Ordnance Survey Ireland intends to hold a competition for the purpose of appointing persons to the post of:

**Level 4 – Junior Software Engineer PHP**

**WHEN POSTING APPLICATION FORM:**
HR would be grateful if candidates would write clearly / type in black ink when completing your application form. This will allow us to make copies of the form for supply to the Interview Board. If the space provided on this form is not sufficient please supply any additional sheets you may wish to add.

*Ordnance Survey Ireland is committed to a policy of equal opportunity.*
JOB DESCRIPTION

1. Background
Ordnance Survey Ireland (OSi), the national mapping agency of Ireland, creates and maintains the definitive national mapping and related geographic records of the State. OSi contributes to better commercial decisions, to modern government, to economic growth and delivering value to all our citizens. Our vision is, through the efforts and expertise of our people, to be the acknowledged leader in Ireland in the collection, integration, management and dissemination of authoritative spatial information. The key fundamental assets of OSi are our staff and our authoritative databases.

Under the programme of public sector reform a new organisation, Tailte Eireann, is to be established merging the Property Registration Authority, the Valuation Office and Ordnance Survey Ireland. It is envisaged that this new body will be a Civil Service organisation and staff of Ordnance Survey Ireland will be designated as Civil Servants.

2. Brief description of position
The role of Junior Software Engineer is a new Level 4 position within Ordnance Survey Ireland (OSi). The successful candidate should have strong experience in PHP development to assist the team in the ongoing development and support of OSi’s eCommerce platform.

As the national mapping agency of Ireland, data is at the heart of our business. Our mission is to build a product and services organisation that puts the customer first, delivering high-quality mapping that both individuals and businesses rely upon while enabling our people to be productive and creative in a friendly work environment.

The position is full-time and is based in OSi Headquarters, Phoenix Park, Dublin 8

Responsibilities will include
- Assist the team in the development of new products and features within our Magento Commerce Cloud platform.
- Collaborate with our third-party developers on all development matters.
- Develop and evolve an expert level of knowledge in Magento development to ultimately build/modify/extend bespoke modules or advise on off-the-shelf solutions to meet OSi technical requirements.
- Review and help improve our automated testing capability for our Magento solution.
- Work as part of an Agile, cross-functional team.
- As part of the team, you will play a part in technical discussions. You should be ready to challenge our architecture, propose changes, and ultimately implement them.
- Develop the team’s problem-solving skills to help find solutions to unexpected difficulties quickly.
- Assist with the development of the team’s Magento Business Intelligence reporting capability.
- Any other duty that is relevant to the role of Level 4 in OSi
3. **General Duties**

The job of the Team Member at Level 4 is to actively contribute to the effective delivery of the agreed outputs of the Team through:

Planning and organising work by:

- Actively contributing to the development of the Team Work Plan
- Ensuring delivery of outputs to agreed time-table and quality standards with all necessary supporting material
- Planning and prioritising work activity in consultation with Team Leader as necessary
- Ensuring the necessary resources are to hand
- Reporting progress against agreed plans and proposing solutions to identified threats

Contributing to the success of the Team by:

- Co-operating willingly with other team members to meet the needs of the team’s customers
- Actively supporting, encouraging and advising other team members
- Engaging openly in team discussions
- Honouring commitments made to colleagues
- Keeping other team members informed about own work and consulting about proposed activities
- Constructively giving and receiving feedback within the team
- Playing a full part in resolving conflict
- Demonstrating understanding of the need for confidentiality as appropriate

Communicating by:

- Demonstrating effective listening skills encouraging others to share
- Gathering, storing and sharing relevant information
- Providing accurate information on time on request
- Showing ability to choose appropriate means of communication
- Communicating clearly, concisely and convincingly both in writing and orally

Ongoing Development by:

- Making researched and well-defined proposals for improvements in process or technology
- Actively seeking out new developmental challenges
- Taking individual responsibility for activities and constantly striving to improve performance
4. **Competencies**

The following competencies have been identified as being essential for effective performance of this role:

**Interpersonal & Communication Skills**
- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Negotiates, where appropriate, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing
- Openness to Change

**Teamwork**
- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Demonstrates an understanding of interpersonal differences and seeks to resolve conflict within the team
- Willingness to share information and knowledge, including giving and receiving feedback with other team members
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

**Analysis & Decision Making**
- Effectively deals with a wide range of information sources
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Draws accurate conclusions and makes balanced and fair recommendations

**Delivery of Results**
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available
- Constructively challenges existing approaches to improve efficient customer service delivery
• Accurately estimates time parameters for their allocated projects, making contingencies to overcome obstacles
• Minimises errors, reviewing learning and ensuring remedies are in place
• Maximises the input of own team in ensuring effective delivery of results
• Ensures proper service delivery procedures/protocols are in place and implemented

Drive and Commitment
• Is committed to the role, consistently striving to perform at a high level
• Demonstrates flexibility and openness to change
• Is resilient and perseveres to achieve objectives despite obstacles or setbacks
• Ensures that customer service is at the heart of own/team work
• At all times, acts with integrity and encourages this in others

Technical Expertise
• At least 2 years of PHP development experience.
• Understanding of the basic principles of database operations.
• Working knowledge of HTML, CSS, XML and object-oriented programming techniques.
• Knowledge of web application security norms.

5. Additional Requirements & Qualifications

a) Character: He/she must be of good character

b) Health: A candidate for and any person appointed to or holding this post must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service; and must, if requested to do so, attend any medical examination (including x-rays and/or special test(s)) and undertake any remedial action required.

c) Legal: He/she must be authorised to be engaged in paid employment in the State for the duration of your employment with OSi. Please see Appendix 1 for further information.

d) Language: He/she must have an excellent command of the English Language. If English is not his/her first language, a recognised certificate of English Language Competency must be provided. Please see Appendix 1 for further information.
e) Experience / Qualifications / Knowledge:

Essential requirements:
• 2+ years of proven experience in PHP development.
• Candidates should have a minimum of a diploma in computer science, computer programming or a related discipline. Equivalent professional qualifications may also qualify.

Desirable requirements:
• Having prior knowledge of Magento 2 development would be an advantage or you have a willingness to achieve a Magento certification.
• You are familiar with the LAMP stack environment and are comfortable working with tools like Git.
• You appreciate the concepts and principles underlying good software development practices.
• Have experience in the Agile/SCRUM development methodology.

f) Other: Willingness to travel away from OSi Headquarters as required. An enthusiasm to acquire ongoing learning and professional development.

PRINCIPAL CONDITIONS OF SERVICE


Please note that Government policy states that starting pay on recruitment from open competitions for all posts within the Civil/Public Service should be at the minimum of the relevant salary scale and not subject to negotiation. However, appointees who are moving from posts from the wider Civil/Public Service from what is deemed to be an analogous grade (i.e. comparable relevant service) and pay scale, may be appointed at the current point of scale.

This is a permanent position and will be subject to an initial probationary period of one year’s satisfactory service.

FORMAT OF THE COMPETITION

Applications must be made on the official application form and all sections must be completed in full. When completing the application form accuracy is essential as shortlisting will be on the basis of information supplied. Therefore it is in your own interest to ensure that the information supplied in all sections of the application form is correct, accurate and in as much detail as possible.

Completed application forms must be returned to hrvacancies@osi.ie not later than 12 noon on Monday 30th March, 2020. Email should be clearly identified as ‘Level 4 – Junior Software Engineer PHP’.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Ordnance Survey Ireland is satisfied that such person fulfills the requirements of the job
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 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 as Ordnance Survey Ireland will not be responsible for refunding any expenses incurred.

Following the shortlisting procedure the competition will consist of a competitive interview. Interviews shall be conducted by Board(s) set up by Ordnance Survey Ireland. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters.

The onus is on all applicants to make themselves available for the interview on the date(s) specified by OSI and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address and email specified on their application form.

Before making its final assessment a Board may recall a candidate for further questioning. Any such further attendance shall be regarded as part of the interview. Only candidates who reach such a standard as the Board considers satisfactory in the competitive interview shall be considered for selection.

Before being recommended for appointment candidates shall satisfy the Board that they possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the position.

OSi may, at its discretion, select and recommend another person(s) for appointment on the results of this competition if the person recommended for appointment does not accept the appointment or, having accepted it, relinquishes it.

**GENERAL INFORMATION:**
OSi will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Candidates shall undergo such medical examinations (which include X-Ray and/or other special tests) as OSI considers necessary. Medical Examiners will be nominated by OSI. Candidates will not be required to pay the fee for any general medical examination or, unless OSI determines otherwise, the fee for any examination by a medical specialist or for any X-Ray or special test. Candidates must comply, at their own expense, with such remedial requirements OSI considers necessary.

**EQUALITY:**
Ordinance Survey Ireland is committed to a policy of equal opportunity. As a public service organisation, OSI is actively changing with Irish society to reflect the communities we serve and is strongly committed to equality of opportunity in all its employment practices. Throughout their working lives, our employees can be assured of equality of participation in our organisation, under the nine grounds i.e. gender, civil and family status, sexual orientation, age, disability, religion, nationality and membership of the Traveller Community.

**CONFIDENTIALITY:**
Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

**CLOSING DATE:**
Completed application forms must be forwarded by email to hrvacancies@osi.ie or by post direct to Kim Mahady, Ordnance Survey Ireland, Phoenix Park, Dublin 8, D08 F6E4 not later than 12 noon on Monday 30th March, 2020. Email should be clearly identified as “Level 4 Junior Software Engineer PHP” in the subject box.

An application form sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The onus is on the candidate using the internal post system to ensure applications arrive on time.

**CANDIDATE’S OBLIGATIONS:**

Candidate’s must:
- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:
- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

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 personate 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 guilty of an offence. A person who is found guilty of an offence is liable to a fine/imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:
- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.
DEEMING OF CANDIDATURE TO BE WITHDRAWN:
Candidates who do not attend for interview or medical examination when and where required by OSi, or who do not, when requested, furnish such evidence as OSi requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

DATA PROTECTION ACT, 1988/2018 INCLUDING EU 16/679 GENERAL DATA PROTECTION REGULATION (GDPR):
When your application form is received, we create a record in your name which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988/2018 and EU 16/679 GDPR. You are entitled to obtain, at any time, a copy of information held about you. By lodging your application form you consent to any processing of your personal data, including sensitive personal data, by us. A privacy notice for all potential applicants is available on https://www.osi.ie/about/careers

NOTIFICATION OF RESULTS:
Please note that all candidates will be notified of results by post and therefore should provide a current postal address and eircode on their application.

REVIEW/APPEALS PROCESS:
OSi will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA (Commission for Public Service Appointments). A candidate can seek a review by a person in the organisation

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

The codes of Practice are available on the website of the Commission for Public Service Appointments, www.cpsa.ie

Informal Process:
The candidate can avail of the Informal Review within 5 working days of notification of the initial decision, the Commission recommends that this informal stage involve a meeting or telephone conversation between the candidate and a representative of the Chief Executive Officer who had played a key role in the selection process.

- Where the decision being conveyed relates to an interim stage of a selection process e.g. shortlisting, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal Process:
- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The Chief Executive should issue a written acknowledgement to the candidate within three working days of receipt of the request for a formal review.
- The case should be reviewed by a person who has not been associated directly with the decision in question.
- The person or people conducting the formal review (the ‘reviewer’ or reviewers’) should consider any written submissions made by the candidate, and all other relevant information. This includes any emails, notes or memoranda held by the Chief Executive in respect of the selection process.
- Where necessary, the reviewer may speak with the personnel of the Chief Executive involved in the selection process, and with the candidate, to collect further information.
- The outcome must generally be notified to the candidates within 25 working days of receipt of the complaint or request for review. If the investigation does not produce a decision within this time, the reviewer must keep the candidate informed of the status of the review and the reasons for the delay.

Where a formal review of a recruitment and selection process has taken place under Section 7 of the Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion. Section 8 involves complaints where a candidate may believe that there was a breach of the Code of Practice that may have compromised the integrity of the decision reached in the appointment process. This complaints process enables candidates (or potential candidates) to make a complaint to the Chief Executive in the first instance and to the Commission subsequently on appeal if they remain dissatisfied. Further information can be found at www.cpsa.ie.

Candidates should note that canvassing will disqualify.
Appendix 1
Eligibility to compete and certain restrictions on eligibility

European Economic Area Citizens
Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

All applicants whose first language is not English will be required to show evidence of the successful completion of an IELTS or TOEFL test.

Other restrictions for previous public servants include:

- Collective Agreement: Redundancy Payments to Public Servants
- Incentivised Scheme for Early Retirement (ISER) in the Civil & Public Service
- Targeted Voluntary Early Retirement (VER) and Voluntary Redundancy Schemes (VRS) in the public service.

- Pension Abatement
If the candidate has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

- Ill-Health-Retirement
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

- Pension Accrual
A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any candidate who has acquired pension rights in a previous public service employment.

Declaration:
Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Personal Public Service Number (PPS Number)
In order to work in Ireland you should have a PPS Number. This is a unique reference number that is used by the employer to make the required tax and social insurance contributions on your behalf. You can apply for a PPS Number through the Department of Social Protection. You can find more detailed information about this at the following web pages: http://www.welfare.ie/en/Pages/ppsn.aspx