



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Recruitment Service Tender

Job Specification

Higher Executive Officer - Data Analyst

The Data Analyst assigned to the Data Management and Analytics unit provides data analysis services to support and enable the Authority in the fulfilment of its functions. In addition to the general accountabilities expected of a Higher Executive Officer, specific accountabilities relating to the role of **Data Analyst** will include:

- Provide guidance and advice to support the evolution of data management and analytics within the Authority
- Ensure good data governance is maintained
- Employ appropriate techniques to scrutinise data and produce actionable business insights
- Enhance analytical and reporting functions, as well as quality assurance processes
- Collaborate with internal stakeholders to determine and prioritise the needs of different business units
- Analyse available datasets and prepare reports and presentations to communicate the insights and findings from the data to stakeholders
- Create visual representations of data findings through charts, graphs, and dashboards to make the data understandable to all stakeholders
- Provide practical support and advice on the areas of data collection, data input, data extraction, reporting and interpretation
- Track and identify trends in information, issues with data quality and gaps
- Build understanding of data quality standards and associated practices and behaviours
- Any other duties as may be assigned in accordance with the operational needs of the Authority.

The following non-exhaustive list of accountabilities are those typically assigned to a **Higher Executive Officer:**

- Manages a team of direct reports, creating a positive working environment and supporting their professional and personal development
- Manages vendor partnerships appropriately and ensures that services are maintained and improved
- Leads on customer and stakeholder engagements and maintains appropriate correspondence and databases as appropriate
- Ensures that the Authority meets government regulations and standards
- Acts as a Subject Matter Expert (SME)
- Leads cross organisational projects, working with colleagues from across the organisation to analyse processes and ways of working, bringing solutions and ideas to gain efficiencies
- Researches and drafts proposals relating to policy issues, operations, and legislation
- Monitors and reports on delivery of programme of work and projects.

Please note that the final set of accountabilities will reflect the specific role the person is offered.

Essential Requirements:

The ideal candidate must be able to demonstrate:

- Three years' relevant experience
- Excellent communication and interpersonal skills
- They possess the required competencies for the role.

Desirable Requirements:

- A third level qualification in statistics, data analytics or other relevant discipline
- Previous experience of using CRM and SQL databases
- Previous experience using PowerBI to develop and maintain reports
- Previous experience presenting data using visualisation tools, dashboards or infographics.

Conditions of Service

Tenure

Appointment from this competition will be a full-time permanent Higher Executive Officer grade

in the public service following successful completion of an eleven-month probation period.

Salary

For persons paying Class A rate of PRSI contributions, the scale is as follows:

€55,996 €57,633 €59,267 €60,900 €62,539, €64,170 €65,806 €68,167¹ €70,522²

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.

The starting salary will be at the minimum point of the scale and the rate of remuneration will not be subject to negotiation.

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

Note: Different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy.

Probationary Period

On appointment, the appointee will serve an 11 month probationary period. Prior to the end of this probationary period, a decision will be made on substantive appointment to the position.

Location

This role can be based in the Authority's Dublin HQ or in one of the regional offices as may be agreed by the Authority and the candidate. The role will have a nationwide remit. The Authority reserves the right, at its discretion, to change the primary location to any other place within Ireland.

Hours of Attendance

Hours of duty will be subject to the exigencies of the post but will not be less than 41 hours 15 minutes gross or 35 hours per week, Monday to Friday, excluding luncheon intervals.

The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave allowance for this post is 29 days per annum, exclusive of public holidays, rising

to 30 days after five years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is based on a five-day week.

Key Competencies for the Role

The attention of candidates is drawn to the key competencies model that has been developed for posts at Higher Executive Officer level which reflects the complex environment in which this position will operate:

Team Leadership
▪ Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise
▪ Provides clear information and advice as to what is required of the team
▪ Strives to develop and implement new ways of working effectively to meet objectives
▪ Leads the team by example, coaching and supporting individuals as required
▪ Places high importance on staff development, training and maximising skills & capacity of team
▪ Is flexible and willing to adapt, positively contributing to the implementation of change.

Judgement, Analysis & Decision Making
▪ Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
▪ Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
▪ Uses previous knowledge and experience in order to guide decisions
▪ Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
▪ Puts forward solutions to address problems.

Management & Delivery of Results
▪ Takes responsibility and is accountable for the delivery of agreed objectives
▪ Successfully manages a range of different projects and work activities at the same time
▪ Structures and organises their own and others work effectively

▪ Is logical and pragmatic in approach, delivering the best possible results with the resources available
▪ Delegates work effectively, providing clear information and evidence as to what is required
▪ Proactively identifies areas for improvement and develops practical suggestions for their implementation
▪ Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
▪ Applies appropriate systems/ processes to enable quality checking of all activities and outputs
▪ Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal & Communication Skills

▪ Builds and maintains contact with colleagues and other stakeholders to assist in performing role
▪ Acts as an effective link between staff and senior management
▪ Encourages open and constructive discussions around work issues
▪ Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
▪ Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
▪ Presents information clearly, concisely and confidently when speaking and in writing
▪ Collaborates and supports colleagues to achieve organisational goals.

Specialist Knowledge, Expertise and Self Development

▪ Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the team and the Authority and effectively communicates this to others
▪ Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
▪ Focuses on self-development, striving to improve performance.

Drive & Commitment to Public Service Values	
▪	Strives to perform at a high level, investing significant energy to achieve agreed objectives
▪	Demonstrates resilience in the face of challenging circumstances and high demands
▪	Is personally trustworthy and can be relied upon
▪	Ensures that customers are at the heart of all services provided
▪	Upholds high standards of honesty, ethics and integrity.