



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Information Systems
Analyst/Developer – Cyber Security
(Grade VI)**

Information for Candidates

January 2025

1. The Position

Donegal County Council is seeking applications from suitably qualified candidates with relevant experience for the position of Information Systems Analyst/Developer – Cyber Security.

It is proposed to form a panel of qualified candidates from which any permanent or temporary vacancies which arise will be filled during the lifetime of the panel.

The successful candidate will report to the Information Systems Project Leader Cyber Security or other appropriate person as determined by the Council from time to time.

2. Role, Duties & Responsibilities

Donegal County Council is a large rural Local Authority with an extensive ICT infrastructure serving in excess of 100 locations countywide and 1200 employees. The Information Systems Department manages this network, one of the largest Local Authority networks in Ireland, as well as a corporate information systems programme designed to support Council internal work-programmes and customer services initiatives.

The I.S. Analyst/Developer Cyber-Security will report to the IS Project Leader Cyber-Security and will manage and support the security portfolio and related systems in the organisation on a daily basis.

The IS Analyst / Developer Cyber Security will be engaged in the planning, analysis, design, development, testing, documentation and implementation of security operations.

The successful candidate will be part of the IS Team and will constantly develop, implement, test, support and review the organisation's information networks, systems and infrastructure to make sure that the information systems are confidential, intact, and accessible.

The IS Analyst/Developer-Cyber Security will play a crucial role in protecting the organisation's valuable data from cyber threats and unauthorised access.

The duties will include but will not be limited to the following:

- **Monitoring and Incident Response:** Monitor network traffic for security incidents and events. Investigate incidents and respond to events in real time. Write detailed incident response reports.
- **Security Infrastructure:** Install and operate firewalls, encryption programs, and other security software. Fix vulnerabilities to enhance system security.
- **Responding to all security breaches:** To deal with a security incident effectively, follow a process that minimizes damage and disturbance, and that involves communicating with the team and any external parties.
- **Best Practices and Risk Assessment:** Develop and promote best practices for information security. Conduct threat research to stay informed about the latest cyber threats. Perform periodic risk assessments and penetration tests.
- **Security Management:** Monitor and manage the organization's endpoint protection, malware analysis and threats. Maintain information security records in accordance with policies and procedures.
- **Technical Skills:** Review raw log files, perform data correlation, and analyse firewall, network flow, intrusion detection systems, and system logs. Familiarity with firewalls, VPNs, and proxies.
- **Frameworks and Standards:** Contribute to the development of Council best practices for ICT security. Stay up to date on ICT security trends and recommend new technologies. Knowledge of best practice standards and frameworks such as Public Service Cyber Security Baselines Standards, CIS Controls, NIST CSF, NIS2, and ISO 27001.
- **Training:** Deliver Cyber Security Training for staff & stakeholders. Staying up-to-date with the latest security systems, standards, authentication protocols, and products: Continue to learn about new threats and technologies to protect the company's digital assets effectively. Continue to develop ICT skills as technology changes.
- Other duties as required contributing to the delivery of annual Information Systems Operation Plans in Donegal County Council.

The I.S. Analyst / Developer – Cyber Security role can also include operational responsibilities such as management of the IS Helpdesk, management of staff, financial management and reporting, utilising Office of Government Procurement frameworks, procurement of other goods & services and the management of maintenance contracts and subscription agreements.

3. Qualifications & Requirement of the Post

The Minister for Housing, Planning, Community and Local Government has declared that the qualifications for the position of Information Systems Analyst Developer – Cyber Security (analogous to Analyst/Developer Grade VI) to shall be as set out hereunder:

a) Character

Each candidate must be of good character.

b) 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.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

c) Education, Training, Experience etc.

Candidates must have on the latest date for receipt of completed applications:

(i) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree) in a relevant computing discipline **and** at least 3 years directly relevant, recent ICT hands-on experience from your employment to date.

OR

(ii) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year **and** at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

(iii) A level 7 NFQ major award qualification in a relevant computing discipline **and** at least 4 years directly relevant ICT hands-on experience from your employment to date*

OR

(iv) A level 6 NFQ major award qualification in a relevant computing discipline **and** at least 5 years directly relevant ICT hands-on experience from your employment to date*

AND

(v) Have satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

**Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure, service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service Management, operations and server support, ICT/Cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.*

d) Desirable requirements

The following are desirable but not limited to:

- **Delivery & support of technical infrastructure:** Focus on the implementation and maintenance of security measures to protect the organisation's technical infrastructure. This includes firewalls, intrusion detection systems, and network security.
- **Server & client operating systems:** Understand the security aspects of various operating systems. Be able to harden them against potential threats and perform regular security updates and patches.

- **Telecommunications:** Knowledge of secure communication protocols and encryption methods. Ability to detect and prevent eavesdropping and man-in-the-middle attacks.
- **Data centre and networking infrastructure:** Implement security measures for physical and virtual data centres. Understand network security protocols and intrusion detection/prevention systems.
- **Cyber security:** This is the core skill. It involves threat intelligence, risk assessment, vulnerability assessment, incident response, and recovery.
- **Mobile device management:** Implement security policies for mobile devices. Understand the threats associated with mobile devices and how to mitigate them.
- **Virtualisation:** Understand the security implications of virtual environments. Implement security measures for virtual machines and containers.
- **Database and application support:** Implement security measures for databases and applications. This includes SQL injection prevention, secure coding practices, and regular security updates.
- **Cloud computing:** Understand the security aspects of cloud environments. This includes data security, access control, and secure configuration of cloud services.
- **Service Desk Management:** Manage security incidents reported to the service desk. This includes incident response, recovery, and user education about security best practices.
- **Certification in Cyber Security:** A certification in Cyber Security would also be desirable.

(e) Competencies

It is desirable that the candidates can demonstrate competency under the following headings:

i) Management & Change

- Manages own time effectively to achieve objectives.
- Demonstrates innovation and creativity to secure successful strategic outcomes.

- Ability to embed good governance practices into day-to-day activities, practices and processes.
- Ability to develop and maintain positive and productive professional relationships both internally and externally to the local authority.

ii) Delivering Results

- Acts decisively and makes timely, informed and effective decisions.
- Pinpoints critical information and address issues logically.
- Establishes high quality service and customer care standards.
- Allocates resources effectively to deliver on operational plans.
- Identifies and achieves efficiencies.
- Ensures compliance with legislation regulation and procedures.

iii) Leading, Motivating and Managing Performance

- Understands effective communications at all levels within the organisation.
- Actively listen to others.
- Demonstrates high level of verbal and written communication skills.
- Fosters and maintains productive working relationships within the organisation and with relevant stakeholders externally.
- Ability to/experience of managing and supervising staff.
- Ability to work as part of a team.

iv) Personal Effectiveness

- Initiative and creativity.
- Enthusiasm and positivity about the role.
- Resilience and personal well-being.
- Personal motivation.
- Excellent problem solving and troubleshooting skills, particularly in identifying and mitigating security threats.
- Ability to work under pressure, especially during potential security incidents.
- Understands the importance of corporate governance.
- Commitment to integrity & good public service values.
- Understanding the structures and environment within which the local authority sector operates.

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

4. Particulars of the Post

a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of IS Analyst /Developer – Cyber Security, from which it will fill any permanent or temporary vacancies that may arise.

b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

c) Remuneration

The current annual pay-scale is minimum €55,641 to max LSI2 €67,977 (as per Circular 10/2024).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

d) Base

The base for the post of IS Analyst / Developer – Cyber Security shall be the County House, Lifford.

The role of IS Analyst / Developer – Cyber Security may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

e) Residence

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

f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Maximum 30 days for all applicants.

g) Requirement to Drive

Candidates shall be required:

- to possess a full current category B Driving Licence.
- to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms; (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or (a) A citizen of the United Kingdom (UK); or (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

j) Garda Vetting

Candidates for the post of Front of House Senior Administrator are subject to Garda Vetting. Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting process.

5. Recruitment Process

a) Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e-mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

b) Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest

to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

c) Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal, within five working days of the date of notification of a relevant decision.

d) Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

e) Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

f) Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

g) General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

j) Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment

(Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

k) Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File. Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

l) Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie