

**Candidate Information Booklet**

**Records Manager and Data Protection (Combined) Officer**

**(Fixed Contract of 36 months duration)**

**Closing Date: 4pm on Friday 27th October 2017**

**Completed Applications should be returned to:**

**Human Resources Department**

**Westmeath County Council**

**Áras an Chontae**

**Mullingar,**

**Co. Westmeath**

**Email to recruitment@westmeathcoco.ie**

***Include “Records Manager/DPO” as reference in the subject line***

**Enclosures:-**

Qualifications

Particulars of Office

Selection Process

Competencies

Application Form

Important Check List & Notes

Westmeath County Council

**Comhairle Chontae na h-Iarmhí**

Post of Records Manager & Data Protection (Combined) Officer

Fixed Term Contract of 36 months

# **Qualifications**

**1. Character**

Each candidate must be of good character.

1. **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, training, experience, etc**

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

* A qualification in Records Management at NFQ level 8 or above or equivalent.
* A minimum of 2 years post graduate experience in a large organisation in the area of Records Management to include:-
  + - Experience working with classification schemes and retention and disposal schedules.
    - Experience managing and applying rules to records in all media including electronic records
    - Experience creating and implementing records management policies and procedures with regard to best practice
    - Experience providing Records Management training
* Proven project management skills and track record
* Substantial Records Management experience in a large organisation
* Excellent written and oral communication skills
* IT skills to include familiarity with Electronic Document Management Systems management (EDMS)
* Knowledge and understanding of legislative background affecting records management in the local government sector

**Desirable competencies:-**

* Knowledge of Irish and European data protection law and practices
* The ability to fulfil the tasks referred to in Article 39 of the GDPRs.
* A recognised professional qualification in Data Protection such as CIPP/E, CIPT or CISM.
* Data protection experience in a large organisation, preferably a public service organisation
* Knowledge of the Local Government sector and an understanding of the processing operations carried out
* Knowledge and understanding of the information systems, data security and data protection needs of the Council.
* An awareness of business analysis techniques to support the design and development of integrated records systems

**Post of Records Manager & Data Protection (Combined) Officer**

**Particulars of Office**

1. **The Office**

The office is whole-time, of a fixed term duration and pensionable. Persons who become pensionable officers of a local authority who are liable to pay the 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 welfare old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers 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.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses 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.

1. **Salary**

**€48,031 - €62,418 pa (depending on previous public service experience)**

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 inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

**2. Probation**

Where a person who is not already a permanent officer of a local authority is appointed, the following provisions shall apply:-

1. there shall be a period after such appointment takes effect during which such person shall hold such office on probation;
2. such period shall be one year but the Manager may at his/her discretion extend such period;
3. such person shall cease to hold such office at the end of the period of probation, unless during such period the Manager has certified that the service of such person is satisfactory.

**3. Location**

The successful candidate will be based Áras an Chontae, Mount St, Mullingar and will report to the Director of Corporate Services. The position will involve travelling to other locations within Co. Westmeath and in this regard the candidate should hold a current full driving licence.

**4. Duties**

Reporting to the Chief Executive or his nominee, the duties of the post shall include the following:-

* 1. Implementation of Westmeath County Council’s Records Management Policy across all directorates, departments and sections.
  2. Implementation of the prevailing National Local Authority Record Retention Policy across directorates, departments and sections of Westmeath County Council.
  3. Ensuring that the measures necessary to ensure that the Westmeath County Council complies with Section 65 of the Local Government Act, 1994 are in place.
  4. Alignment of electronic and paper-based records and associated filing systems and structures.
  5. Working with staff in the various departments of Westmeath County Council to establish best practice in records management and to ensure that the Council’s records management policy is effectively implemented
  6. Procurement of non-current and archive storage services for off-site storage
  7. Ensuring that Westmeath County Council becomes and remains in compliance with the General Data Protection Regulations.
  8. Oversight/supervision of the preparatory work ahead of GDPR implementation in May 2018.
  9. Ongoing monitoring of compliance with GDPR.
  10. Development and implementation of policies in relation to the protection of personal data.
  11. Provision of advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35 of GDPR.
  12. Cooperation with and act as the contact point for the Data Protection Commissioner on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter.
  13. Acting as a contact point for data subjects with regard to all issues related to processing of their personal data and to the exercise of their rights under the GDPR.
  14. Have due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.
  15. Any other duties as may be assigned from time to time.

1. **Recruitment**
2. Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Applicants may be shortlisted for interview based on the information submitted including relevance and extent of experience and qualifications held.
3. A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year from the date of the formation of the panel.
4. 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 Westmeath County Council in its absolute discretion may determine, the local authority shall not appoint them.
5. Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related. Candidates may be required to submit documentary evidence to the local authority in support of their application.
6. **Residence**

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

1. **Retirement age**

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004. Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years. The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

1. **Hours of Work**

The successful candidates normal hours of work will be 37 hours per week. The Council reserves the right to alter your hours of work from time to time.

**SELECTION PROCESS**

**Shortlisting:**

Candidates may be shortlisted for interview on the basis of information supplied in their application. Where it is considered that it would be reasonable not to admit all candidates to the interview, by reason of the number of applications received and the standard of knowledge, training or experience in general of the candidates, only persons likely to attain at the interview a standard sufficient for selection and recommendation for employment shall be called for interview.

**Recruitment:**

1. Selection shall be by means of a competition based on a competitive interview conducted by or on behalf of the Local Authority;
2. A panel may be formed on the basis of such interview.

Candidates whose names are on a panel and who satisfy the Local Authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as appropriate vacancies arise. The life of the panel will not be more than twelve months from the date of formation of the panel.

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

This Application Form, when completed, should be returned preferably **by email** to: ***recruitment@westmeathcoco.ie***

If it is not possible to return by email, you may post to Westmeath County Council, Human Resources, Aras an Chontae, Mullingar, Co. Westmeath by closing date of ***Friday 27th October 2017 @ 4.00pm***

**Note:**  Please include **‘Records Manager/DP Officer’** as a reference in the subject line before e-mailing application. If you have any queries please contact the HR Department at 044 9332082/044 9332298.

Closing date for submission of applications is as outlined above and on front page of this application form.

Candidates may be short-listed on the basis of information supplied on this Application Form.

**Please do not submit a CV with this application as it will not be considered in any shortlisting exercise.**

Before you return the form to Westmeath County Council please ensure that you have completed all sections. Failure to do so may result in exclusion from interview stage of the competition.

The onus is on candidates to establish eligibility in this application form.

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**KEY COMPETENCIES**

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| **Strategic Management and Change** | **Political Awareness**  Has a clear understanding of the political reality and context of the local authority and its responsibilities.  **Strategic Ability**  Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with the purpose, mission and vision of the Council  Is Effective in translating the mission and vision into operational plans and outputs  **Bringing About Change**  Effectively manages the introduction of changes, fosters a culture of creativity in employees and overcomes resistance to change. |
| **Delivering Results** | **Problem Solving and Decision Making**  Acts decisively and makes timely, informed and effective decisions.  **Operational Planning**  Contributes to operational plans and develops team plans in line with priorities and actions having regard to corporate goals, operations objectives and available resources.  Establish high quality service and customer care values  **Managing Resources and Outcomes**  Manages the allocation, use and evaluation of internal and external resources to ensure they are used efficiently to deliver on operational plans. Promotes the achievement of quality outcomes in delivering services.  **Ensuring Compliance**  Abides by the laws, regulations and procedures that determine local government operations and the discharge of employee duties  Ensures that relevant legislation, regulations and policies apply to all work practices and procedures. |
| **Performance through People** | **Lead and Motivating**  Leads, motivates and engages others to achieve quality results and to deliver their part of operational plan.  **Managing Performance**  Effectively manages performance. Empowers and encourages people to deliver their part of operational plan.  **Communicating Effectively**  Recognises the value of an requirement to communicate effectively  Has good interpersonal skills  Presents ideas effectively to individuals and groups. |
| **Personal Effectiveness** | **Qualifications and Knowledge**  Keeps up to date with developments, trends and best practice in area of expertise and responsibility. Ensures knowledge, skills and qualifications are up to date. Participates in management and leadership development opportunities to develop as a leader. Shares information, knowledge, experience and learning with others.  **Integrity**  Is honest and trustworthy in all dealings.  Adopts an even handed approach and is fair, consistent and open in all matters.  Models and promotes appropriate social and ethical standards in all interactions.  Demonstrates a strong commitment to delivering an effective Public Service.  **Personal Motivation, Initiative and Achievement**  Is enthusiastic about the role and is motivated in the face of difficulties and obstacles  Does more than is required, anticipating situations and acting to pre-empt problems  Creates new opportunities |

**The duties and competencies are not intended to be a comprehensive list of all involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to also contribute to the development of the post while in office.** ***Delivering Results, Performance through People*** and ***Purpose and Change*** will be examined on your application form ***and*** at interview. ***Personal Effectiveness*** will be examined at interview stage only.