

Grade V Data Analyst

Job Specification & Terms and Conditions

Job Title and Grade	Grade V Data Analyst
Closing Date	Monday 02 February 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary scale for the post as of 1 August 2025 is: €51,718 – €53,265 – €54,843 – €56,456 – €58,078 – LSI1 €59,969 – LSI2 €61,866. Secure Unit Allowance of €2702 pro rata
Working Hours	Full time, 35 hours per week
Annual Leave	30 days annual leave pro rata
Reporting Relationship	The post holder will report to the ICT Manager or other nominated manager
Purpose of the Post	This is a new post, the role will involve liaising with staff across various areas.

Principal Duties and Responsibilities

- Lead the development of data services and solutions, leveraging data from a range of sources.
- Coordinate the management of programme data, using best practice data management and in line with Oberstown data policies.
- To document and develop an understanding of the current data sets that are held in Oberstown systems, and how to interrogate them accurately for reporting purposes.
- To engage with decision makers to understand their requirements and provide analysis to enable them to make evidence informed strategic and operational decisions.
- To conduct data extraction, cleaning & preparation, data analysis, interpretation of data, identifying trends in information, identification of data quality and data gap issues and tracking data.
- To identify and communicate trends and patterns and to make recommendations based on those insights.
- To visualise complex and nuanced data in an intuitive and impactful manner.
- To identify gaps in the data and make recommendations on what data sets and data points might be added to enhance reporting capability.
- To structure, communicate and disseminate analysis to support information driven decision-making using consistent, documented data analysis/analytics methodologies.
- To contribute to the development of a data culture within Oberstown through building relationships with colleagues, demonstrating and explaining the value and potential of data to their work.

- To support the development of analytical reports and techniques, using the Microsoft PowerApps environment, with a particular focus on Power BI.
- To undertake evaluation of the implementation of recommendations in the reports of Oberstown.
- To research and prepare high quality research reports as requested.
- Design and implement highly intuitive reports, and interactive dashboards using BI/Data visualisation tools and software development languages, as appropriate. Build high end visualisations to meet sectoral output requirements.
- To establish and maintain recording systems and databases to support the functions of Oberstown.
- To work with the IT manager regarding the use of the case management and other relevant systems to capture data for reporting.
- To develop and co-ordinate implementation of project plans, utilising a recognised project management approach.
- Work in an agile environment, integrating with a range of sectors that engage with Oberstown, adhering to agreed requirements, timelines and standards.
- Strictly adhere to data protection/retention/recovery legislation and guidelines.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

- Experience of Database technologies (e.g. SQL Server).
- Knowledge of reporting and analytic tools (e.g. SQL, SSRS, SSIS, Crystal Reports, R, Power BI).
- Excellent MS Office skills to include, Word, Excel and PowerPoint.
- Knowledge of relevant ICT systems.
- Experience of Project management methodology as relevant to the role.

- Experience of liaising with staff, determining requirements, and successful delivery of appropriate information.

Planning & Managing Resources

- Demonstrate the ability to effectively plan and manage own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met.
- Prioritises effectively to manage multiple projects concurrently, structuring and reorganising own workload and that of others as needed.
- Demonstrates responsibility and accountability for the timely delivery of agreed objectives.

Commitment to a Quality Service

- Practices and promotes a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user.
- Proactively identifies areas for improvement and develops practical solutions for their implementation.
- Embraces and promotes the change agenda, supporting others through change and effectively seeing it through.
- Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks.

Evaluating Information, Problem Solving & Decision Making

- Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical factors in making effective decisions. Recognises when it is appropriate to refer decisions to a higher level of management.
- Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.
- Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate.

Communications & Interpersonal Skills

- Demonstrate excellent communication and interpersonal skills including the ability to present information in a clear, concise and confident manner (verbally and written).
- Demonstrate the ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders to assist in performing the role.
- Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood.

Eligibility Criteria Qualifications and/ or experience

Essential Criteria

- Degree qualification (NFQ level 7 or equivalent) in an area deemed relevant by Oberstown, such as Data Science (Analytics), Health Information Systems, Information Technology or a related technical discipline, plus a minimum of 2-year post qualification experience in a relevant and similar role.

Desirable Criteria

- Demonstrated working knowledge of database structures in general, with a particular focus on SQL.
- Advanced Excel and Visual Basic for Applications.
- Possess good working knowledge of the Power BI toolset and environment, including the ability to enhance existing dashboards and reports with new data points.
- Possess a good understanding of the architecture that supports a typical Power BI environment, including data source, PBI desktop, PBI service and PBI report server.
- Experience in analysing datasets using a range of tools. (Please specify in your application the tools you have experience using and your level of proficiency)
- Ability to work with both non-technical and technical stakeholders to accurately define data requirements.
- Excellent interpersonal skills and a team player.
- Knowledge of SQL server, MS SharePoint and the use of gateway technology would be advantageous.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)

In order to apply for the post of **Grade V Data Analyst**, please forward the above requested information via email to recruitmentmail@oberstown.com before **02 February 2026 at 5pm**.

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.

- Competitive interview(s).

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and

- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.