



European Union
European Regional
Development Fund
Investing in your future



COMHAIRLE CHONTAE DHUN NA nGALL
(Donegal County Council)

RESEARCH AND POLICY OFFICER WITH GIS

BACKGROUND

Donegal County Council, in conjunction with Project Partners in Magherafelt District Council, Limavady Borough Council, Derry City Council, and Strabane District Council has been awarded funding under the Public Sector Collaboration Theme of the European Regional Development Fund, INTERREG IVA Programme, to carry out the *SPACEial* North West Project(Spatial Planning and Collaborative Exchange of information and learning in the North West Region). This project aims to track changes in population patterns across different settlements in the North West Region Cross Border Area, over the 2000 - 2010 period, with a view to identifying underlying factors driving these changes and capturing comparable information that will assist with more evidence based spatial planning, policy making and service delivery for many years to come.

Donegal County Council, as Lead Partner, now wishes to appoint a Research and Policy Officer with GIS to assist with the coordination all aspects of this project.

QUALIFICATIONS

1. Character

Candidates shall be of good character

2. Health

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

3. Education, Training, Experience etc.

- (a) The successful candidate must hold a post graduate qualification in Geographical Information System or equivalent and must have experience of working with either Arc GIS 9 or 10 and, in particular, working with the Spatial Analyst Extension.
- (b) The successful candidate must have a good working knowledge of remote sensing theory and practice and have undertaken some research in this area.
- (c) A knowledge of remote sensing software, for example, ERDAS Imagine, IDRISI and other software, such as, Map Info etc would be a distinct advantage.
- (d) The successful candidate must have a minimum of 5 years practical experience of using GIS in a research, planning or academic environment. Must have a good knowledge of all the standards associated in managing large datasets.
- (e) The successful candidate must demonstrate research experience of sourcing, collating and analysing demographic, economic, social and cultural data; in developing consultation tools; in carrying out structured consultations; in developing training modules; in preparing research reports/briefs, in presenting research findings etc.
- (f) The successful candidate must have experience of using SPSS, Microsoft Access or equivalent in analysing statistical data.
- (g) The successful candidate will have a good knowledge of the challenges facing the Area (NWRCA), hold sufficient knowledge of the INTERREG IVA programme and the rules and regulations relating to its implementation

- (h) The successful candidate must demonstrate a good understanding of the overall project finances associated with EU Funded Projects including; processing project expenditure; budget management; preparing progress and communication reports; and ensuring the projects compliance with EU funding eligibility criteria and procurement requirements, etc.
- (i) The appointee will be a team player but also will have; the capability to be a self-starter; to direct and possess excellent report-writing skills and project management skills; good IT related skills; and strong interpersonal and communication skills.
- (j) The appointee should possess excellent communication and interpersonal skills and also have prior experience of working with a wide range of public bodies, consultants, contractors, community groups, local authorities, elected members, the business sector, the general public etc.

**DONEGAL COUNTY COUNCIL
COMHAIRLE CONTAE DHÚN NA nGALL**

RESEARCH AND POLICY OFFICER WITH GIS-

PARTICULARS OF OFFICE

1. Post

A Specific Purpose Contract to the period ending -
5 September 2013.

2. Probation

The following provisions shall apply:

- (a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation.
- (b) Such period shall be six months but the Manager may, at his/her discretion, extend such period.

4. Salary

The post of Research and Policy Officer with GIS will be analogous to Point 1 of the Grade V (Staff Officer) at €40, 213 for pay and related purposes. The salary shall be fully inclusive and shall be as determined from time to time.

5. Duties

The duties shall be to give the local authority, under the direction and supervision of the Research and Policy Manager such services of an executive, supervisory and advisory nature, as are required for the exercise and performance of its powers and duties with regard to the implementation of the project.

The appointee will, under the direction of the Research and Policy Manger or their nominee, will be responsible for;

- ◆ Delivery of the GIS element of the project and in particular the mapping of 3 Key Modules of the project and the development of the Urban Rural model in phase 2 of the project;

- ◆ Undertaking, as part of the project team, consultations and networking with the respective Council areas, executives and partners and other key stakeholders included within this project;
- ◆ Providing assistance to the Research Manager on the overall financial and administrative management of the Project by working in close co-operation with the centralised financial management unit of Community Culture and Enterprise;
- ◆ Progress the implementation of all aspects of the project on a day-to-day basis, resolving matters / issues arising under the direction of the Research and Policy Manger;
- ◆ The coordination of the data-capture element of the project, in particular, the acquisition of census datasets from the Central Statistics Office and the Northern Ireland Statistics and Research Agency; the identification of comparable data across both jurisdictions; the collation, analysis and matching of key indicator sets and the profiling of the 34 settlements of interest the NWR CBA;
- ◆ Attending the various meetings, drafting meeting reports, recording minutes etc;
- ◆ Assist with the development and delivery of the Training Module for the Information Sharing Programme in cooperation with the Research Manager;
- ◆ Research and review projects of a similar nature to determine options for best practice; review of Spatial Plans and Policies and Non Statutory Documents; Organisation and coordination of all aspects of best practice visits as identified and agreed by the Project Team;
- ◆ Assist with carrying out all the requirements and subsequent engagement with the Project evaluator at executive level throughout the life time of project;
- ◆ Research, review and presentation to the Project Steering Committee on sectoral development opportunities arising out of the Project;

- ◆ Providing assistance with the final report preparation and submission and the detailing of progress to the Project Team as required;
- ◆ Undertake any other related duties as required for the successful implementation of the project;
- ◆ The Research and Policy Officer will report directly to the Research and Policy Manager.

6. Location

The location of this post will initially be Lifford based but may be subsequently altered at the discretion of the employer.

7. Medical Examination

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

8. Annual Leave

Annual Leave shall be that pertaining to the Grade 5 Staff Officer scale currently 29 days per annum. Annual Leave and Public holidays shall be granted in accordance with the provisions of the Organisation of Working Time Act 1997.

10. Travelling and Subsistence Arrangements

The successful candidate must have a full clean driving licence and access to transport for work purposes. Travelling and subsistence expenses shall be paid in accordance with agreed rates which may be revised from time to time.

11. Period of Acceptance of Offer

The local authority shall require a person to whom an appointment is offered to take up employment within a period of not more than one month and, if he/she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ him /her.

A project supported by INTERREG IVA Programme and managed by the Special EU Programmes Body

Donegal County Council is an Equal Opportunity Employer