

**Data and Reporting Analyst**

**Competition Information Booklet**

Please read carefully

|  |
| --- |
| **Position:** Data and Reporting Analyst  **Grade:** Higher Executive Officer  **Directorate:**  Transport Regulation  **Reporting to:**  Transport Regulation Manager  **Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model  **Starting salary:** €58,847 (effective from 1 August 2025 in line with  Circular 16/2025)  Closing date for receipt of completed applications:  **12pm (noon) on Friday, 15August 2025**  **Contact: ntacareers@rsmireland.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 Data and Reporting Analyst. Successful candidates may be placed on a panel from which future vacancies may be filled.

**About the Role**

The successful candidate will join the Authority’s Transport Regulation Directorate. Within the regulatory and compliance environment, the Authority is responsible for:

* Developing the regulatory framework for the Small Public Service Vehicle (SPSV) and commercial bus sectors to enhance the quality, safety and accessibility of services;
* Ensuring compliance by operators with statutory regulations in the SPSV, commercial bus and vehicle clamping sectors;
* The enforcement of EU Passenger Rights legislation in relation to maritime, rail and bus/coach travel as the National Enforcement Body (NEB) for Ireland;
* Ensuring that regulatory licensing and appeals systems are efficient and fair for operators and appellants; and
* The implementation of the Critical Entities Resilience Regulations 2024.

**Duties and Responsibilities**

The successful candidate will work across the Directorate as the lead Data and Reporting Analyst. Data analysis within the Directorate informs processes and legislative changes for the betterment of the regulated sectors. The key deliverables of the Data and Reporting Analyst are anticipated to be high quality reports and presentations comprising insights and visualisations extracted from the relevant Directorate databases.

The successful candidate will work closely with all Directorate teams to upskill in day-to-day operations, legislation and processes to inform their data analysis and reporting role, supporting the Authority’s evidence-based approach to regulation.

While the role will not initially include line management responsibilities, this may change as the position develops.

The main duties and responsibilities of the successful candidate will include some or all the following:

* Leading on data analysis and reporting for the Transport Regulation Directorate.
* Identifying, analysing, interpreting, and communicating trends or patterns in complex datasets.
* Acquiring data from primary or secondary data sources and maintaining databases/data systems.
* Working with other data sources such as unstructured data – social media, big data, etc.
* Working with database users to determine their current and future data needs.
* Enhancing reporting approaches to best illustrate analysis outputs for various audiences.
* Extracting key messages from data sources and presenting them in an appropriate format to relevant audiences.
* Preparing reports and recommendations for management with evidence and insight to frame transport policy.
* Developing and implementing data collection and processing systems and other strategies to optimise
* efficiency and data quality, thinking creatively and critically about how to improve and add value to existing
* processes and outputs and following through to implementation.
* Developing and maintaining knowledge of the sectors and processes within Transport Regulation Directorate; and
* Administrative tasks as assigned.

**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 7 qualification in Data Analytics, Statistics, or a relevant discipline;
2. Have at least 5 years’ recent satisfactory experience, including a minimum of 2 years’ experience in a data analyst role or equivalent, and;
3. Have strong analytical skills to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy, and the ability to extract key messages and underlying trends.

**Desirable Criteria**

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

The ideal candidate will also:

1. Demonstrate ownership, initiative and self-motivation over own work;
2. Have strong communication and interpersonal skills, demonstrating the ability to build and maintain relationships with different stakeholders;
3. Have strong report writing and data visualisation skills;
4. Promote and engage in collaboration, cross-functional and teamwork, creating opportunities to work together where relevant;
5. Have knowledge of public service policies, services and activities, specifically in the transport sector; and
6. Be proficient in the use of data analysis or statistics programs.

**Remuneration**

**Salary Grade: Higher Executive Officer**

**Salary Scale: €58,847, €60,567, €62,285, €64,000, €65,723, €67,437, €69,157, €71,637 (LSI 1), €74,112 (LSI 2)**

**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).

**€56,047, €57,664, €59,279, €60,907, €62,537, €64,180, €65,811, €68,158 (LSI 1), €70,513 (LSI 2)**

**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:** 29 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 **ntacareers@rsmireland.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 Data and Reporting Analyst; 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 15 August 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 **ntacareers@rsmireland.ie.**

**Data and Reporting Analyst - Key Competencies**

|  |  |
| --- | --- |
| **Team Leadership** | Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and  performance issues if they arise |
| Provides clear information and advice as to what is required of the |
| Strives to develop and implement new ways of working effectively to meet objectives |
| Leads the team by example, coaching and supporting individuals as required |
| team Places high importance on staff development, training and maximising skills & capacity of team |
|  | Is flexible and willing to adapt, positively contributing to the implementation of change |
| **Judgement,**  **Analysis & Decision**  **Making** | Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range  of critical factors |
| Takes account of any broader issues, agendas, sensitivities and related implications when making decisions |
| Uses previous knowledge and experience in order to guide decisions |
| Uses judgement to make sound decisions with a well-reasoned rationale and stands by these |
| Puts forward solutions to address problems |
| **Management &**  **Delivery of Results** | Takes responsibility and is accountable for the delivery of agreed objectives |
| Successfully manages a range of different projects and work activities at the same time |
| Structures and organises their own and others work effectively |
| Is logical and pragmatic in approach, delivering the best possible results with the resources available |
| Delegates work effectively, providing clear information and evidence as to what is required |
| Proactively identifies areas for improvement and develops practical suggestions for their implementation |
| Demonstrates enthusiasm for new developments/changing work practices and strives to implement these |
| Applies appropriate systems/ processes to enable quality checking of all activities and outputs |
| Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers |
| **Interpersonal &**  **Communication**  **Skills** | Builds and maintains contact with colleagues and other stakeholders to assist in performing role |
| Acts as an effective link between staff and senior management |
| Encourages open and constructive discussions around work issues |
| Projects conviction, gaining buy-in by outlining relevant information and selling the benefits |
| Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances |
| Presents information clearly, concisely and confidently when speaking and in writing |
| Collaborates and supports colleagues to achieve organisational goals |
| **Specialist**  **Knowledge, Expertise and Self Development** | Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit  and Department/ Organisation and effectively communicates this to others |
| Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work |
| Focuses on self development, striving to improve performance |
| **Drive &**  **Commitment to Public Service Values** | Strives to perform at a high level, investing significant energy to achieve agreed objectives |
| Demonstrates resilience in the face of challenging circumstances and high demands |
| Is personally trustworthy and can be relied upon |
| Ensures that customers are at the heart of all services provided |
| Upholds high standards of honesty, ethics and integrity |