

Candidate Briefing Pack

ICT Administrator (EO)

**Closing date for applications:
6th December 2024**



BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish state agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. BIM's Head Office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership.
- Deliver results with solutions that effect change.
- Invest for long-term growth.
- Protect our environment and our sector.

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Our Vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

Our Values

Trust
Partnership
Teamwork
Inclusion
Integrity



Role Profile

Job Title:	ICT Administrator (EO)
Contract:	Contract of Indefinite Duration
Location:	BIM Head Office, Crofton Road, Dún Laoghaire, Co. Dublin
Reporting to:	ICT Officer/Head of IT
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Facilities, Investment Services and Ice Plant network within BIM.

Overview of Role

The ICT Administrator will work within the BIM ICT Team in the Corporate Services division. It is the role and responsibility of the successful candidate to provide administrative support to the ICT Team and that the service provided by the ICT Department is considered high quality. The role also requires that all projects/tasks are met within their deadlines and are delivered to the correct standard and grade. The role reports to the ICT Officer.



Background to Requirement

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The ICT Section plays an important role in BIM by providing ICT services and consultancy to the BIM organisation. The section consists of a dynamic multidisciplinary ICT team who support the smooth functioning of current systems, ensure excellence in ICT security and governance and develop and implement new systems through innovative solutions, to achieve its strategic goal of providing an ICT service which is on a par with the best in the Irish Public Service and enable BIM to achieve its strategic goal of providing the best possible service to the Irish Seafood Industry.

Key Responsibilities

ICT Procurement & Supplier Management:

- Responsible for accurate and timely completion of Level 1 to 3 ICT procurement. Ensuring that all procurement adheres to BIM and public sector guidelines and policies
- Ensure appropriate ICT asset stock levels are maintained, ensuring timely procurement of replacement stock where required and that BIM staff have required IT assets for office and home working.
- Support ICT officer in management of Enterprise Software licences and software maintenance renewals.
- Ensure database of BIM IT third party contracts is maintained and complete including performance review timings, scheduling meetings as required and recording and storing minutes of meetings online.
- Monitoring third party contractor leave/absence requests ensuring appropriate management sign-off, and support ICT officer in arrangement of cover, and reporting.
- Support travel arrangements for third party contractors to BIM sites as required.
- Track and report on IT third party contract key performance indicators and metrics to management.

Governance, Security & Training:

- Ensure the ICT asset app is a complete and accurate record of BIM hardware assets.
- Ensure completeness of compliance with IT policy and procedure signature requirements from BIM staff and contractors.
- Support IT audit processes to assess the effectiveness of IT controls and processes including:



- Assist in the preparation and gathering of materials for internal and external audits
- Ensure completeness of tracking and reporting on the resolution of identified ICT audit, external and internal penetration testing and vulnerability issues.
- Assist ICT Officer in completion of Quarterly IT compliance reporting.
- Support ICT officer in ensuring the completeness of disaster recovery testing for audit purposes.
- Monitor Cyber security training completeness, verifying timely completeness by all staff and contractors, following up on additional training requirements resulting from Phishing simulation exercises.
- IT data protection lead, including liaising with the BIM data protection lead working group and leading on completion of related activities.
- Support ICT Officer in the development and provision of training to IT and BIM staff on IT governance best practices and policies.
- With ICT officer, maintain the BIM IT SharePoint IT learning site, ensuring self-service training is available for BIM IT staff on current BIM IT tools and software.
- Follow up with Business Units to ensure timely and complete SharePoint permission management reviews.

Service Management:

- Work closely with IT managed service provider staff, fostering a collaborative work environment, to ensure smooth operation of BIM ICT systems.
- Promote structured analysis and a creative approach to problem solving and resolution.
- Foster a culture of accountability and transparency in IT operations.

Project Management:

- Provide business analyst support for identified ICT projects including requirements gathering from stakeholders, PMO project plan development, other documentation including process flow maps, data privacy impact assessments and pilot & system release reports.

Other Duties:

- Carry out any other duties that are within the scope and grading of the post which could also be requested by the ICT officer, Head of IT or Director of Corporate Services.
- To perform any other related duties as might reasonably be required and which may be assigned from time to time.



Essential Experience and Qualifications

- Third level qualification in IT or Business discipline.
- A minimum of 2 years' experience of working in an administrative function, preferably IT.
- A high degree of computer literacy, including knowledge and experience in the use of applications such as MS Word and Excel, MS Teams, SharePoint.
- Demonstrate experience of managing procurement through the procurement lifecycle stages, in the public sector (preferable), ensuring compliance with public sector or equivalent protocols and standard.
- Excellent written and oral communication skills.
- Strong planning and organisational skills with ability to work to tight deadlines, and prioritise and manage multiple tasks effectively.

Desirable Experience and Qualifications

- Knowledge and experience of procurement in the public sector
- Experience in carrying out administrative work in an ICT Team



Personal Attributes Required for the Position

- Dynamic and reliable.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- An aptitude for precision, attention to detail and commitment to quality results
- Drive, initiative and flexibility.
- Strong interpersonal and communication skills, with the ability to work diplomatically in resolving issues with internal stakeholders.
- Good judgement, decision-making, analysis and problem-solving skills.

Contacts

Within BIM	All BIM Staff members, ICT Officer, Manager, Managed Services Team and Corporate Services.
Outside BIM	DAFM, suppliers, project partners, SFPA, catching sector
Training	There are no mandatory training requirements for this role. Training needs will be identified through our Performance Management System.



Terms and Benefits
Salary
<p>Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Executive Officer with a salary range €36,544 to €59,422 (as of 1st October 2024) per annum pro-rated with time worked.</p> <p>Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.</p> <p>You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.</p>
Annual Leave
<p>Annual leave entitlement for this role is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.</p>

Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Visual Display Unit

Employees can avail of up to €117 back on an eye test.

Travel and Subsistence

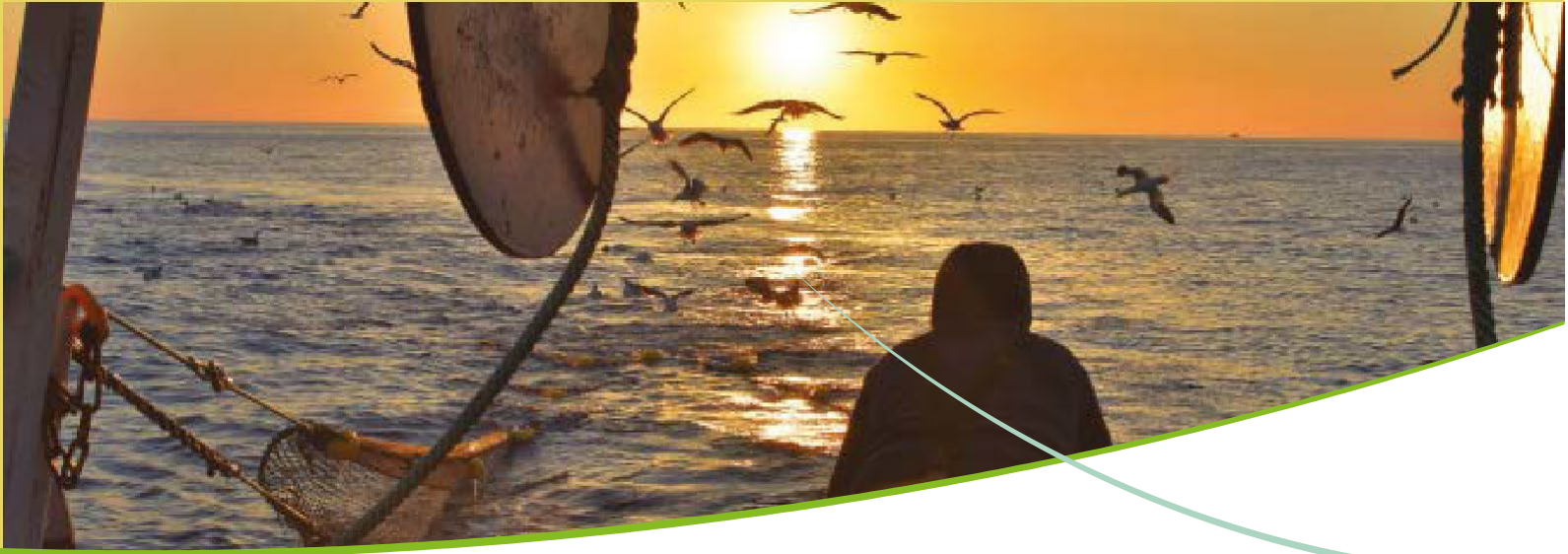
Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



How to Apply

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill-sets applicable to the position should be emailed to:

jobs@bim.ie

The closing date for applications:

6th December 2024

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

This is an Executive Officer Grade and BIM is aligned with the Public Appointment Service Competency Model [PAS Competencies](#).

Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to jobs@bim.ie

BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at HRinbox@bim.ie.



Investors in
Diversity

SILVER