The selection process may include the shortlisting of candidates on the basis of the application form and will include an interview and/or a presentation.

Shortlisting

A shortlisting process will involve an expert panel that will select candidates for interview who, based on an examination of the application form and assessed against the essential requirements and personal attributes required, appear to be the most suitable for the position.



Interview

Candidates who are shortlisted will be called for interview by an expert panel. The interview will focus how the candidate meets the essential requirements and personal attributes of the post and their career and experience to date. Interview may be conducted via video conference.

Note: It is expected that interviews will be held in June 2020. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

Panel

A panel may be established from which appointments may be made which will expire after one year or when it has been exhausted, whichever is sooner. Candidates will be advised of the outcome of the competition as soon as possible after the interview process.

Candidates not appointed at the expiry of the panel will have no claim to appointment thereafter because of having been on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the Department requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidate Feedback

Feedback will be provided on written request.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the codes of practice published by the published by the Commission for Public Service Appointments. The Codes can be accessed at www.cpsa.ie.

Confidentiality

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and the terms of the EU General Data Protection Regulation.

Candidates should note that canvassing will disqualify.