

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Health Information and Quality Authority (HIQA) is undertaking a competition for the purpose of identifying a suitable candidate for appointment to the position of:

Job Title: Senior Business Intelligence Developer

Grade: Engineer Grade II

Location: Cork or Dublin*

*Please note HIQA adheres to the public health measures in place by the Government in relation to preventing the spread of COVID-19. Therefore HIQA will adhere to whichever Phase of Ireland's Roadmap for reopening is in place. Currently that is Phase 3, therefore, working from home will be supported while the public health guidance in effect is that anyone who can work from home should continue to work from home wherever possible.

Tenure: Permanent

Closing Date: 5:00pm Monday 31st August 2020

This recruitment campaign will be in compliance with the Code of Practice, Appointment to the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). The campaign will be conducted under the recruitment licence of the Health Information and Quality Authority.

This Code of Practice is published by the CPSA and are available on www.cpsa-online.ie

Senior Business Intelligence Developer

Reporting to: Business Intelligence Manager

Grade: ENGINEER GRADE II

Location: Cork or Dublin*

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Assignment: Business Intelligence Team

Overall Purpose:

The successful candidate will join HIQA's Business Intelligence team, which has responsibility for the delivery of the analytical and reporting needs of the Authority. An ambitious corporate 'Digital and Data Transformation Strategy' was launched in 2019, with the objective of transforming HIQA into a data-led organisation over the next 5 years. This has opened up exciting new opportunities within the Business Intelligence team, to implement new Data Warehousing and analytical solutions, ranging from descriptive and diagnostic analytics, through to predictive and prescriptive analytics.

The Senior Business Intelligence Developer role will suit a candidate that has a genuine passion for working with data and technology. The candidate should bring a range of industry experience to HIQA, with the opportunity to influence the design and direction of the Authority's BI roadmap.

Key Duties and Responsibilities:

The main elements of the role include but are not limited to:

- Liaising with business analysts and users to define requirements
- Translation of business requirements into technical specifications
- Technical design, including dimensional modelling
- In-depth analysis of complex datasets from multiple data sources
- Full stack BI development including:
 - SQL Server
 - SSIS
 - SSAS
 - Power BI
 - SSRS
- Development, testing and implementation of Data Warehouse and Business Intelligence solutions to agreed project timelines, with emphasis on quality and data integrity
- Knowledge transfer to support team and business users
- Provide third level support as required, to ensure the availability and performance of the developed dashboards and reports
- Ensure development procedures and best practices are adhered to
- Collaborate with BI team members, as well colleagues from the wider ICT department

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to ongoing review and will evolve in line with the constantly evolving practices and functions of HIQA's work.

Requirements

Essential:

Candidates must, on or before **5:00pm Monday 31st August 2020** have the following essential requirements:

Eligibility Criteria

Education:

- Degree or Diploma qualification in relevant discipline

Technical:

- Minimum 5 years' demonstrable experience with the following:
 - Dimensional modelling / Data warehousing
 - Microsoft SQL Server 2014 - 2019 development
 - Microsoft BI Stack 2014+ – SSIS, SSAS, Power BI, SSRS, development
 - Visual Studio 2015+
- Experience with the following is also desirable:
 - Azure SQL
 - Azure Data Factory
 - Azure Analysis Services

Knowledge and experience:

- In-depth project experience in the development and implementation of the full Microsoft BI stack:
 - T-SQL – complex queries, stored procedures, user defined functions, query performance optimization
 - SSIS ETL processes
 - SSAS Multidimensional, MDX
 - SSAS Tabular, DAX
 - Power BI
 - SSRS
- Advanced knowledge of Data Warehouse design methodologies - star and snowflake schemas
- Practical experience of working with complex datasets and structures
- Experience of working in a project environment – developing software to a project plan with defined deliverables and project milestones

Competencies

Communication skills:

- Strong interpersonal and communication skills
- Ability to positively engage people to reach a common goal
- Ability to present complex information in an easily understood and accessible format to a variety of audiences
- Aptitude for mentoring junior team members and imparting knowledge to support team and business users

Operational excellence – delivering results, individual accountability:

- Highly motivated, with the experience and ability to take full responsibility for the delivery of workstreams with minimal supervision
- Excellent time management skills and an ability to plan, prioritise, organise and schedule a wide variety of tasks
- Ability to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships
- Strong analytical, conceptual and problem-solving abilities
- Aptitude to learn and quickly adapt to working with new technology

Teamwork – building and maintaining relationships:

- Ability to work both independently and as part of a team
- Ability to build and maintain relationships in working as part of a multi-stakeholder environment

Principal Conditions of Service

Probation:

A probationary period of six months applies to this position.

Pay:

As per current Government pay policy, the starting pay for this position will be at the **minimum** point of the Engineer Grade II salary scale (**€62,034 pa**). Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

The salary scale for this position is as follows:

€62,034	€63,451	€64,866	€66,286	€67,702	€68,079	€69,456
€70,851	€73,122 ¹	€75,399 ²				

1. After 3 years satisfactory service at the maximum

2. After 6 years satisfactory service at the maximum

The incremental progression for this scale is in line with Government pay policy. Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Superannuation:

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. Please note that the Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from other public service employment where the break in service, if any, is less than 26 weeks), the terms of the Health Information and Quality Authority Superannuation Scheme will apply.

Annual Leave:

Annual leave is 27 days, rising to 30 days after 5 years' service.

Selection Procedure

How to Apply and Closing Date:

An information booklet and application form are available for download at <https://www.hiqa.ie/about-us/careers> along with instructions on how to apply for the role.

The completed application document must be submitted by **5:00pm on Monday 31st August 2020**. Applications should be made by submitting an application form to jobs@hiqa.ie

Note: Please ensure to place the Job title in the Subject when sending the application form.

Note: Correspondence is via email, please save jobs@hiqa.ie as an address in contacts to prevent any emails being accidentally filtered to a spam/junk folder

Competition updates will be issued to your email address as entered on the application form. The onus is on each applicant to ensure that they are in receipt of all communication. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered. The Authority accepts no responsibility for communication not accessed or received by an applicant.

If you have a query please contact HIQA at jobs@hiqa.ie

Selection Process:

The Health Information and Quality Authority will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview. Please ensure that you complete all sections of the application form as comprehensively and as accurately as possible;
- A preliminary interview which may in turn include a written exercise;
- A competitive interview which may also include an assessment and/or presentation.

Interview Dates:

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

Interviews:

Please note in these interviews will be held by Zoom due to COVID-19 social distancing restrictions and government guidance that anyone who can work from home should continue to work from home wherever possible.

General Information

Interview Expenses:

The Health Information and Quality Authority will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.

Candidate 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;
- impersonate a candidate at any stage of the process;
- interfere with or compromise the process in any way.

Where a candidate is found guilty of canvassing or in breach of any of the above, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
- Where he/she has been appointed to a post, he/she shall forfeit that appointment.

Deeming of Candidature to be withdrawn:

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

Citizenship Requirements:

Eligible Candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- d) 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
- e) 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 Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

Candidates that are not citizens of the aforementioned countries must have the necessary permissions to work in Ireland. It shall be the responsibility of the candidate to ensure these permissions are in place. Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits and spousal/dependant permits are available on the Department of Jobs, Enterprise and Innovation website.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the Health Information and Quality Authority.

Quality Customer Service:

The Health Information and Quality Authority aims to provide an excellent quality service to all our customers. If, for whatever reason, an applicant is unhappy with any aspect of the service received, we urge applicants to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

The Importance of Confidentiality:

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by the Health Information and Quality Authority are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Health Information and Quality Authority.

Data Protection:

Please note that all personal data shall be treated in accordance with the General Data Protection Regulation (GDPR) and Data Protection Acts 1988 - 2018.

For further information on how the Health Information and Quality Authority processes your data, please review the privacy notice on our website: <https://www.hiqa.ie/reports-and-publications/corporate-publication/hiqa-privacy-notice>

Equality: The Health Information and Quality Authority is committed to a policy of Equal Opportunity.

Guidelines for Dealing with Appeals/Requests for Review

The Health Information and Quality Authority will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). Where a candidate is unhappy with an action or decision in relation to their application he/she can seek a review under Section 7 of the Code of Practice governing the recruitment process. Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under Section 8 of the Code of Practice.

Codes of practice are published by the CPSA and are available on www.cpsa.ie.