

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

GDPR Privacy Statement is appended at the back of the booklet

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| **Graduate Placement Programme 2024****National Transport Authority**Closing date for receipt of completed applications:**12pm (noon) on Friday, 19th April 2024** |

The National Transport Authority is committed to a policy of equal opportunity.

**Contact:** corporateservices@nationaltransport.ie

National Transport Authority,

Dun Scéine, Iveagh Court,

Harcourt Lane, Dublin 2

www.nationaltransport.ie

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| ***Graduate executiveS******tRANSPORT pLANNING and Services******AND******tRANSPORT iNFORMATION/tECHNOLOGY*****National Transport Authority**  |

**TITLE OF POSITION**: Graduate Executive

**GRADE:** Engineer Grade III

**LOCATION:** Blended work model with office location(s) in Dublin 2

 The NTA is consolidating its office locations later in 2024

 to new office space in Haymarket, Smithfield, Dublin 7

**Contract Duration:** 2 Years

**SALARY:** Graduate Engineer lll Salary Scale:

 Year 1 36,086 Year 2 37,789

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009. The relevant legislative provisions underpinning the Authority are the Dublin Transport Authority Act 2008, the Public Transport Regulation Act 2009, the Taxi Regulation Acts 2013 and 2016 and the Vehicle Clamping Act 2015.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

Currently the Authority is involved in the implementation of a number of major projects and programmes, including the BusConnects programme, Metrolink, the DART+ Programme as well as a cycling infrastructure programme and various other projects and programmes in the sustainable transport area. In addition, the Authority is currently planning networks of public transport services in several towns throughout the State, and regularly reviews the effectiveness of urban networks in cities outside of the GDA at achieving transport and climate related objectives.

Further information on the Authority is available on its website **www.nationaltransport.ie**.

The National Transport Authority wishes to recruit a suitably experienced and qualified individuals to the role of Graduate Executive. Successful candidates may be placed on a panel from which future vacancies may be filled.

***GRADUATE ROLE AND RESPONSIBILITIES:***

Appointees from this competition will join a professional team within the National Transport Authority working across a number of major projects including BusConnects programme, Metrolink, DART+, new public transport services and supporting technologies including next generation ticketing, real time passenger information.

The role involves a wide range of functions and the candidate must be able to demonstrate the following skills:

* Be able to work within multi-disciplined teams;
* Possess strong interpersonal and communication skills;
* Have strong report writing skills together with an ability to produce high quality analysis and reporting;
* Strong analytical skills to collect, organise and disseminate information with attention to detail and accuracy
* Ability to progress multiple work activities successfully under the pressure of competing deadlines
* Thinking creatively and critically about how to improve and add value to existing processes and outputs and following through to implementation.
* Possess good numerate and I.T. skills

There are two Graduate entry streams under this programme, please note that **you can only apply for one stream.** The streams are

* **Transport Planning and Services**

The successful candidate will be based between two directorates, Transport Planning and Investment directorate and the Public Transport Services Directorate. You will work closely with a multi-disciplinary team in areas of strategic transport planning and service delivery including transport policy, infrastructure planning and delivery, contract development, public transport services, transport strategy and implementation plans, performance monitoring, sustainable travel, funding, governance and research.

* **Transport Technology/Information**

The successful candidate will be based between two directorates, Transport Technology directorate the directorate of the Chief Information Officer, You will work closely with the multi-disciplinary teams in the area of data analytics, statistics, demand forecasting, impact analysis, machine learning / AI modelling, next generation ticketing, automatic vehicle location, real time passenger information

***Note:*** *The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.*

***ESSENTIAL REQUIREMENTS:***

***The successful candidate must have on or before 31 August 2024***

* ***For the Transport Technology and Information Stream***

The candidate shall have:

* Honours Degree or Postgraduate Diploma (NFQ Level 8) in a Numerate Discipline (e.g. Computer Science, Data Analytics, Engineering, Economics etc.).
* Evidence of skills in data science techniques and programming (e.g. Machine Learning, statistical programming, SQL).
* ***For the Transport Planning and Services Stream***

The candidate shall have:

Honours Degree or Postgraduate Diploma (NFQ Level 8) in a relevant discipline such as engineering, Geography, Mathematics, Economics, Urban planning or other relevant disciplines;

***EMPLOYMENT CONDITIONS:***

***Eligibility to Compete:***

Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
5. 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
6. 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.

***Remuneration:***

***Salary Grade: Engineer Grade lll***

***Salary Scale:*** 36,086 – 38,558 – 39,220 – 42,519 – 45,829 – 49,139 – 52,479 – 54,575 – 56,683 – 58,807 – 60,918 – 63,036 – 65,154 – 67,264 – 69,393 – 71,745¹ – 74,094²

**Personal Pension Contribution (PPC) rate.** *This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).*

37,789 – 40,578 – 43,724 – 46,863 – 50,014 – 51,979 – 53,967 – 55,968 – 57,973 – 59,987 – 61,995 – 64,005 – 66,018 – 68,263¹ – 70,494²

**Non Personal Pension Contribution (non-PPC) rate.** *This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.*

***Hours of attendance:*** *Hours of attendance will be as fixed from time to time but will amount to on average not less than 35 hours net per week. The position holder will be require to work a five day week. The NTA has a flexible attendance scheme in place which allows staff flexibility around times of attendance.*

***Annual Leave:*** *25* days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

***Note:***

* entry will be at the minimum point of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

***Contract:***  Contract duration 2 years

***Probation:*** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

***Superannuation:***

The successful appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the NTA depending on the status of the successful appointee:

In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers. A copy of the Act can be viewed at:

<http://www.irishstatutebook.ie/2012/en/act/pub/0037/index.html>

***SELECTION PROCESS***

***How to Apply:***

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to **careers@nationaltransport.ie** with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role;
2. A comprehensive CV (not to exceed 3 pages);

Please note that omission of any or part of the requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

***Closing Date***

**The closing date and time for applications is strictly 12pm (noon) on 19th April 2024. Applications received after the specified deadline cannot be accepted.**

*If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email careers@nationaltransport.ie*

***Candidates’ Obligations:***

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 has canvassed, or is in breach of any of the above, they will be disqualified and excluded from the process. All communication in relation to this competition must be directed to careers@nationaltransport.ie

***Selection Methods***

The National Transport 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;
* Competitive interview;
* Reference and online checks.

Prior to recommending any candidate for appointment to this position the Authority 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.

***Please Note:*** If you come under consideration for appointment, you will be required to:

1. Undertake a medical with the NTA company doctor
2. Submit proof of your relevant qualification (as applicable)
3. Provide at least two satisfactory references (see below)
4. Submit proof of identity, with a relevant photographic ID
5. Submit other proof, in connection with the essential criteria, as required (e.g. if driving is a requirement, proof of full valid licence will be sought)

***References***

Should your application progress to the on boarding stage, you will be required to submit a minimum of two satisfactory references. Your completed references will be required in advance of issuing a formal offer of appointment. We would appreciate it if you would start considering names of people who you feel would be suitable referees for the NTA to consult. Our preference is that a minimum of one reference should be completed by your most recent employer. It is also the NTA’s preference that your nominated referee has worked with you within the previous five years. Please be assured that we will only collect the details and contact referees should you come under consideration at interview stage.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Authority may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by the Authority

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

***SECURITY CLEARANCES***

***Please Note:*** You may be required to complete and return a Garda vetting form should you come under consideration for particular appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. If you are not successful this information will be destroyed by the Authority. If you do, therefore, subsequently come under consideration for another position, you may be required to supply this information again.

***Deeming of Candidature to be Withdrawn***

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

***The Importance of Confidentiality***

The National Transport Authority may use third party recruitment specialists to manage all or part of the recruitment process on our behalf. We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquires, 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.

**GDPR Privacy Statement- Recruitment Process**

**Purpose of Processing**

The NTA conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV and cover Letter for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address).

**Legal Basis for Processing**

* Necessary for performance of a contract or to enter into such a contract
* Compliance with legal obligation (Terms of Employment Information Act)

**Recipients**

The following shall receive your information for reasons outlined below:

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| **Recipient**  | **Reason** |
| HR (internal)  | Storing application, acknowledging responses and corresponding with applicants  |
| HR (external Service provider)  | If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process |
| Interview Panel | The Interview Panel will receive your applications to conduct shortlisting and assessing applicants  |
| Referees | Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.  |
| Company Doctor | We will use your personal details to refer you to the company doctor if considered for appointment |

**Details of Data Transfers Outside the EU**

This does not apply to this process.

**Automated Decision Making**

This does not apply to this process.

**Retention Period for Data**

For unsuccessful candidates, applications and correspondence shall be retained for 12 months. For successful candidates, their application will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

**Your GDPR Rights in Relation to this Process**

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| **Right**  | **Explanation** |
| Access | You can request and receive access to the information requested in the process at any time. |
| Portability | You can request and receive a copy of this data, in electronic/transferable format, at any time  |
| Erasure | You can request the data held be erased. We have outlined the anticipated retention period above.  |
| Rectification  | You can have any incorrect information, due to this being updated or otherwise, to be corrected.  |
| Objection | You can object to this information being processed  |
| Complain | You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.  |

**Contact Details**

**Name:** Gerard Cuddihy **-** Data Protection Officer

**Email:** **privacy@nationaltransport.ie**