

## System Support & Trails Executive

### Executive Officer Grade

#### Job Purpose

The System Support & Trails Executive will be a key member of the Outdoors Unit at Sport Ireland. The successful applicant will administer the National Trails Register process, including the inspection programme and the sharing of trails data. They will also support the continued development of the digital inspection system within Sport Ireland Outdoors, and ensure key stakeholders maintain a clear understanding of the system and their responsibilities. The successful candidate will work closely with the Sport Ireland Outdoors team, Sport Ireland's panel of inspectors, trail management groups, and other outdoor recreation stakeholders to deliver these services. **Reporting To:** Trails & Insurance Manager

#### Key Duties and Responsibilities

The primary responsibility of this position will be to administer the National Trails Register inspection process and assist with the development of Sport Ireland Outdoors digital systems. This role will have the following principal duties and responsibilities:

- Administer all trail inspections along with the overall management of Sport Ireland's trail inspection system.
- Oversee and administer records of inspection reports, trail contact lists, data feeds and content to/from Sport Ireland's website.
- Act as the operational point of contact for inspectors and trail management contacts.
- Manage trail queries, ensuring clear and effective communication with a variety of stakeholders.
- Support the further development and efficiency of the Sport Ireland's trail registration system.
- Train and support inspectors in the use of trail registration system.
- Support stakeholders in understanding and adhering to the Trail Criteria documentation throughout the trail registration process.

- Manage flow of data between ArcGIS, Sport Ireland's websites, other relevant tables and databases.
- Support the development of reporting, dashboard and analysis tools to support the unit, Sport Ireland and external stakeholders.
- Provide support in the overall development of digital systems within the unit.
- Work with the team in the Outdoors Unit, as well as other units within Sport Ireland, to deliver on Sport Ireland's policy on Sport and Physical Activity in the Outdoors.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

### **Person Specification:**

#### **Essential: Qualifications, Experience, Knowledge, Skills and Abilities**

- Third-level primary degree in a relevant field.
- Systematic and detailed approach to problem solving.
- Strong interpersonal, presentation and communications skills, both written & verbal.
- Strong adaptive communication skills, with the ability to effectively engage with a diverse range of individuals.
- Excellent planning and organisation skills.
- Highly proficient in MS Office suite especially Microsoft word and excel.
- Technically competent with the ability to pick up cases quickly.
- Ability to prioritise and manage conflicting workloads.
- Flexible approach with a commitment to quality service.
- Ability to work independently and collaboratively, use of their own initiative is essential.

#### **The desired candidate will be:**

- Holder of a post-graduate qualification in a relevant field (an advantage).
- Experience in GIS, particularly with ArcGIS Online, ArcGIS Pro, and other GIS software.

- Able to demonstrate a track record of successfully delivering across a range of different projects and work activities.
- Capable of bringing innovation and expertise from previous projects to bear on existing issues, making proposals for improvements and efficiencies where appropriate.
- Familiar with the operational network of trails in Ireland (an advantage).

**Additional Information:**

Contract: Permanent, Full time.

Salary Scale: Executive Officer Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Monday 10<sup>th</sup> February 2025, 5pm.**

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