

**BI Data Analyst**

**Competition Information Booklet**

Please read carefully

|  |
| --- |
| **Position:** BI Data Analyst**Grade:** Engineer Grade II**Directorate:** Chief Information Office **Reporting to:**  Head of Business Intelligence and Data Analytics**Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.**Starting salary:** €72,511Closing date for receipt of completed applications:**12pm (noon) on Friday, 1st November 2024****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 BI Data Analyst. Successful candidates may be placed on a panel from which future vacancies may be filled.

**Duties and Responsibilities**

The NTA is at a very opportune moment in its history: a crossroad in time when modern data technologies, advanced analytics, data science, and artificial intelligence (AI) meet transportation opportunities that are being expected by the growing and changing needs of Ireland’s population. The wealth of the data that the NTA is managing at present will be greatly exceeded in complexity and volume by the data that will soon become available to it. This data will become a valuable source of knowledge that will help Ireland deliver the transport needs in an innovative and a cost-effective manner. We have developed an advanced cloud-based BI & Data Analytics Platform to ensure we maximise the potential of the increasing volumes and use cases of data. In parallel, we are growing our BI & Data Analytics Department to serve the analytical needs of the NTA and the wider transport community in Ireland. As a result, we are now seeking to recruit a BI Reporting Specialist who will have the skills to leverage the data and technology within the NTA to provide actionable insights to the relevant public transport stakeholders. The BI Reporting Specialist will based in the BI & Data Analytics Department of the NTA, working with the Head of the Department, and a team of Data Engineers, Data Architects, BI Developers and Data Scientists

* Work with the BI & Data Analytics Department of the NTA to articulate information needs and build robust models in support of planning and policy making;
* Use appropriate statistical methods to identify, manage and analyse a variety of data. This will require strong data querying and statistical programming skills in one or more suitable languages;
* Develop machine learning models, where appropriate, to predict boarding & alighting patterns, arrival times, commuting patterns etc;
* Develop good relationships with data providers in the NTA in order to better identify analytic potential to support policy making;
* Leverage AI and Gen AI tools for automation and innovation;
* Future passenger demand, carbon emissions and traffic congestion forecasting;
* Participate in the relevant working groups and networks and attend relevant meetings;
* Provide written and oral briefings based on their analysis to the Head of BI & Data Analytics;
* Works closely with clients and ICT teams to turn data into critical information and knowledge that can be used to make sound business decisions;
* Provide data analysis that is accurate, relevant and reliable, and ensure the information is easily available to users for direct consumption or integration with other systems; and
* Assist in educating and training NTA business departments to use data as an analytical tool, displaying the information in new forms and content for the purpose of analysis and option exploration.

The skillsets associated with this role include the following:

* Ability to identify business intelligence, reporting, and data analysis needs;
* Experience in building an understanding of the business at a level of detail that enables them to identify and address critical issues;
* Experience supporting the design and development of business intelligence solutions including data modelling;
* A critical thinker with an well-developed set of problem solving skills and a strong business acumen to foresee and mitigate issues around the preparation of specifications, development and implementation of solutions, with due consideration to impact of change on the organisation and stakeholders;
* Strong communication and relationship management skillset, with the ability to deliver critical findings to management regarding any proposed organisational change;
* Strong mathematical / statistical skills;
* Ability to work with SQL databases and several programming languages and statistical software packages;
* Demonstrable experience building AI / machine learning / statistical models that provide business benefit;
* Using scripting languages to develop new insights from the available data;
* Ability to review available data, search and identify patterns that could indicate new insights;
* Ability to analyse very large data sets and to help creating management reports and dashboards; and
* Experience in how the available data within a public sector body can influence a strategy and contribute to the success of a strategy.

**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 NFQ level 7 qualification in a numerate discipline, being Computer Science, Data Analytics, Engineering, Economics etc or equivalent;
2. Evidence of skills in analytics techniques and programming (e.g. data visualisation, machine learning, statistical programming, SQL);
3. Have at least 5 years experience working as a BI / Data Analyst developing data models and providing advanced data analysis/reports/dashboards for consumption by business users; and
4. Have at least 2 years’ experience managing projects or people.

**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 how the available data within a public sector body can influence a strategy and contribute to the success of a strategy.

**Remuneration**

**Salary Grade: Engineer Grade II**

**Salary Scale €72,511, €74,168,** **€75,821, €77,481, €79,137, €79,577, €81,210, €82,904, CCCCCCCCCCCCCCCCCCCCCCCC €85,663 (LSI 1), €88,429 (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).

**€68,988, €70,569, €72,134, €73,715, €75,288, €76,862, €78,429, €80,020, €81,378 (LSI 1), €84,002 (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 **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 BI Data 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 1st November 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 **ntacareers@rsmireland.ie.**

**BI Data 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 |