



An Roinn Airgeadais
Department of Finance

Sráid Mhuirfean Uacht,	Upper Merrion Street.	Telephone: 353-1-676 7571
Baile Átha Cliath 2,	Dublin 2.	Facsimile: 353-1-678 9936
Éire.	Ireland.	LoCall: 1890 66 10 10
		VPN: 8109
		http://www.irlgov.ie/finance

E100/8/00

23 February 2001

Circular 8/2001: Confined competition for promotion to the post of Senior Database Administrator at Assistant Principal (standard scale) level in the Central Statistics Office, Cork

A Dhuine Uasail,

1. I am directed by the Minister for Finance to announce the holding of a Civil Service Commission confined competition for promotion to the Assistant Principal (standard scale) post of Senior Database Administrator in the Central Statistics Office, Cork.

Job context

2. The Central Statistics Office is the independent Civil Service agency responsible, under the aegis of the Taoiseach, for compiling and disseminating the bulk of official Irish statistics. It has a core staffing of approximately 550 persons, of whom some 400 work in its Cork office which deals with business, prices, agriculture, labour market and other vital statistics. The Cork office is also involved in the IT and administration areas of the Office as a whole. The Dublin offices have a staffing complement of some 150 staff and are primarily concerned with data on the National Accounts, balance of payments, external trade and demographic statistics.

The Central Statistics Office is undertaking a major IT implementation programme incorporating the development of replacement and new systems focused on supporting the business requirements. The foundation for systems development will be a corporate relational database and development will be in a distributed client-server environment. A significant element of the programme will be the design and implementation of a Data Warehouse using Sybase Relational Database and associated tools. A Data Office is being set up to manage this development and the Senior Database Administrator will be part of the management of this office.

TO ALL DEPARTMENTS

[For department, read department/office throughout this circular.]

Job description

3. The main responsibilities of the post are the design, implementation and ongoing management of a data warehouse infrastructure. Initially, the post will also involve providing guidance and assistance to data producing areas in their move to the new environment. The appointee will also be accountable for the production environment and will be required to check and approve all SQL, Stored Procedures and application design before incorporating any changes into a live production environment. This is a highly technical role, which will involve daily liaison with all areas of the IT division and key business users.

The appointee will report to the Data Office Manager and will have organisational responsibility for managing more junior Data Office staff. It will also be necessary to manage external consultants from time to time.

Key challenges facing the appointee are:

- Ensuring that the business of the Central Statistics Office is not adversely affected by operational problems or uncontrolled changes.
- Developing a detailed understanding of the technical components of the Central Statistics Office infrastructure.
- Providing an excellent service in a fluid environment in which business priorities are subject to change.
- Achieving and maintaining a high degree of business awareness and optimal business solutions.
- Ensuring that regular back-ups are taken and that all procedures are up to date and subject to regular testing.

The main duties and responsibilities of the appointee include:

(1) Database Design:

The appointee will be responsible for the physical design of the databases in the most efficient and effective manner. He or she will also be required to provide leadership and training for the staff of the Central Statistics Office on the efficient and effective usage of databases consistent with an improved performance of applications.

(2) Application Design:

The appointee will work closely with the systems development teams and ensure that all SQL and Stored Procedures are written in the most efficient and effective manner.

(3) Database Administration:

The appointee will be responsible for all aspects of Database Administration including;

- Physical implementation of logical database designs.
- Establishing and maintaining back-up and security measures.
- Ensuring that appropriate procedures for purging and archiving of data are in place and are followed.
- Monitoring and tuning databases to provide optimum performance.

(4) Other duties:

- Evaluation and implementation of DBMS related software.
- Assisting clients on matters relating to the use of the database facilities.
- Other tasks related to the implementation, support and maintenance of databases used by the office.

The Senior Database Administrator needs to be able to work outside normal hours on tasks that require a dedicated system.

Personal requirements

4. Candidates must have:

- A minimum of three years practical experience in a progressive IT environment, of which two years would preferably be in a role similar to that of the post of Senior Database Administrator.
- Good communication skills and proven line management responsibilities.
- Proven knowledge in relational database design, data modelling and database implementations, (preferably in Sybase).
- Sound knowledge and experience of structured analysis, design and development methodologies within a client server environment (two and three tier systems).
- Sound practical knowledge of application development principles.
- Good proven knowledge of Stored procedures, SQL and industry best practices in relational database development.

A knowledge and understanding of application development under Centura would be desirable, though not essential. It would also be desirable that a candidate would have experience in:

- The development and control of standards.
- Working on a large-scale change programme.
- Data Warehouse design and implementation.
- Control and management of changes to a corporate data model.
- Using data modelling tools.

Eligibility

5. Candidates must, on the date they apply for the competition:

(i) be serving in an established capacity in the Civil Service as a Higher Executive Officer or an Administrative Officer or in a departmental grade listed in paragraph 2 of the Appendix to this circular, or be serving as a Higher Executive Officer on secondment to FÁS from the Civil Service

and

(ii) on **1 April 2001**, have not less than three years' service in their existing grade or an aggregate of three years' service in eligible grades, except in the case of a Social Welfare Officer or a Higher Executive Officer or an Administrative Officer who has prior service in the Social Welfare Officer grade or the former grade of Higher Officer of Customs & Excise (see paragraph 6 below). In this context, credit is given for all job-sharing service on the same basis as full-time service.

6. Social Welfare Officers will be required to have not less than eight years' service to be eligible for the competition and may count service, up to a maximum of five years, in the grade of Executive Officer as service in the Social Welfare Officer grade for this purpose. **Former Social Welfare Officers** and **former Higher Officers of Customs & Excise** who have been recertified as Higher Executive Officers and/or appointed as Administrative Officers **and** who have less than three years' service in the Higher Executive Officer and/or Administrative Officer grades, must have an aggregate of at least eight years' service in

eligible grades to be eligible for the competition. Service in the former grade of Higher Officer of Customs & Excise will count as service in an eligible grade. Former Higher Officers of Customs & Excise may count up to five years' service in the Executive Officer grade or in the former grades of Officer and Indoor Officer of Customs & Excise as service in the Higher Officer grade for this purpose.

7. Officers who, other than on an allowance basis, are serving as HEO/Systems Analyst or who have prior service as HEO/Systems Analyst may count such service as HEO service for the purpose of paragraph 5 above.

8. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade and they have served continuously since satisfactorily completing a period of probation. Periods of special leave without pay should not be considered to break continuity of service for this purpose.

9. Officers on special leave with pay may apply, if otherwise eligible. Officers on special leave without pay (e.g. to serve with the EU) may be eligible; Personnel Sections should check cases not covered by Department of Finance Circular 33/91 with this Department. Officers on career break may apply if the terms of their career break conform with the provisions of Department of Finance Circular 18/98 and if they are otherwise eligible.

Conditions of appointment

10. The appointment will be to the grade of Assistant Principal (standard scale) and will be subject to the usual conditions governing such appointments. An officer whose service is not satisfactory, or who opts not to remain in the post, may, at any time up to the end of one year, be returned to his/her former Department or duties. Any extra payment arising from the assignment would then cease.

The competition

11. Selection will be by means of a competitive interview conducted by the Civil Service Commission. The interview board may, having examined the applications of all candidates by reference to the nature of the duties and the personal requirements described in paragraphs 3 and 4 above, decide that not all of the candidates will be invited to attend before the board for interview. In addition, the board may, at its discretion, require candidates to undergo a preliminary interview and invite only those who reach the requisite standard to attend for competitive interview to select the candidate best qualified for appointment. The interview(s) will be conducted by a board to be set up by the Civil Service Commission.

12. In placing in order of merit the candidates considered best qualified for appointment, the Civil Service Commission will give credit for proficiency in both Irish and English, in accordance with Department of Finance Circular 30/90 and Department of the Public Service Circular 43/75, and any other relevant instruction to candidates qualified for the award of such credit.

Applications

13. Candidates should obtain their application forms from their own Personnel Section. The Civil Service Commission will supply application forms to Personnel Sections on request.

Candidates should return their completed application forms directly to **The Chief Executive Officer, Civil Service Commission, 1 Lower Grand Canal Street, Dublin 2**, to reach there as soon as possible but not later than **5.30 p.m. on Thursday 15 March 2001. This closing date must be strictly observed.** Candidates invited to interview must be prepared to make themselves available at short notice. It is expected that interviews will take place in April 2001.

14. The Civil Service Commission will contact Personnel Sections in respect of candidates being called to competitive interview. For each such candidate the Personnel Officer will be required:

- (a) to certify that the candidate
- has worked well and been satisfactory in his or her present grade,
 - has been satisfactory in general conduct, and
 - fulfils the conditions of eligibility set out in paragraphs 5 to 9 above,

AND

(b) to send to the Civil Service Commission an assessment of the candidate's suitability for promotion to Assistant Principal (standard scale) on a form to be supplied by the Commission.

15. *Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the Civil Service Commission until a candidate comes under consideration for appointment.* Admission to the competition therefore, does not imply acceptance by the Commission. In particular, candidates should note that the Personnel Officer will not have verified the health and the level of sick leave of those called to competitive interview; accordingly, admission to the competition and/or an invitation to competitive interview does not imply that they meet the health and sick leave criteria. In considering a successful candidate's suitability for appointment from the point of view of health and sick leave the Commission will have regard to Department of the Public Service Circular 34/76, as amended by Department of Finance Circulars 32/91 and 33/99. If candidates have doubts about any aspect of their eligibility, they should clarify their position with their Personnel Section before proceeding with their application.

Circulation and further information

16. Personnel Sections should bring this circular to the notice of all eligible officers serving in their department and associated offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about this circular, they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to the Civil Service Commission.

Mise le meas,

Joe McGovern
Assistant Secretary

APPENDIX - GRADES ELIGIBLE TO COMPETE

1. The general service grades of Administrative Officer and Higher Executive Officer.
2. The following departmental grades at Higher Executive Officer/Administrative Officer level:

Office of the Comptroller and Auditor General
Auditor

Department of Foreign Affairs
Third Secretary

Office of the Houses of the Oireachtas
Senior Clerk

Department of Justice, Equality and Law Reform - IT and Telecommunications
Division at Garda Headquarters
Systems Analyst

Department of Social, Community and Family Affairs
Social Welfare Officer

3. Certain officers serving in FÁS as specified in paragraph 5(i) of the circular.