

## IRISH AVIATION AUTHORITY

### VACANCY

#### ICT INFRASTRUCTURE SOLUTION ARCHITECT

**Note:** *This Notice should be brought to the attention of all eligible serving employees, including employees absent from duty.*

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Role	ICT Infrastructure Solution Architect
Salary Scale	Commensurate with the experience and qualifications of the successful candidate
Reporting to	ICT Chief Information Officer
Location	The Times Building, 11-12 D'Olier Street, Dublin 2 (Hybrid)
Position	Full-Time
Duration	Permanent

#### **The Irish Aviation Authority**

The Irish Aviation Authority (IAA) has three main functions: the provision of air traffic management and related services in Irish controlled airspace, the safety regulation of the civil aviation industry in Ireland and the oversight of civil aviation security in Ireland.

As part of the Government's ongoing aviation regulation reform initiative, the Irish State's aviation regulation regime will be re-organised by incorporating the Commission for Aviation Regulation (CAR) into the IAA to create a single, unified aviation regulator. The new IAA will become the State's standalone aviation regulator, responsible for safety, security, consumer affairs and economic regulation of civil aviation in the State.

The duties and responsibilities of the role are set out below. While the contract terms and conditions will not be affected, the scope of the role may be subject to change when the Commission for Aviation Regulation is merged with the new Irish Aviation Authority. This will provide the successful candidate with an exciting opportunity to make an influential contribution to the establishment of a modern Irish aviation regulator with responsibility across the full range of regulatory issues affecting industry and consumers.

#### **Job Description**

The IAA is implementing a lean IT model which involves the outsourcing to the support and management of the infrastructure to a Managed Service Provider (MSP). The core elements of ICT delivery use Microsoft technologies.

The IAA are seeking an experienced ICT Infrastructure Solution Architect (SA) to ensure that this

infrastructure is designed and delivered in the most beneficial manner to the organisation. The ICT Infrastructure Solution Architect will be responsible for ensuring the business needs are captured, analysed, and determining how ICT solutions can be leveraged to meet these needs in line with the IAA Business Strategy. The IAA follows a buy before build approach and engages with partners for bespoke development. It does not have any inhouse development capability. The Infrastructure Solution Architect will also be responsible for the IAA's infrastructure and security architecture.

### **Principal Duties and Responsibilities**

The ICT Infrastructure Solution Architect role includes the following responsibilities:

- Proactively investigate and assess new technologies, solutions and architectures in order to refine and develop the target roadmap to meet the future needs of the IAA
- Work with the CIO, develop the future strategy for the evolution of the IAA ICT
- Define and manage IAA's Infrastructure and Application Roadmap, setting standards and practices for the MSPs management of IAA's ICT assets
- Support the Service Delivery Manager responsible for the management of the MSP engagement to ensure ICT systems are leveraged to their maximum in support of business operations
- Manage activities that take place during solution ideation, solution design, and solution implementation in a way that supports the needs of the organization and the end user while maximising the IAAs current investment
- Review and ensure technical documentation for solutions are to agreed standards to enable transition to production and support with our outsourced MSP
- Develop an Information Security Management System (ISMS) and associated policies and work with MSP to ensure their implementation and compliance
- Recommend security controls and identify solutions that support a business objective
- Ensure security controls are in place through system reviews
- Work with MSP to develop IAA ICT disaster recovery procedures and ensure that they are applied
- Make and influence important business and ICT architectural decisions
- Document solution design and interfaces with other applications to agreed Enterprise Architecture standards
- Provide advice on technical aspects of system development and integration and ensure that relevant technical strategies, policies, standards and practices are applied correctly

### **Skills, Competencies, and Qualifications**

The successful candidate should have the following qualifications and skills:

#### **Required:**

- Relevant qualification in Information Technology and or Business to HETAC Level 8
- Professional certification in Cloud based technologies in the Azure stack with optional Professional Security Management certification
- Minimum of 10+ years ICT experience in similar role within large organisation

- Experience and knowledge of a broad range of Information & Communications Technology areas including applications, databases, infrastructure, and technology
- Experience developing technical designs and specifications in addition to the review and evaluation of solution proposals from third parties
- Good working knowledge of current IT risks and experience implementing security solutions
- Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST
- Good knowledge of Enterprise Architecture and appropriate frameworks
- Ability to rapidly assess and evaluate new technologies and opportunities
- Excellent written and verbal communication skills and high level of personal integrity
- Excellent interpersonal skills
- Ability to engage with stakeholders
- Excellent Microsoft Office skills
- Strong time management and experience of working to tight timelines
- Strong prioritisation and goal-setting skills
- Strong analysis and perception skills
- Ability to engage in multiple initiatives simultaneously
- Ability to work independently and with others
- Strong focus on continuous development and improvement
- Concern for order and quality with a habit of monitoring and checking work or information and insisting on adherence to agreed standards
- Strong problem solving and troubleshooting skills

**Desirable:**

- Previous experience delivering ICT Initiatives within a changing environment
- Previous experience working in a commercial/semi-state environment

**Key Competencies Required for Effective Performance:**

For assessment of applicants for this role we will use the following competency model. This model reflects the changing and more complex environment in which those at this level operate. Each of the key competences in the model is supported by a list of key performance indicators set below.

**Effective Performance Indicators**

**Architectural Leadership & Strategic Direction:**

- Clear understanding of how ICT can be harnessed to add value to the IAA and the challenges involved in doing so
- Lead brainstorming sessions to develop potential solutions for business needs or problems.
- Identify opportunities for process improvements.
- Provide specialist advice and recommend approaches across teams and various stakeholders

- Able to communicate with a broad range of senior stakeholders for expressing the vision, principles and strategy for ICT security
- Advise on important security-related technologies and assess the risk associated with proposed changes
- Recommend security design across several projects or technologies, up to an organisational or inter-organisational level
- Influence changes to standards when necessary, with clear rationale
- Champion a structured approach to business application solutions

### **Judgment & Decision Making:**

- Identifies and focuses on core issues when dealing with complex information/ situations
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Makes sound and well-informed decisions, understanding their impact and implications
- Takes action, making decisions in a timely manner and having the courage to see them through
- Strives to effectively balance the security issues, solution design elements and the business impact in all decisions
- Enable and inform risk-based decisions. Make and guide effective decisions on risk, explaining clearly how the decision has been reached and that the decision is proportionate to the level of technical complexity and risk

### **Delivery of Results with Business Focus**

- Design solutions with measurable improvements which align the IAA business strategy
- Drive improvement in the IAA IT environment through process improvement and maximising its investment in existing solutions
- Input to ICT technology forum consisting of business stakeholders for Infrastructure and Application Roadmap alignment and solution ideation
- Manage relationships with third party ICT security providers and ensure solutions deliver against IAA ICT policies and standards
- Reviewing current system security measures and recommending and implementing enhancements
- Work closely with project management teams to successfully monitor progress of initiatives and mitigate any technology roadblocks

### **Building Relationships & Communication**

- Ability to express complex technical concepts in understandable terms
- Speaks and writes in a clear, articulate, and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders' perspectives.

- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments//Organisations and builds strong professional networks
- Makes opinions known when they feel it is right to do so
- provide specialist advice and recommend approaches across teams and various stakeholders

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

- Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/ Organisation
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

### **SELECTION PROCESS**

#### **The Selection Process may include:**

- shortlisting of candidates, on the basis of the information contained in their application
- a competitive preliminary interview
- psychometric testing
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate
- a second competitive interview which may include a presentation

#### **Shortlisting**

The number of applications received for a position generally 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, we may decide that a smaller number will be called to the next stage of the selection process. In this respect, we provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for 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.

Application documents will be reviewed against agreed shortlisting criteria. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

## **References**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context.

You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration and any other relevant checks required for the particular role.

## **Other important information**

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

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the IAA is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the IAA 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, the IAA may at its discretion, select and recommend the candidate who came second for appointment on the results of this selection process.

Applications will be treated in strict confidence.

Deeming of candidature to be withdrawn - Candidates who do not attend for interview when and where required, or who do not, when requested, furnish such evidence as the IAA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

## **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

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

- where they have not been appointed to a post, they will be disqualified as a candidate and
- where they have been appointed subsequent to the recruitment process in question, they shall forfeit their appointment.

### **SALARY RATE**

The salary will be commensurate with the experience and qualifications of the successful candidate.

### **PROBATIONARY PERIOD**

The position is subject to a probationary period of 6 months from the date of actual commencement and is subject to the provision of satisfactory performance during that period.

### **HOURS OF WORK**

The hours of work are 36 hours per week. Standard working hours at the IAA are:

Monday to Thursday: 9:15am to 5:30pm with 1-hour lunch break

Friday: 9:15am to 5:15pm with 1-hour lunch break

### **ANNUAL LEAVE**

Annual Leave excluding public holidays is 26 days per annum.

### **PENSION**

The successful candidate will on date of joining become a member of the Irish Aviation Authority Hybrid Scheme 2012 which has a dual element to it in the form of both a defined benefit plan and defined contribution plan.

- The Defined Benefit Plan:  
Provides benefits on both your Salary up to the level of the Cap (currently €60,840), and your Pensionable Service.
- The Defined Contribution Plan:  
An individual may join the Defined Contribution Plan if their salary is greater than the Cap (currently €60,840).

Full details of the scheme are contained in the explanatory booklet which is available on request.

### **OTHER BENEFITS**

- Access to cycle to work scheme
- Tax free Bus/ Luas/ Rail to assist with travel costs to and from work

- Access to Employee Assistance Programme
- Access to IAA wellbeing initiatives
- Learning and Development opportunities

## **LOCATION**

The IAA is based in the Times Building, 11-12 D'Olier Street, Dublin 2 near Trinity College. We are convenient to all Luas lines; several Dublin Bus routes and are about 5 minutes from Tara Street Railway Station. We are also just minutes from O'Connell Street and St. Stephen's Green.

**Hybrid working arrangements may be agreed in line with IAA Remote Working Policy.**

## **APPLICATION**

**Applications must consist of the following to be considered for shortlisting:**

- A cover letter (max. two A4 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position
- A comprehensive CV
- Completed Questionnaire (Appendix 1)

Applications should be emailed to [jennifer.boylan@iaa.ie](mailto:jennifer.boylan@iaa.ie) or posted to the above address to be received no later than **3pm on Tuesday 18<sup>th</sup> October 2022 using the reference code IAAICTISA1022.**

## **ELIGIBILITY**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). To qualify candidates must be citizens of the EEA on the date of application.

Please click this link to view current member states in the EEA:

[EEA member countries and cooperating countries — European Environment Agency \(europa.eu\)](https://european-council.europa.eu/media/en/press-operations/infoboxes/EEA_member_countries_and_cooperating_countries.pdf)

The IAA are not in the position to offer sponsorship for this role.

The IAA is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minority and people with disabilities.

## **Data Protection**

As part of any recruitment process, the IAA collects and processes Personal Information relating to job applicants. We may collect your name, address, personal public service number and contact details, including email address, telephone number, details of your qualifications, skills, experience and employment history, and information about your current level of remuneration (including benefit entitlements).

For more information, please follow this link to our Privacy Notice: <https://www.iaa.ie/home/footer-tools/privacy>



**Questionnaire – Infrastructure Solutions Architect**

**Name:** \_\_\_\_\_

**Title of Post:** \_\_\_\_\_

**Please answer the following question.**

***Q. Please list the enterprise business applications you have experience in and their associated integrations where applicable?***