

**Transport Compliance Co-Ordinator**

**Competition Information Booklet**

Please read carefully

|  |
| --- |
| **Position:** Transport Compliance Co-Ordinator **Grade:** Engineer Grade II**Directorate:** Transport Regulation**Reporting to:**  SPSV Compliance Manager**Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model**Starting salary:** €74,701Closing date for receipt of completed applications:**12pm (noon) on Friday, 10 October 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 Transport Compliance Co-Ordinator. 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 and compliance regime 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**

Duties include investigating and coordinating assigned regulatory cases and compliance operations across the Small Public Service Vehicle (SPSV), commercial bus, clamping, and EU passenger rights sectors. The role involves co-ordinating and conducting nationwide compliance activities, including inspections, audits, investigations, and the service of legal documents. Oversight of and engagement with external service providers is key to the role. Strong organisational, operational, and communication skills are essential, together with a willingness to travel and to develop technical expertise relevant to the role. The successful candidate may also be required to undertake additional functions within any other regulatory or operational future areas assigned to the Directorate, which has an expanding mandate.

The Transport Compliance Coordinator will report directly to the SPSV Compliance Manager with other reporting lines into the Clamping, Commercial Bus and EU Passengers Rights units. The role will require flexibility for nationwide travel and working outside standard hours, including evenings and weekends.

**Regulatory Case Management and Operational Delivery**

* Co-ordinate and conduct approved compliance operations nationwide, including multi agency operations.
* Prepare inspection schedules and supporting materials and maintain accurate records of operational activity.
* Support the preparation and organisation of prosecution documentation, including the issue of Fixed Payment Notices and serving of legal documents.
* Manage assigned cases relating ensuring timely resolution in accordance with relevant legislation and procedures.
* Become an authorised person under relevant legislation.

**Specialist Industry knowledge**

* Become a subject matter expert and maintain a working knowledge of the transport industry to inform enhanced operations.
* Maintain up to date knowledge of industry trends, emerging technologies and best practices.
* Monitor industry to ensure compliance with licensing and regulatory obligations.

**Project and Process Management Participation**

* Lead and contribute to cross-functional projects aimed at improving regulatory oversight, customer experience, transport safety and security or operational efficiency.
* Apply project management skills to support the timely delivery of initiatives within budget and scope.
* Draft and maintain Standard Operating Procedures (SOPs) to ensure consistency and legal compliance across regulatory activities.

**Stakeholder Management**

* Act as a point of contact with third parties (e.g., outsourced service providers and external organisations) and develop productive working relationships with operational units across the country.
* Plan and implement joint compliance operations with An Garda Síochána and other government agencies, subject to management approval.

**Governance and Reporting**

* Ensure detailed and accurate record-keeping in line with internal protocols and legal requirements.
* Prepare and submit regular and ad-hoc reports to the management team as required.
* Administrative tasks as required.

**Training, Development and Stakeholder Engagement**

* Development and delivery of training materials and programmes.
* Attend training and maintain up-to-date technical knowledge across the regulated sectors.
* Engage in cross-divisional activities and maintain effective working relationships with internal and external stakeholders.

**Supervision**

Where assigned, oversee the work of staff, providing guidance and support to ensure effective performance and delivery of objectives.

***Note:*** *The functions and responsibilities initially assigned to the position(s) are based on the current organisational requirements and may be changed from time to time. The person(s) appointed require 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 a regulatory, security, legal, business, compliance or relevant discipline;
2. Have at least 5 years recent satisfactory relevant experience;
3. Have a minimum of 2 years’ experience in managing people or projects; and
4. Hold a recognised Project Management qualification;

**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 demonstrate:

1. Excellent interpersonal and communication skills, including the proven ability to develop and deliver clear key messages;
2. Excellent organisational ability and delivery of results, including the ability to manage different resources to the best benefit of a 24/7 nationwide remit;
3. Demonstrate ownership, initiative and self-motivation over own work;
4. Have knowledge of public service policies, services and activities, specifically in the transport sector;
5. Proven leadership capabilities, with the ability to motivate, guide, and influence others to achieve objectives effectively;
6. Practical knowledge of legislation relating to the Freedom of Information and Data Protection;
7. Excellent verbal and written skills; and
8. Hold a current driving licence to fulfil the duties of the role.

**Remuneration**

**Salary Grade: Engineer Grade II**

**Salary Scale: €74,701, €76,408, €78,110, €79,821, €81,527, €81,981, €83,662, €85,408, €88,250 (LSI 1), €91,100 (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).

**€71,072, €72,700, €74,313, €75,941, €77,562, €79,183, €80,798, €82,436, €83,836 (LSI 1), €86,539 (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:** 27 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 Transport Compliance Co-Ordinator; 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 10 October 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.**

**Transport Compliance Co-Ordinator - 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 |
| 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 |