

# Systems Developer & Administrator x 2



<b>Location:</b>	Hybrid working with office attendance
<b>Reporting to:</b>	IT & IG Manager
<b>Contract:</b>	Permanent, subject to 6-month probationary period
<b>Salary Range:</b>	€37,925 - €50,964. Starting salary dependent on experience
<b>Hours:</b>	37.5 hours per week
<b>Leave:</b>	26 days
<b>Pension:</b>	Available on completion of probation
<b>Travel:</b>	The post requires a valid driving licence and the use of a car for business purposes. Expenses policy applicable
<b>Head Office:</b>	Phoenix House, Castle Street, Dublin 2

**The Organisation:** Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over **2,500 homes**. They deliver services to **over 5,000 people** and help **create thriving communities**.

*We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation.*

*We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.*

*Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.*

## **The Role:**

This is a new and exciting role at Circle VHA. The System Developer & Administrators will support the IT & IG Manager in the design and implementation of additional software systems in line with departmental and individual requirements, across all levels of the organisation. This role will also require the successful candidate to support our IT & IG department in daily operational requirements, ensuring Circle VHA's existing IT Systems are effectively maintained and configured to provide a seamless service for ongoing business needs.

## **Key Responsibilities**

### **System Administration**

- Undertake regular audits of systems and devices, identifying key trends in usage within the organisation.
  - Monitoring system performance and security.
  - Ensure that up-to-date and accurate information is maintained on all IT systems.
  - Utilise IT Systems to present findings and reports to the wider organisation, Leadership/Management and all other key stakeholders as needed.
  - Liaison between Circle VHA and IT partners, escalating any issues that may arise as required.
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### **System Development**

- The maintaining and updating systems currently in use within the organisation, eg. M365, MRI Housing, MRI Financials, EDRM, etc.
  - To test and evaluate new technology for example AI integration, reporting findings to the IT & IG Manager whilst identifying the requirements for successful implementation.
  - Provide documentation and technical specifications for planning and implementing new or upgrades to IT Systems.
  - Analyse information, produce reports, make recommendations, and implement improvements within the IT Systems.
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### **Security & Compliance**

- Understanding of Privacy by Design and the application of the GDPR principles to IT Systems.
- Developing and implementing System Policies and Procedures.
- Plan and deliver information-sharing workshops to the wider Circle organisation with respect to existing and newly implemented IT Systems.
- Perform all duties and responsibilities in line with current security procedures.
- Promote a climate of high performance, quality standards and continual improvement.
- Assist in effective budget planning, control and compliance to ensure a value-for-money approach.
- Manage risk within the service area and across Circle VHA, achieving compliance with all legal statutory and regulatory requirements and Circle VHA policies.
- Provide confidential and professional support to the IT & IG department.

## General

- Contribute to developing team and individual targets, attending and positively contribute to meetings.
- Lead team meetings ensuring liaison where necessary, with the other teams/departments and other agencies.
- Support our tenant first approach through the effective completion of daily tasks and the implementation new IT systems.
- Liaising with teams across the organisation to ensure information is appropriately shared with stakeholders receive a seamless service.
- Work collaboratively to deliver exceptional performance and influence, drive, and support change in the operating environment.
- Work effectively as part of the IT & IG Department and all relevant internal and external key stakeholders.
- Participate in ad-hoc projects as requested by the IT & IG Manager.
- Undertake any other duties that are reasonably commensurate with the level of this post.
- This job description is not intended to be an exhaustive list but indicates the main responsibilities of the post. It will be reviewed periodically to consider changes and developments and of service requirements.

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## Key Competencies

- Technical Knowledge
- Ability to analyse data
- Delivering against targets
- Leadership and team working
- Excellent IT Skills and Knowledge
- Excellent time management skills
- Ability to multi-task
- Communication skills
- Brand Integrity
- Focus on continual professional development



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## Person Specification

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.

<b>Education and Work Experience</b>	<b>Essential</b>	<b>Desirable</b>
Industry recognised qualification for example: MCSA, CompTIA	✓	
Minimum of 3 years experience as a System Administrator	✓	
Minimum of 2 years experience of Project Management	✓	
<b>Key Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Experience with databases, data analytics	✓	
Experience with scripting and automation	✓	
Presentation Skills - ability to communicate to all levels within organisation		✓
Ability to prioritise work to deadlines and meet targets	✓	
Understanding of GDPR Principles and Privacy by Design		✓
Knowledge of system security and data backup/recovery	✓	
Ability to form and maintain good working relationships at all levels, both internally and externally	✓	
Proven track record of developing and implementing IT Strategy and plans	✓	
Application of in-house, multi-discipline IT packages and high level of skills on MS365 such as Power BI, Power automate, Excel, etc.	✓	
Full, clean and unrestricted driving licence valid for use in Ireland with access to a vehicle	✓	
Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant stakeholders	✓	
Excellent organisational skills and experience in working in a busy and varied environment	✓	
Strong analytical and reporting skills. Solution focused with the ability to anticipate, prevent and resolve problems	✓	

**This job description is not restrictive and will be subject to periodic review.**

## Employee Benefits



26 days of annual leave



Increased annual leave entitlement with length of service



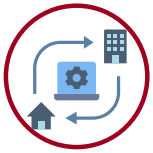
Paid sick leave



Annual salary increments



Company Pension Scheme



Hybrid working options



Death in Service Benefit



Personal Milestone Gifts



Further Education Assistance



Employee Assistance Programme



Paid maternity leave



Paid adoption leave



Paid paternity leave



Early miscarriage leave



Fertility Leave



Additional parents leave payment



Tax Saver Commuter Tickets



Bike to Work scheme

Some benefits subject to T&C's\*

