

**Confined Competition:
Education and Training Sector Candidate Pool
Grade VI – Business Analyst
Initial Assignment: SUSI, MySUSI
Specific Purpose Contract
Ref: G6SPMS26**

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City.

City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI). Student Universal Support Ireland (SUSI) is a unit of City of Dublin ETB which is designated by the Minister for Further and Higher Education, Research, Innovation and Science as the single Irish national awarding authority for student grants in further and higher education. SUSI is a dynamic workplace based in Ballsbridge, Dublin 4 and features a challenging balance of day-to-day operations and strategic development projects.

The core work of SUSI involves the annual processing of large numbers of online grant applications within short timeframes to determine eligibility under the criteria of the Student Grant Scheme. Approximately 100,000 grant applications are received on an annual basis. SUSI has also broadened its functions in recent years and now provides services relating to the 1916 Bursary, the International Protection Student Scheme, the PLC Bursary for Displaced Persons (Ukraine), the National Tertiary Office Programmes and the All-Ireland Scholarship.

Proposed Timeframe	Shortlisting will take place week commencing: 15 th June 2026 Interviews will commence week beginning: 22 nd June 2026 <i>*All dates are subject to change and are for guidance only</i>
Location of Position	The position will be based in SUSI, Shelbourne Road, Dublin 4.
Salary	For persons entering public service for the first time, starting pay will be at the minimum point of the Grade VI Salary Scale, €57,896. This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
Annual Leave	27 Working Days Per Annum
Hours of Work	35 Hours per week
Summary of Position	SUSI is delivering a large-scale, multi-year ICT transformation programme (MySUSI) to modernise and improve the end-to-end processing of student grant applications. The programme aims to enhance digital services for applicants, streamline and standardise internal processes, and enable integration with key external data sources and partner systems, in line with public service digital transformation objectives. Reporting to the Senior Business Analyst, the Business Analyst plays a key role in supporting programme delivery by providing business analysis and subject matter expertise across business process redesign, user needs definition, and operational readiness. The role ensures that business inputs are clear, robust, and well-evidenced, and that user and operational requirements are accurately reflected in solution design and delivery. Working closely with business units, ICT, programme management, and external delivery partners, the Business Analyst translates business needs into clear and

	<p>actionable requirements, process models, and design artefacts. The role supports the identification of opportunities to improve efficiency, reduce manual and duplicated effort, and promote consistent decision-making across grant processing, while ensuring alignment with legislative, policy, and governance requirements. The Business Analyst also contributes to design assurance and programme readiness by providing analysis, documentation, and insight to inform solution design, testing, change management, and transition to business-as-usual, requiring strong stakeholder engagement skills and an evidence-based approach to delivery.</p>
<p>Essential Requirements</p>	<p>Candidates must-</p> <ul style="list-style-type: none"> • Be currently employed within the Education and Training Sector candidate pool. • Have at least two years in a Grade III post or equivalent, or higher, in the Education and Training Sector. • Have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade. • Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable standard to Leaving Certificate or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise. • Have the requisite knowledge, skills and competencies to carry out the role - competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service attached hereto. • Be capable and competent of fulfilling the role to a high standard.
<p>Desirable Requirements</p>	<ul style="list-style-type: none"> • Experience operating at a an appropriate or lead level within end-to-end projects or operational environments, contributing analysis and delivery across the full lifecycle of change. • Experience working in a grant management or similar decision-based operational role within a strong legislative, regulatory, or compliance framework. • Proven ability to engage effectively with both technical and non-technical stakeholders on the business and technical aspects of ICT systems and digital change. • Strong analytical and technical skills, with a clear understanding of customer and user needs and how systems and processes impact service delivery. • Experience using business analytics and reporting tools (e.g. Microsoft Power BI) to support insight, decision-making, or performance monitoring. • Experience documenting and maintaining business processes using process mapping tools (e.g. Microsoft Visio). • Ability to explain complex technical or process-driven concepts clearly to non-technical audiences. • Experience producing and maintaining high-quality business analysis artefacts, including business requirements and specifications. • Demonstrated ability to identify opportunities to automate, streamline, and improve business processes by removing unnecessary manual or duplicate steps. • A collaborative team player with a flexible and constructive approach to working in multi-disciplinary environments. • Self-motivated and results-focused, with a willingness to learn new tools, technologies, and ways of working (e.g. DevOps or agile delivery). • Knowledge of the further and higher education sector in Ireland, or experience working in a comparable public-service environment.
<p>Principal Duties and Responsibilities</p>	<p>Reporting to the Senior Business Analyst, the Business Analyst will play a key role in the SUSI Project Team tasked with delivering the new Grants Management solution/platform. They will be responsible for capturing, representing, communicating and ensuring the SUSI business requirements are delivered on in the development, support and maintenance of a new Grant Management</p>

	<p>solution/platform. The Business Analyst will also work closely with the SUSI SMT, staff, stakeholders and service providers.</p> <p>This role requires high levels of business expertise, proactive management, technical oversight, input, review and reporting, together with a strong personal work ethic and a drive for results. This may include attendance at non-standard times to meet the variable demands of the project and the work of SUSI in addition to standard City of Dublin ETB working hours.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Identifying and overseeing development of a Grant Management Solution, to enable and support ongoing process improvements, business efficiencies and enhanced productivity. • Interpreting and analysing the business requirements with a view to designing an appropriate solution or specifying suitable technical systems/developments for future systems (acting as voice of the business). • Interacting with Solution Architect(s), developers and other relevant stakeholders to ensure the new solution is properly implemented, inputting into functional and technical design. • Assisting with workshops with the solution vendor to communicate the As-Is processes (pain points & challenges) and agreeing To-Be processes for the new solution. • Supporting the product owner with the production of functional requirements for all phases of the project (e.g. discovery, implementation, etc.), including user stories to cover all functionality of the new solution. • Assisting in the development of data and information models capable of supporting SUSI's business intelligence and data analysis functions. • Working with external stakeholders and internal teams to ensure the new solution meets/exceeds usability and accessibility expectations. • Being a champion of change between technology teams, support teams, and business units providing support to other team members and participating in cross-functional project teams, both internal and external to SUSI. • Liaising with the Learning and Development Officer in the design and development of appropriate training materials to reflect agreed changes to SUSI processes and ICT systems. • Support UAT during all phases of testing to ensure requirements as detailed in the specification documents have been delivered and are ready for release. • To assist in the review of the data in legacy ICT systems to enable any data migration approach that is adopted for a new Grant Management solution. • Actively develops an understanding of the technical aspects of the solution to support effective business analysis and collaboration with ICT teams.
<p>Competencies</p>	<p><i>Leadership Potential</i></p> <ul style="list-style-type: none"> • Is flexible and willing to adapt, positively contributing to the implementation of change. • Contributes to the development of policies in own area and the broader Department/ Organisation. • Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way. • Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others. • Formulates a perspective on issues considered important and actively contributes across a range of settings. <p><i>Analysis & Decision Making</i></p> <ul style="list-style-type: none"> • Is skilled at policy analysis and development, challenging the established wisdom and adopting an open-minded approach. • Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral). • Uses numerical data skilfully to understand and evaluate business issues.

- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions.
- Sees the logical implications of taking a particular position on an issue.
- Is resourceful and creative, generating original approaches when solving problems and making decisions.

Delivery of Results

- Assumes personal responsibility for and delivers on agreed objectives/ goals.
- Manages and progresses multiple projects and work activities successfully.
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these.
- Maintains a strong focus on meeting the needs of customers at all times.
- Ensures all outputs are delivered to a high standard and in an efficient manner.
- Use resources effectively, at all times challenging processes to improve efficiencies.

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
- Is able to listen effectively and develop a two-way dialogue quickly.
- Maintains a strong focus on meeting the needs of internal and external customers.
- Effectively influences others to take action.
- Works to establish mutual understanding to allow for collaborative working.
- Works effectively.

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others.
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service.
- Consistently reviews own performance and sets self-challenging goals and targets.
- Has significant expertise in his/her field that is recognised and utilised by colleagues.

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level.
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency.
- Is personally trustworthy and can be relied upon.
- Places the citizen at the heart of all process and systems.
- Upholds the highest standards of honesty, ethics and integrity.

Note: Having read the competencies and thought about the demands of the role, for each of the above candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

Ideally you should include all elements of the STAR competency framework which is outlined as follows:

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?

<p>Terms & Conditions of Appointment</p>	<ul style="list-style-type: none"> • A specific purpose appointment for the purpose of fulfilling the role of Business Analyst for the MySUSI Programme. • The appointment will be subject to the sanction of the Chief Executive. • Any offer will be subject to the receipt of two satisfactory references. • The appointment will have a probationary period, details of which will be stipulated in the contract of employment. • Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer Officers as the needs of the organisation dictates. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • External work may not be undertaken without the prior consent of City of Dublin ETB.
<p>Citizenship Requirements</p>	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p> <p>Please note that upon appointment the successful candidate must have valid right to work status.</p>
<p>Termination</p>	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
<p>Garda Vetting</p>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<p>Sick Leave and Special Leave</p>	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</p>
<p>Superannuation & Retirement</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70.

	<ul style="list-style-type: none"> • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement, pension increases are linked to CPI.
<p>Pension Abatement</p>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p>Exclusions</p>	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.</p> <p>Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p>Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013: The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p>

	<p>Collective Agreement Redundancy Payments to Public Servants: The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
Ill Health Retirement	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
Pension Accrual	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
Additional Superannuation Contribution	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>
Declaration	<p>Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
Referees	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p> <p>Referees may be contacted directly pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

Notes:

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link application link.
- Creating a profile is NOT applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.
- Candidates with queries should contact applications@cdetb.ie for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.

- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Completed online applications should be submitted no later than:

12 noon on Friday 12th June 2026

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify.

City of Dublin Education and Training Board is an equal opportunities employer.

**Dr. Christy Duffy
Chief Executive.**