<table>
<tr><td colspan="2">CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY
The Pensions Authority is an equal opportunities employer</td></tr>
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<tr><td colspan="2">Higher Executive Officer – Software Development Tester
The Pensions Authority</td></tr>
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Title:	Higher Executive Officer – Software Development Tester
Employer:	The Pensions Authority
Salary:	€58,264
Level:	Higher Executive Officer (Standard Scale)
Posts:	One permanent post
	The Authority may establish a Higher Executive Officer – Software Development panel as part of this recruitment process from which any future permanent or temporary Higher Executive Officer – Software Development posts which arise during the life of the panel may be filled.
Tenure:	Permanent (subject to satisfactory completion of probation)
Location:	Verschoyle House, 28-30 Lower Mount Street, Dublin 2
	The Pensions Authority currently operates a hybrid work model (HWM). Our HWM policy currently requires employees in the IT unit to attend the office for a minimum of one day per week. Please note the Authority's HWM is subject to change in line with Government guidelines and the Authority's business needs.
Email:	careers@pensionsauthority.ie
Closing date:	**12:00 noon on Wednesday 28 May 2025**

The Pensions Authority

The Pensions Authority is a statutory body established under the Pensions Act 1990. The Authority supervises compliance with the Pensions Act by scheme trustees, personal retirement saving account (PRSA) providers, registered administrators and employers. Additionally, the Authority is responsible for advising the Minister for Social Protection on pension matters generally.

Further information about the Authority and the work we do can be found on our website www.pensionsauthority.ie

Working at the Pensions Authority

The Authority is an equal opportunities employer. Our employees come from varied professional backgrounds in both the private and public sector and include actuaries, lawyers, accountants, regulatory specialists, data analysts, qualified financial advisors, pension administrators, investment managers, customer service support, and software and hardware engineers.

A career in the Authority will give you a unique opportunity to work in pensions regulation and to develop your potential while contributing to the Authority's vision of achieving a pensions landscape which encourages pensions savings by being secure, well managed and understandable. Further information on working in the Authority can be accessed here.

Day-to-day work of the Authority

The day-to-day work of the Authority is carried out by our 100 employees working together in the following Units:

- Supervision and Enforcement which includes Master Trust Supervision, Defined Benefit Supervision and Defined Contribution Supervision.
- Policy.
- Legal.
- IT and Data.
- Strategy and Change Management.
- Operations.

Further information about the work of each Unit can be found on our website in the organisational structure section.

The IT and Data Unit

The IT & Data Unit is responsible for all IT and Data in the Authority. The IT section of the unit consists of two teams: the IT Infrastructure Team and the Software Development Team. The IT Infrastructure Team is responsible for all of the hardware and software infrastructure that the Authority needs to carry out its work. The Software Development Team looks after the development and maintenance of the Authority's software which is used for the supervision of pensions schemes.

The HEO Software Development Tester will be part of a small in-house team of developers and will play a key role in testing the specification, design, and development of new pensions register software for the Pensions Authority.

This is a large development with many interesting challenges in the areas of user experience, data integrity, security, large-scale databases, multi-threading, high-availability systems, and entity resolution.

The HEO Software Development Tester will gain exposure to the entire Software Development Lifecycle and will become an expert with a TypeScript/JavaScript Development stack.

Role of Higher Executive Officer (HEO) Software Development Tester within the IT & Data Unit

Main duties and responsibilities

The HEO Software Development Tester reports to the Software Development Manager (Assistant Principal) – IT & Data Unit.

We are seeking a highly motivated and experienced Software Development Tester to join our growing software development team. You will play a crucial role in ensuring the quality of our software products by developing and maintaining automated test frameworks and scripts. You will work closely with developers, QA analysts, and product managers to deliver high-quality releases.

- You will design, develop, and maintain automated test frameworks using Selenium and Maven.
- Create and execute automated test scripts for UI, API, and integration testing.
- Maintain a robust CI/CD pipeline integration for automated testing.
- Analyse requirements and specifications to identify testable scenarios.
- Report and track defects using a bug tracking system (e.g. Azure Dev ops).
- Collaborate with developers to troubleshoot and resolve issues.
- Participate in code reviews and contribute to improving testing best practices.

- Stay up to date with the latest testing tools and technologies.
- Contribute to the continuous improvement of the testing process.
- Develop and maintain test data management strategies.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.

Essential skills, experience and qualifications

Candidates for this role should possess the following in addition to the competencies of a HEO (set out in Appendix 1):

- Proven experience (2 years) in developing and maintaining automated test frameworks using Selenium WebDriver
- A relevant third level degree in Software Engineering, Computer Science or a discipline where software development with an object-oriented language was a primary subject at NFQ Level 8, finishing with a 2.1 or above.
- A strong understanding of Maven and dependency management.
- Experience with testNG or JUnit frameworks.
- Experience with version control systems (e.g., Azure Dev Ops).
- Familiarity with CI/CD tools (e.g., Jenkins, Azure Dev Ops CI).
- Experience with Agile development methodologies.
- Excellent analytical and problem-solving skills.
- Strong communication and collaboration skills.
- Experience with API testing tools (e.g., Postman, RestAssured) (desirable).
- The ability to approach problems with a sense of ownership, enthusiasm, and innovation.
- Excellent interpersonal skills and a proactive approach to problem solving.

Desirable Skills

- The ability to work with those on their team to achieve high performance, by developing clear and realistic objectives, dealing with emerging problems and addressing any performance issues in a constructive manner.
- Experience participating on team-based projects, organising meetings as required, ensuring action points are completed etc.
- Experience in using Apache JMeter for load testing, stress testing, and performance validation of web applications. Knowledge in creating, configuring, and executing complex JMeter test plans, including using Thread Groups, Samplers, Assertions, and Listeners.

- Knowledge of tracking and interpretation of key performance indicators (KPIs) such as response time, page load time, throughput, error rates, latency, and server resource utilization (e.g., CPU, memory, disk I/O) to assess system performance.
- Knowledge of load generation for simulating concurrent users (virtual users) using JMeter's thread groups. Applying stress testing techniques to simulate extreme traffic conditions (e.g., traffic spikes, excessive load) and identifying performance degradation such as database performance, CPU/memory consumption, and network latency. Ability to rollback data added/updated during a test run reset to a known starting point.
- Knowledge of testing the application's ability to scale horizontally and vertically and identifying performance bottlenecks in the application stack.
- Experience in writing and modifying JMeter scripts for parameterization (dynamic data input), correlation (handling dynamic session data), and custom assertions for validating business logic during load tests.

Application process

Interested candidates must submit the application form provided, demonstrating how they meet the requirements of this position to careers@pensionsauthority.ie.

Applications must be marked in the subject heading as 'Higher Executive Officer Software Development Tester – your name'. Failure to do so may result in your application being deemed ineligible.

Applicants must demonstrate in the application form that they possess the qualities, skills and knowledge required for the role as identified in the 'Essential skills, experience and qualifications' section above and the Pensions Authority's competency framework for the Higher Executive Officer grade (set out in Appendix 1).

When completing the application form, please refer to the competencies in Appendix 1 and consider the requirements of the role as set out above. For each competency, please provide specific examples illustrating how you have displayed the relevant competency during your career to date, in order to clearly demonstrate your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

Situation	Present a challenging situation you found yourself in
Task	What did you need to achieve from the situation?
Action	What action did you personally take to achieve this?
Result	What was the result of your action?

Closing date

The closing date and time for receipt of applications is **12:00 noon on Wednesday 28 May 2025.**

We acknowledge receipt of all applications. If you do not receive an acknowledgment of receipt of your application, please contact careers@pensionsauthority.ie immediately, but no later than three days after the closing date.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you.

It is the Authority's policy that applications will not be accepted after the closing time.

Note:

If you are an EU/EEA/UK national, you will be asked to show proof of right to work in Ireland. If you are a non-EU/EEA/UK national, you will require a current and valid work visa for the Republic of Ireland. Remote working outside of the territory and jurisdiction of Ireland will not be facilitated except for employees residing in Northern Ireland.

Please note the Pensions Authority cannot provide employer sponsorship for employment permit purposes.

<u>Selection process</u>

Candidates may be shortlisted on the basis of the information provided in their application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post.

The selection process may include:

- a competitive initial/preliminary interview; and/or
- one or more rounds of technical tasks, tests or exercises to be completed by the candidate; and/or
- a competitive final interview(s); and/or
- a presentation by the candidate.

Notification to attend interview will be provided at least one week in advance. Candidates

will be required to attend interviews at their own expense. It is not possible to alter the allocated interview date or time. **Candidates who do not attend for interview when and where required or fail to confirm their attendance for interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.**

If you require special facilities at the interview location (e.g., wheelchair access, sign interpreter, Braille etc.), please contact careers@pensionsauthority.ie.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Any candidate who supplies false or misleading information in their application will be disqualified.

We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will result in disqualification from the recruitment process.

Career development

Through our continuous learning and development programme, we provide employees with the opportunity to develop the skills and knowledge required to efficiently and effectively carry out their roles to serve the public interest. The Authority is committed to investing in the expertise of our employees so they can progress their careers in our organisation and beyond.

Each Unit works collaboratively and plays an important role in delivering the Authority's objectives. In the delivery of our objectives, there are various cross-Unit projects and business as usual activities underway at any one time in a variety of areas such as supervision; compliance and enforcement activity; data management and analysis; policy development; providing legal and technical advice; IT systems development; HR; finance; procurement and communications. Employees have the opportunity to input into and influence how the Authority does its work. These activities enable employees to gain an array of experiences from across the organisation.

Benefits of working at the Pensions Authority

Our modern city centre office, located on Lower Mount Street, Dublin 2, is easily accessible by DART, Luas and many bus routes. While employees are contracted to work in our Dublin 2 office, employees can currently avail of our hybrid working arrangement. Our hybrid working policy currently requires employees to attend the office for a minimum of two days per week. This is subject to change in line with Government guidelines and the business needs of the Authority. All employees must work from the territory and jurisdiction of Ireland while working remotely with the Authority.

Below are just some of the benefits that the Authority has to offer:

- Public sector pay rates, pension benefits and annual leave entitlements.
- Dynamic and interactive work environment.
- Career progression opportunities.
- Personal development opportunities through employer-sponsored academic education, paid study leave and extensive in-house training and development programmes.
- Flexible working hours and the potential to accrue flexi leave for those operating at CO, EO and HEO grades.
- Tax saver tickets, Cycle to Work Scheme and bike storage onsite.
- Wellbeing initiatives: lunch and learn sessions on popular topics, mindfulness classes, mental health awareness talks, provision of fresh fruit daily, health initiatives, employee networking initiatives, confidential employee assistance programme.
- An active and inclusive social committee hosting varied activities.

General conditions of employment

Pay

Entry will be at the minimum (first point) of the Higher Executive Officer (Standard) Scale, which is €58,264 for persons appointed on or after 6 April 1995. The salary scale for the position, as per Circular 06/2025 is as follows:

For persons appointed to the public service after 6 April 1995:

€58,264.00   €59,967.00   €61,668.00   €63,366.00   €65,072.00   €66,769.00
€68,472.00   €70,928.00[1]   €73,378.00[2]

Long service increments may be payable after three (LSI-1) and six (LSI-2) years' satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and/or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a permanent or temporary position with the Authority the appointee must serve a probationary period, which normally will last for nine months. If at anytime during this period, it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Panel

As part of this recruitment process, the Authority may establish a panel of successful candidates in order of merit. Any panel created will expire after a designated period from its establishment (usually nine months), or when it has been exhausted, whichever is sooner. The Authority may decide that only a certain number of candidates will be placed on any such panel. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafterbecause of having been on the panel.

More detailed information regarding establishment of a panel (if any), duration of any such panel and placement on the panel will be provided to successful candidates.

If you are placed on a panel, and are subsequently offered an assignment, you must be available to take up the post as offered. Vacancies may need to be filled with immediate effect; therefore, if you are not contactable, the Authority will immediately move on to the next available candidate. Candidates who wish to be considered for positions which may arise must be available for the full duration of the contract offered. Extended holiday plans during this period may affect your possible assignment.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 35 hours net per week. Normal working hours are from 9.00am to 5.00pm Monday to Friday, including lunch. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time. Please note that hours of attendance may be subjectto change from time to time in line with Government/local policy and practices.

Annual leave

The annual leave allowance for the position of Higher Executive Officer is 29 working days per year. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five-day week and is exclusive of the usual public holidays.

Business travel

When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Pension entitlements

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme's minimum pension age will be linked to the State Pension age 66. Retirement for most members will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see: http://www.per.gov.ie/pensions.

Pension accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Note:

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment, which will be set out in the employment contract to be agreed with the successful candidate.

Privacy Statement

Information provided on applications submitted to the Pensions Authority will be processed in line with our Privacy Statement. Please click here to review the Pensions Authority's Privacy Statement

Appendix 1 Higher Executive Officer Competencies

Competency	Typical behavioural indicators
Team management	- Has a clear understanding of the roles, objectives and targets of self and team, how they fit into the work of the unit and organisation and can articulate this. - Works with those under their supervision to achieve high performance, by developing clear and realistic objectives, dealing with emerging problems and addressing any performance issues in a constructive manner. - Leads on projects, organises meetings as required, ensuring action points are completed etc. - Leads by example, coaches and supports individuals as required and promotes and ensures adherence to the organisation's policies, procedures and standards. - Promotes a culture of continuous learning and improvement placing high importance on employee development, training and maximising skills and capacity of the team; providing upward feedback to manager in this regard. - Is flexible and willing to adapt, positively contributing to the implementation of change and supporting and assisting others to do so.
Analysis and decision making	- Takes account of broader regulatory and organisational issues and uses his/her experience in order to make sound evidence-based recommendations/decisions, supporting these with well-reasoned rationale. - Takes ownership of his/her recommendations and decisions. - Quickly identifies and advises manager on key operational trends or risks to the delivery of the objectives of the unit. - Uses sound judgment (in relation to priorities and decisions) even in conditions of uncertainty.
Delivery of results	- Takes responsibility and is accountable for the delivery of agreed objectives (own and team's) and the day-to-day running of their area of responsibility. - Successfully manages a range of different projects and work activities at the same time. - Is logical and pragmatic in approach, delivering the best possible results with the resources available - Delegates work effectively, providing clear information, advice and evidence as to what is required.

Competency	Typical behavioural indicators
	• Monitors progress and quality of team's work and applies appropriate systems/processes to enable quality checking of all activities. • Ensures adequate records and files are kept (own and team's). • Promotes a focus on high quality customer services, for internal and external customers; identifies customers' needs, develops practical solutions to their problems and monitors the effectiveness of these.
Interpersonal and communication skills	• Acts as a link between employees and management by balancing organisational perspectives with those of their team. • Builds and maintains rapport with others through consistency, confidence and an open communication style. • Is able to listen effectively and develop a two-way dialogue quickly. • Is candid and challenges others (internal or external) in appropriate circumstances in the interests of organisational effectiveness. • Probes to get the facts when others may be reluctant to provide full, detailed information. • Encourages open and constructive discussions around substantive work issues. • Acknowledges others' input and expertise publicly. • Presents complex information clearly, concisely and confidently when speaking and in writing. • Gains support for ideas, proposals, projects etc. by identifying and proposing workable solutions; enlisting experts or third parties to influence others; involving others in decision making processes etc.
Drive and commitment	• Consistently performs at a high level to achieve agreed objectives. • Demonstrates resilience in the face of challenging circumstances and high demands. • Ensures that public service ethos and customer service are at the heart of all services provided by self and team members.
Knowledge, skills, expertise and self-development	• Keeps up-to-date with developments in the sector in general and the organisation in particular. • Understands the link between unit plans and business strategy.

Competency	Typical behavioural indicators
	• Has a high level of knowledge, skills and expertise relevant to his/her area of work. • Is committed to broadening and deepening knowledge, skills and expertise, as appropriate (for self and team) and acquiring relevant qualifications. • Focuses on continuous learning and self-development; seeks feedback and development opportunities.