

**Bus Licencing Executive Officer**

**Competition Information Booklet**

Please read carefully

|  |
| --- |
| **Position:** Bus Licencing Executive Officer**Grade:** Executive Officer**Directorate:** Public Transport Services**Reporting to:**  Public Transport Analyst **Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.**Starting salary:** €37,544Closing date for receipt of completed applications:**12pm (noon) on** **Friday, 11th July 2025****Contact: careers@nationaltransport.ie** |

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

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light 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 (SPSV) 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.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

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

**Duties and Responsibilities**

The National Transport Authority licenses public bus passenger services throughout the State. These licensed services are often called "commercial" bus services because they are operated without any public subsidy from the Authority. Many of the services, however, receive Free Travel payments from the Department of Social Protection in compensation for the revenue foregone from carrying those entitled to Free Travel.

Licensed services include regular scheduled services, event or venue specific services, temporary services, demand responsive services and specific targeted services (such as tours, social club events, etc.). In 2023 there were 155 operators with licences to provide bus services within the State. The Authority also issues Authorisations for international services.

There is a large variability in the scale and type of services provided by operators. They include large scale inter-city and interurban services that provide connections to and from the country's main towns, cities and airports; commuter services that bring passengers to employment and education; urban and suburban services; as well as rural services that generally link small towns, villages and rural areas. Each service is individually licensed.

The regulatory model requires that demand is assessed, and services are licensed to ensure optimal public transport options for the public while maintaining competition for the market. The interaction between licensed services and state subsidised services is a complex one. While the optimisation of the commercial sector is vital, the impacts on the wide range of subsidised services also need to be evaluated.

All tasks listed below should be performed to the standards set out in the agreed section processes. The principal duties and responsibilities of the Bus Licencing Executive Officer role include the following:

* Research and analyse complex information to make decisions on applications for Public Bus Passenger Service Licences and international bus/ coach services, within stipulated timelines and in accordance with the provisions of the Public Transport Regulation Act, 2009 and the NTA's Guidelines for the Licensing of Public Bus Passenger Services;
* Issuing licensing documentation such as conditional offers of grant, licences and notices for issuing to applicants;
* Manage high volumes of data input and validation;
* Maintain up to date and easily accessible records e.g. utilising the Public Transport Online Portal, and current databases;
* Maintain various data sources so that they are up-to-date and therefore act as an effective research tool for bus licensing and the wider Authority;
* Prepare material for overview reports and the website;
* Prepare research and documentation to be used in public consultations;
* Process post applications for the Division in line with procedures, when needed;
* Accurately assess the validity of all applications for new or amended Public Bus Passenger Service Licences, when needed;
* Process incoming communications as required and correspond on behalf of the Public Transport Regulation Division, when needed;
* Prepare letters – including mail merge, responses based on defined templates, etc;
* Provide administrative support for the Director of Public Transport Services and other managers within Public Transport Services Directorate, as needed;
* Work as part of a team to deliver high quality services;
* Attendance in Court when required;
* Other duties as assigned; and
* Assist in other Authority projects and initiatives as required.

**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 Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a minimum of an NFQ Level 4 qualification or equivalent;
2. Have a minimum of 2 years’ recent satisfactory experience working in an office environment;
3. Have excellent research and analytical skills;
4. Possess effective communication skills, both written and verbal;
5. Have demonstrable experience of excellent report writing skills;
6. Have demonstrable experience of taking ownership of assigned tasks, ensuring effective and timely reporting on progress, and task delivery; and
7. Be proficient in the MS office applications, in particular Word and Excel.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

1. Have experience in a public transport related role;
2. Have at least 1 years’ experience in managing people or projects;
3. Hold a qualification in a relevant discipline being Planning, Transport Planning, Geography Economics, Logistics, or equivalent; and
4. Have the ability to work as part of a team.

**Remuneration**

**Salary Grade: Executive Officer**

**Salary Scale: €37,544, €39,465, €40,550, €42,667, €44,564, €46,400, €48,229, €50,019, €51,848, €53,670, €55,604, €56,900, €58,748, €60,610.**

**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).

**€35,983, €38,152, €39,010, €40,860, 42,659, €44,406, €46,141, €47,841, €49,559, €51,234, €53,001, €54,209, €55,945, €57,697.**

**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.

**Annual Leave:** 23 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 point 1 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:** Permanent Contract

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

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**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 of Bus Licencing Executive Officer; and
2. A comprehensive CV (not to exceed 3 pages).

Please note that omission of any or part of the 2 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 Friday, 11th July 2025. 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.**

**Bus Licencing Executive Officer - Key Competencies**

|  |  |
| --- | --- |
| **People Management** | Consults and encourages the full engagement of the team, encouraging open and constructive discussionsaround work issues |
| Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise |
| Values and supports the development of others and the team |
| Encourages and supports new and more effective ways of working  |
| Deals with tensions within the team in a constructive fashion |
| Encourages, listens to and acts on feedback from the team to make improvements  |
| Actively shares information, knowledge and expertise to help the team to meet its objectives |
| **Analysis & Decision Making** | Effectively deals with a wide range of information sources, investigating all relevant issues |
| Understands the practical implication of information in relation to the broader context in which s/he works –procedures, divisional objectives etc |
| Identifies and understands key issues and trends |
| Correctly extracts & interprets numerical information, conducting accurate numerical calculations |
| Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence |
| **Delivery of Results** | Takes ownership of tasks and is determined to see them through to a satisfactory conclusion |
| Is logical and pragmatic in approach, setting objectives and delivering the best possible results with theresources available through effective prioritisation |
| Constructively challenges existing approaches to improve efficient customer service delivery |
| Accurately estimates time parameters for project, making contingencies to overcome obstacles |
| Minimises errors, reviewing learning and ensuring remedies are in place |
| Maximises the input of own team in ensuring effective delivery of results |
| Ensures proper service delivery procedures/protocols/reviews are in place and implemented |
| **Interpersonal & Communication Skills** | Modifies communication approach to suit the needs of a situation/ audience |
| Actively listens to the views of others |
| Liaises with other groups to gain co-operation. |
| Negotiates, where necessary, in order to reach a satisfactory outcome |
| Maintains a focus on dealing with customers in an effective, efficient and respectful manner |
| Is assertive and professional when dealing with challenging issues |
| Expresses self in a clear and articulate manner when speaking and in writing |
| **Specialist Knowledge, Expertise and Self Development** | Displays high levels of skills/ expertise in own area and provides guidance to colleagues |
| Has a clear understanding of the role, objectives and targets and how they support the service delivered by theunit and Department/ Organisation and can communicate this to the team |
| Leads by example, demonstrating the importance of development by setting time aside for developmentinitiatives for self and the team |
| **Drive & Commitment to Public Service Values** | Is committed to the role, consistently striving to perform at a high level |
| Demonstrates flexibility and openness to change |
| Is resilient and perseveres to obtain objectives despite obstacles or setbacks |
| Ensures that customer service is at the heart of own/team work |
| Is personally honest and trustworthy |
| Acts with integrity and encourages this in others |