

# CANDIDATE INFORMATION BOOKLET

Head of Digital  
Transformation

**Closing Date: 5pm on Wednesday, 4 December 2024.**

# Candidate Information

The Teaching Council is an equal opportunities employer and all applications for employment will be considered based on merit. The Teaching Council welcomes applications from all suitably qualified candidates irrespective of belief, gender, disability, race, political opinion, age, civil status, sexual orientation, or whether or not they have dependants.

The Teaching Council is committed to fulfilling its obligations under the Official Languages Act and welcomes candidates with competence in the Irish language, or an interest in developing same.

- E-mail: [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie)
- Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7X0.
- For further information on the Teaching Council please visit [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

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### Background

The Teaching Council is the regulator of the teaching profession in Ireland. Our role is to protect the public by promoting and regulating professional standards in teaching.

We do this through the statutory registration of teachers, ensuring a highly qualified teaching profession, whose members meet and uphold high standards of professional competence and conduct.

We are seeking to fill the vacancy of Head of Digital Transformation at Assistant Principal Officer grade.

### Title of Position

Head of Digital Transformation

### Job Type

Permanent, full-time.

### Location

Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7XO.

(Blended working arrangements are available in accordance with the Teaching Council's Blended Working Protocols.)

### The Post

The Head of Digital Transformation is a new senior strategic leadership role within the Teaching Council who will act as a trusted advisor on Digital Transformation for the organisation. They will be primarily responsible for the establishment and delivery of new strategic initiatives to accelerate, transform and optimise the teacher registration and staff digital experience in the organisation.

As a member of the Senior Management Team, the role will apply thought and execution leadership in the design, development and implementation of business transformation, information technology and data services throughout the organisation, setting the vision and drawing stakeholders together on this journey.

The Head of Digital transformation will also serve as Data Protection Officer (DPO) for the Council. They will monitor compliance and data practices internally to ensure the business and its functions comply with the applicable requirements under the GDPR. The DPO will be responsible for staff training, data protection impact assessments, and internal audits. The DPO will also serve as the primary contact for supervisory authorities and individuals whose data is processed by the organisation.

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### Key duties and responsibilities

**The duties and responsibilities of the role include but are not limited to the following:**

- Provide leadership and direct support to the Director, Deputy Directors and Senior Management Team in relation to digital technologies, business transformation and future developments. Develop, plan and implement digital, ICT and data strategies that future proofs the organisation's business needs and risks, delivers optimal return on investment, puts data protection by design at the heart of all projects and maintains highest levels of security.
- Manage the Database team and oversee the management of the database provider ensuring that best practice is adhered to in all aspects of database management and development.
- Demonstrate and maintain a broad knowledge of technology solutions, current trends, techniques and standards, and proactively pursue adoption of new technology developments and innovations.
- Develop a clear focus for the organisation on optimising the application of technology for business value including the transition from legacy systems.
- Oversee a review of the Open Data Initiative and liaise with the Open Data Unit in the Department of Public Expenditure, NDP Delivery and Reform to establish how the organisation can enhance our contribution to the project.
- Responsibility for overall assurance and compliance, as it pertains to digital services, with required standards and procedures including, but not limited to, public procurement, financial management, governance requirements, cyber security standards and GDPR related requirements.
- Implementing measures and a privacy governance framework to manage data use in compliance with the GDPR, including developing templates for data collection, assisting with data mapping, and supplier management reviews.
- Working with key internal stakeholders in the review of projects and related data to ensure compliance with the GDPR and Data Protection Act 2018 and where necessary, complete and advise on data privacy impact assessments.
- Serving as the primary point of contact and liaison for the Data Protection Commissioner on all data protection related matters under the GDPR.

**The responsibilities outlined in this job description should not be regarded as exhaustive in scope and may be added to or altered as required, in line with the requirements of the Teaching Council. The duties appropriate to the post will be determined by the Director and may cover a range of activities allowing for maximum flexibility according to the needs of the organisation.**

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### Essential Requirements

The successful candidate must hold a third-level qualification in a relevant discipline e.g. IT, business analytics, project management, regulation, etc or equivalent, with significant relevant leadership and management experience

**and**

- Have a knowledge and understanding of the work and strategic goals of the Teaching Council as the professional standards body for teaching in Ireland.
- Have previous experience of successfully delivering digital transformation and/or organisational change projects
- Demonstrate an excellent understanding of GDPR and the Data Protection Act 2018 and the Council's obligations thereunder.
- Meet the requirements outlined in the competency framework for the Assistant Principal grade.

### Desirable Criteria

- Ability to conduct business through Irish.
- Previous experience in a regulatory environment would be an advantage.

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### Candidate Assessment Criteria

Candidates will be assessed based on the job description outlined above, evidence of meeting the requirements set out above and the competency framework for Assistant Principal Officer grade staff shown below.

#### Leadership

- Actively contributes to development of strategies and policies of the Organisation
- Brings a focus on sustaining high levels of performance, addressing any issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

#### Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
- Takes a firm position on issues they consider important

#### Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems

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- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

### **Interpersonal & Communication Skills**

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects with key stakeholders
- Maintains poise and control when working to influence others
- Instils a strong focus on Customer Service in their area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues, and the political system

### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles, objectives, and targets, of self and the team and how they fit into the work of the unit and Department/Organisation
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered a specialist by stakeholders in own area of work
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

### **Drive & Commitment to Public Service Values**

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

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### Competition Process

#### How to Apply

Applications should be made by completing the application form. All sections of the form must be fully completed. Once you complete your application you must forward it to [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie).

All application forms must be submitted in Microsoft Word format only.

#### Closing Date

Your application must be submitted by email no later than **5pm on Wednesday, 4 December 2024**.

**Applications will not be accepted after the closing date.**

If you do not receive an acknowledgement of receipt of your application within 5 working days of applying, please contact [recruitment@teachingcouncil.ie](mailto:recruitment@teachingcouncil.ie).

Candidates should make themselves available on the date(s) specified by the Teaching Council and should make sure that the contact details specified on the application form are correct.

#### Selection Methods

The selection will include:

- shortlisting of candidates based on the information contained in their application form.
- competency based interview.

#### Shortlisting

Normally, the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Teaching Council may decide that a number only will be called to interview.

In this respect, the Teaching Council provides for the use of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.



# Appendix One

Part one (Conditions which particularly apply to this position).

## Pay

The scale of pay of Assistant Principal Officer is the following:

### Personal Pension Contribution (PPC) Pay Rate

€79,086 €81,999 €84,952 €87,914 €90,873 €92,579 €95,563<sup>1</sup> €98,559<sup>2</sup>

This rate will apply where the appointee is a new recruit to the public service or is a civil or public servant *appointed on or after 6th April 1995* and is making a compulsory personal pension contribution. This rate will be adjusted in line with revised pay-scales published by the Department of Public Expenditure NDP Delivery and Reform.

*\*LSI 1 is Long service Increment after 3 years on Max of scale.*

*\*LSI 2 is Long service increment after 6 years on Max of scale.*

**Important Note:** 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 subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. In certain circumstances, different conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant. Please note that fixed period secondments from other Public Sector bodies may be considered.

# Appendix Two

Part two (other conditions which apply generally to the officer to this position).

## Probation

The appointee must serve a probationary period, which normally will last for nine months. Should the appointee's service be satisfactory as regards health, conduct, efficiency, and performance generally during the probationary period, the appointment will be confirmed.

## Duties

The appointee will be required to perform any duties assigned from time to time as appropriate to the position.

## Outside Employment

The position is whole-time, and the appointee may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties. Clarification must be sought from line management where any doubt arises.

## Headquarters

The Teaching Council's headquarters are located in Maynooth, Co. Kildare, and this post will be based there. The Teaching Council has developed a blended working protocol in line with the Blended Working Policy Framework for Civil Service Organisation. Employees may apply for blended working arrangement in accordance with organisational requirements.

## Hours of Attendance

Hours of attendance will be fixed and will amount to not less than 35 hours net of breaks per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

## Annual Leave

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

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### 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 Department of Public Expenditure, NDP Delivery and Reform sick leave circulars.

### Superannuation and Retirement

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangement in the Teaching Council depending on the status of the successful appointee.

In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment, or who is not currently on a career break or special leave with/without pay from a pensionable Public Service position, will be a member of the Single Public Service Pension Scheme (Single Scheme). This scheme commenced from 1 January 2013 and is referred to under Section 10 of the Public Service Pension (Single Scheme and Other Provisions) Act 2012.

An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on their substantive grade i.e., the grade at which the individual is employed in their parent organisation.

An individual who was a member of a 'pre-existing public service pension scheme' as construed by the Public Service Pensions (Single Scheme and Other Pensions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

### Other Information

The Teaching Council will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Teaching Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Teaching Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises, the Teaching Council may, at its discretion,

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select and recommend another person for appointment on the results of this selection process.

### Confidentiality

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

### Deeming of candidature to be withdrawn

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

### Feedback regarding the process

Feedback will be provided on written request following the interview stage. Feedback is not provided at the shortlisting stage. Such a request should be made within five working days of being notified of the Council's decision.

### Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person with or without inducements.
- interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is committing an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, then:

- where the candidate has not been appointed to a post, they will be disqualified as a candidate; and
- where the candidate has been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

### Data Protection Act 2018

When your application form is received, we create a record in your name, which contains the personal information you have supplied. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and General Data Protection

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Regulation (GDPR) 2018. To make a request under the Data Protection Act 2018 or GDPR 2018, please submit your request in writing to [dpo@teachingcouncil.ie](mailto:dpo@teachingcouncil.ie).

Please ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purpose.