

CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY
The Pensions Authority is an equal opportunities employer

Higher Executive Officer – Data Analytics Engineer panel
The Pensions Authority

Title: **Higher Executive Officer – Data Analytics Engineer panel**

Employer: The Pensions Authority

Salary: €60,029

Level: Higher Executive Officer (HEO) (Standard Scale))

Posts: The Authority wishes to establish a HEO Data Analytics Engineer panel as part of this recruitment process from which any future permanent or temporary HEO Data Analytics Engineer posts which arise during the life of the panel may be filled.

Location: Verschoyle House, 28-30 Lower Mount Street, Dublin 2

The Pensions Authority currently operates a hybrid work model (HWM). Employees in the IT and Data Unit work predominantly remotely from home with some on-site attendance as required. 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 9 September 2026**

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 savings 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.

The IT and Data Unit

The IT and Data Unit has overall responsibility for:

- the hardware and software infrastructure that the Authority needs to carry out its work;
- the development and maintenance of the Authority's software which is used for the supervision of pension schemes;
- the analysis of data submitted to the Authority from regulated entities;
- collating available data and information; and
- dealing with data queries from regulated entities.

This includes responsibility for all data quality, data integrity, data governance and data management within the Authority, as well as the day-to-day development of reports and dashboards, data validation and analysis, and longer-term data strategy.

The IT and Data Unit comprises twenty-three staff members and is composed of four teams: Software Development, Infrastructure, Data Quality and the Data Management Team. Each team is led by Assistant Principals.

The Authority's IT and Data Unit is currently working towards replacing our main pensions software, the Pensions Data Register (PDR). PDR currently processes approximately 190,000 data submissions per annum by regulated entities through an online portal. The replacement system is scheduled to go live this year. This involves development of a new data warehouse and data analytics solution to ensure that all staff have access to the data they need when they need it.

In the coming years, a significant amount of future predictive analytics work will also be required to assess risk in pension schemes. The HEO Data Analytics Engineer will gain exposure to the entire Data Lifecycle and will become an expert with the Microsoft data platform stack through on-the-job and external training.

While the IT and Data Unit will have overall responsibility for managing data, all units have input to and responsibility for data, and there is ongoing interaction and cooperation on these matters and to ensure that the objectives of the Authority are met.

Role of HEO Data Analytics Engineer within the IT and Data Unit

The HEO Data Analytics Engineer will report to the Assistant Principal of the Data Management Team.

The main duties and responsibilities of this role include, but are not limited to:

- Designing, building, and maintaining robust, scalable and seamless data pipelines.
- Designing, building, developing and maintaining data solutions across all stages of the data lifecycle from ingestion to analytics.
- Supporting the data helpdesk, which includes responding to ad-hoc requests for reports and statistics using SQL.
- Enhancing and optimising data storage and retrieval processes.
- Building and maintaining analytical reports, dashboards, and other solutions as required.
- Applying data governance principles, including metadata management and documentation.
- Collaborating with colleagues across the Authority, various external organisations such as the Central Statistics Office (CSO) and the European Insurance and Occupational Pensions Authority (EIOPA), and with third parties including vendors on BAU activities and projects.
- Carrying out any other duties that may be assigned from time to time.

Essential skills, experience and qualifications

Each candidate should possess, on the latest date for receipt of completed applications, the following, in addition to the capabilities of a HEO (set out in Appendix 1):

- A qualification at NFQ Level 8, in a relevant third-level degree such as Computer Engineering, Computer Science, Information Systems, Statistics or other discipline using SQL, with a relevant primary subject at NFQ Level 8 such as Databases, Information Systems, Information Management, Big Data, Data Mining, Data Visualisation, Knowledge Engineering or Statistics (please note that a qualification at NFQ level 9 alone is not sufficient).
- At least two years' recent, relevant professional, commercial work experience in a similar role, such as Data Engineer, Data Analyst or BI Developer, preferably in the Financial Services sector.

- Advanced programming skills in SQL.
- Experience participating on team-based projects, organising meetings as required, ensuring action points are completed, etc.
- Proven experience with datawarehousing, SQL, performance tuning and database maintenance.
- Familiarity with CI/CD pipelines and DevOps practices for data solutions.
- Understanding of data modelling, ETL/ELT processes, and data integration.
- Hands-on experience with cloud-based and on-prem data architectures, especially Azure.

.Desirable skills, experience and qualifications

- SQL certification.
- Experience developing and maintaining Power Apps tooling.
- Database administration (DBA) expertise or certification.
- Strong proficiency in Azure Data Services (Data Factory, Synapse, Databricks, etc.).
- Advanced programming skills in Python or other Object-Oriented Programming languages.
- Relevant industry certification qualifications.
- Experience with API data ingestion.
- Advanced Excel skills.
- Knowledge/experience of data/analytics use for risk assessment.
- Knowledge/experience of the stages of the CRISP-DM or equivalent Analytics life cycle.
- Knowledge of XBRL or semi-structured financial data experience.

The successful candidate must be interested in further developing their pensions knowledge. The successful candidate will be required to complete training courses during their probationary period.

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.

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. For more information on how a career at the Authority can give



you a unique opportunity to work in pensions regulation and to develop your potential, see [this section](#) on our website.

Application process

Interested candidates must submit the application form provided, demonstrating how they meet the requirements of this position to careers@pensionsauthority.ie by **12:00 (noon)** on **Wednesday 9 September 2026**. Late applications will not be accepted. 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.

Applications must be marked in the subject heading as:

- 'HEO – Data Analytics Engineer panel – 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 requirements' section above, and the capability framework for Higher Executive Officer grade (set out in [Appendix 1](#)). Further information on the capability framework is available [here](#).

In particular, applicants must establish within their application, that they possess the specific capabilities identified below.

These are:

- Digital focus, innovation, and upskilling for the future
- Strategic awareness and change
- Delivering excellence
- Analysis, judgement and decision making
- Leading with specialist insight
- Engaging and collaborating

Eligibility

If you are an EU/EEA/UK national, you will be required to provide evidence of same. If you are a non-EU/EEA/UK national, you will be required to provide evidence of a current and valid work visa for the Republic of Ireland. **Please note the Pensions Authority cannot provide employer sponsorship for employment permit purposes.** Candidates must meet the eligibility criteria by the closing date specified in this document.

Remote working outside of the territory and jurisdiction of Ireland will not be facilitated except for employees residing in Northern Ireland.

Selection process

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.

Reasonable accommodations

The Pensions Authority is an equal opportunities employer committed to inclusion and diversity. We welcome candidates from diverse backgrounds and strive to create a workplace that reflects modern Ireland, where everyone has equal access to opportunity and feels respected and included.

In accordance with the Employment Equality Acts, reasonable accommodations will be made to support candidates during the recruitment process. Requests for accommodations can be made in confidence by contacting hr@pensionsauthority.ie.

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

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.

Honesty agreement

Honesty and integrity are key values in the Civil and Public Service. You are therefore required to ensure that the information provided throughout the selection process is factual, honest, and an accurate reflection of your skills and experience to date. Please note that the use of online systems, software or artificial intelligence during the selection process, assessments, interviews, or to prepare your application responses is strictly prohibited. Candidate submissions at all stages are subject to duplication / originality / response pattern checks, and the information provided may be verified at a later stage. Where a breach occurs, the Authority will consider sanctions which may result in disqualification. Any candidate who supplies false or misleading information will be disqualified.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them on request. Failure to do so may result in disqualification from the competition and/or termination of contract. Therefore, we advise you to have this documentation available to you when making your application.

In submitting your application, and in engaging in the recruitment process, you are confirming that you consent to your work/submissions being made subject to this process.

General conditions of employment

Pay

Entry will be at the minimum (first point) of the Higher Executive Officer (Standard) Scale, which is €60,029 for persons appointed on or after 6 April 1995. The salary scale for the position, as per Circular 22/2026 is as follows:

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

€60,029 €61,785 €63,537 €65,286 €67,044 €68,792 €70,547 €73,077¹ €76,546²

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.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 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 their 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 subject to 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 capabilities

Capability dimension	Capability sub-dimension	Key elements	Key indicators
Building future readiness	Digital focus, innovation, and upskilling for the future	Digital focus	Maximises the use of technology and digital solutions to drive efficiencies and support better service delivery.
		Innovation and creative solutions	Encourages and delivers innovative ideas, creative solutions and useful suggestions, with a good understanding of the practicalities Tries new or different approaches, demonstrating the flexibility to learn from mistakes, adapt and improve.
		Upskilling for the future	Proactively seeks development opportunities, building on strengths and addressing weaknesses and gaps with a positive attitude and willingness to learn. Committed to building knowledge and skills for the future. Understands what the team needs to do, to build future readiness and skills.
	Strategic awareness and change	Strategic awareness and future focus	Contributes to the development of policy, strategy and future planning for their area. Works with management to identify links between the broader organisational and departmental strategy and the yearly objectives of their team.
		Contextual awareness	Keeps up to date with wider Civil Service Policies and developments relevant to their own area. Considers the wider impact of policies and strategies.
		Facilitating change	Supports others through change, highlighting the benefits of change, innovation or new technology. Identifies and makes recommendations for change based on their experience and insights.
Evidence-informed delivery	Delivering excellence	Managing work and resources	Manages, plans and prioritises workload of self and team, to ensure targets and deadlines are met. Works in a systematic, organised and efficient manner, getting up to speed with new tasks at an appropriate pace. Manages resources effectively to deliver best outcome possible.
		Delivering quality outcomes and service	Sets high standards and goals for self and team with commitment to meeting these. Has good oversight of their teams work and puts procedures in



			place to track progress and quality. Practices and promotes delivering excellence in customer service and prioritises the customer experience. Seeks feedback on work and evaluates delivery against required outcomes.
		Attitude, initiative and flexibility	Demonstrates ownership, initiative and responsibility over own work, while also supporting the team. Maintains resilience and a 'can-do' attitude when working under pressure or constraints, seeking support when necessary. Ensures self and team are flexible and agile in the face of challenges or changing demands.
	Analysis, judgement and decision making	Gathering, analysing and utilising information	Gathers, understands and analyses data from a range of sources, to identify key information or core issues. Ensures systems are in place to appropriately gather, manage and utilise data. Analyses and evaluates complex verbal and numerical information in an accurate and timely manner.
		Problem solving	Solves problems in a logical manner, gathering relevant information and data, exploring different solutions and escalating issues where necessary.
		Informed judgement and decision making	Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies and procedures. Makes appropriate and timely decisions, communicating the rationale and seeking support, where required. Exhibits good judgement in dealing with difficult, ambiguous situations and 'on-the-spot' issues.
	Leading and empowering	Specialist expertise and professional development	Demonstrates a high degree of specialist expertise and knowledge in their area. Committed to continuous professional development, engaging in relevant courses, conferences, and activities to keep knowledge up to date.
		Leading, advocating and knowledge sharing	Leads and advocates in their area of expertise, through openly sharing insights, knowledge, evidence and rationale. Creates opportunities to share and transfer knowledge. Capable of describing technical terms in an easily understandable manner.



		Balancing autonomous work, cross-functional work and teamwork	Capable of working independently, as well as with their team and with other areas or functions. Has a clear understanding of what work needs to be done and how to do it, with the ability to self-motivate, setting own goals and targets.
Communicating and collaborating	Engaging and collaborating	Networking, engaging and consulting	Builds useful networks within and outside of the organisation and department. Prioritises engaging and consulting with relevant stakeholders providing insightful, open and transparent updates.
		Collaboration, teamwork and building relationships	Promotes and engages in collaboration, cross-functional and teamwork, creating opportunities to work together where relevant. Utilises interpersonal skills to build positive and effective working relationships, even in a blended or hybrid environment. Keeps their team, colleagues and manager appropriately informed, involved and updated.