

## Defence Forces Digital Transformation Officer

### **Key Driver for the Office:**

Reporting directly to the Defence Forces Head of Transformation, the Digital Transformation Officer (DTO) will be a member of the Defence Forces senior leadership and management team. The appointee will be empowered to create, communicate and deliver an integrated vision for the digital transformation of the Defence Forces (comprising all three military Services, Cyber, Special Forces and Reserve elements). This role will be based in the Defence Forces Headquarters building in Kildare but will involve regular travel to Dublin and to other locations across the country.

### **About the Defence Forces and the Department of Defence**

The Defence Forces (Óglaigh na hÉireann), is a conventional military force, organised to provide the agile and flexible force structures required to carry out all roles assigned by Government. The Defence Forces consist of a Permanent Defence Force (PDF) and a Reserve Defence Force (RDF). The former is a standing force and provides the primary capabilities for military operations at home and on military peace support operations overseas. The PDF is organised into an Army, an Air Corps and Naval Service. The RDF provides a contingent conventional military capability that is utilised to augment and assist the PDF in situations where such additional capabilities are prescribed.

The Strategy Statement for the period of 2023 – 2026 establishes the High Level Goal of the Defence Organisation as: ***“To provide for the military defence of the State, contribute to national and international peace and security and fulfil all other roles assigned by Government.”***

The Department of Defence was established by the Ministers and Secretaries Act 1924 and the Act assigns to the Department “the administration and business of the raising, training, organisation, maintenance, equipment, management, discipline, regulation and control according to law of the military defence forces”.

In accordance with the Defence Act 1954, the Department comprises both civil and military elements. Defence Forces Headquarters is the military element of the Department, and is headed by the Chief of Staff (COS) who is the Minister’s principal military adviser.

Both the civil and military elements are co-located in the Department’s headquarters in Newbridge, Co Kildare. Organisational success is achieved through close civil-military engagement and collaboration across the civil and military domains and a ‘whole of Government’ perspective.

The Permanent Defence Forces currently has an approved establishment of 9,600 across its Services of Army, Air Corps and Naval Service. The Reserve Defence Forces has an approved establishment of 4,069 across the Army and Naval Service. The Department employs c452 civilian



employees to support Defence Forces' capability in military establishments around the country. The civil element of the Department has c410 Civil Service personnel.

Further information on the Defence Forces is available at <https://www.military.ie>

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[www.military.ie](https://www.military.ie)

## **Role Description:**

Digital transformation is the process of using digital technologies to fundamentally change how an organisation operates and delivers value to its members. It involves leveraging new and emerging digital technologies to improve processes, products, and services, and to create new business models that were previously not possible.

In this role, the appointee will be responsible for leading the digital transformation efforts of the Defence Forces. The successful candidate will be responsible for informing and advising technology solutions that will ensure the Defence Forces is more efficient, effective and better equipped to fulfil our mission. They will drive a culture of innovation and promote awareness of the possibilities of digital.

The role holder will be involved in the delivery of significant changes to the Defence Forces technology infrastructure, processes and business culture. It may also involve the adaptation of technologies such as artificial intelligence, machine learning, cloud computing, internet of things, and improved data analytics. The development of digital data infrastructure, from specification through to delivery is critical for enabling and optimizing DF digital interoperability. The successful candidate will help create a more agile, efficient organisation that can more quickly adapt to a changing security environment, both domestically and internationally.

The successful candidate will demonstrate considerable digital expertise, consisting of a high degree of academic acumen and a proven track record of deliverables in the area of digital transformation and considerable professional experience, to provide the knowledge and leadership necessary to drive organisational change. The Digital Transformation Officer will bring specialist technical expertise necessary to provide the enhanced delivery of Information Technology in the Defence Forces.

## **Key Responsibilities:**

The Defence Forces Digital Transformation Officer will have lead responsibility for:

- Establishing and leading the Defence Forces Digital Transformation Office
- In collaboration with relevant internal and external stakeholders, developing and leading the implementation of a digital transformation strategy and technology



roadmap that is appropriate to the current and needs of the Defence Forces and is aligned with broader public sector ICT and Digital Transformation frameworks.

- Developing and leading the process of leveraging data as a strategic asset to achieve optimal joint interoperability across the different services within the Defence Forces and to drive the transition towards more data driven decision making.
- Developing and facilitating the implementation of a process and culture of continuous digital improvement across the Defence Forces.
- Developing and coordinating the reporting of progress across the implementation of digital transformation through the Head of Transformation to the members of the Defence Forces Board and the wider Defence Organisation
- Managing and supporting the performance and development of staff within the Digital Transformation Office.
- Representing the Defence Forces in engagements with internal and external stakeholders to support the digital agenda and to expand awareness of the opportunities arising from digital transformation in the Defence Forces.
- Developing and overseeing a digital transformation research programme with appropriate engagement across Government and with external stakeholders and academic institutions.
- Maintaining a current knowledge of digital technology landscape and emerging trends so as to help inform future direction of digital strategies

### Essential Qualifications

- A qualification at minimum level 8 on the National Framework Qualification (NFQ) or NARIC Ireland Foreign Qualifications equivalent.
- Significant senior management experience (at least 5 years) in a strategic ICT role including previous experience of leading strategic Digital/ICT Projects and a proven track record of leading and delivering successful digital transformation initiatives.
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- Detailed understanding of data analytics & business intelligence tools, cybersecurity best practices and relevant regulatory compliance requirements.



- Strong knowledge of emerging digital technologies and trends.
- Excellent interpersonal and relationship management skills with the ability to network, engage effectively with, and influence stakeholders both internally and externally;
- Excellent written and verbal communication skills with the ability to present information in a clear and concise manner;
- Shown themselves to be highly motivated, innovative and dynamic, with a demonstrated ability to drive strategic development targets;
- The ability to be future-focused anticipating obstacles and planning ahead, keeping up-to-date with changes and developments and being able to prepare and plan for the future.

### **Desirable Capabilities**

- Experience of operating within in the public policy context including procurement and governance functions and how management is conducted in a public sector environment.
- Knowledge or the capacity to demonstrate the ability to quickly acquire knowledge of Irish Public Sector Digital Policy and Strategy
- A Master's degree in computer science, information technology, or a related field.

### **Recruitment Mechanisms:**

This appointment will be filled by Direct Entry competition, advertised by PAS on publicjobs.ie and by the Defence Forces on [www.military.ie](http://www.military.ie)

The selected individual will be commissioned to Colonel rank on induction, reflecting the significance, seniority and breadth of the role and associated accountabilities.

This Direct Entry competition will be open to both internal Defence Forces and external candidates.

Terms and conditions will take account for any Defence Force or existing Public Servant candidate being successful in their application. Different terms and conditions may apply if you are a currently serving civil or public servant.



## **1. Selection Process**

- a. The Digital Transformation Officer appointment is open to both internal Defence Force personnel and external (civilian) candidates. The successful candidate will be selected by an interview board comprising of two members of the Defence Forces, one external subject matter expert and an external independent Chair. (4 Board Members)
- b. The appointment is a 5-year appointment subject to a 12 month Probation period.
- c. The selection process comprises two parts:
  - i. The Board will review candidate application forms and recommend a short list for interview.
  - ii. The Board will conduct a competency-based interview informed by the candidate application form.
- d. The successful applicant will hold the rank of Colonel.
  - i. If the successful candidate is an external candidate (Direct Entry), he/she will be commissioned to Colonel.
  - ii. If the successful candidate is a DF internal applicant, he/she will retain Colonel rank (if currently at that rank) or be promoted to the rank of Colonel (service specific), as applicable.

## **2. Terms of the appointment:**

- a. The Successful Candidate will be appointed to rank of Colonel;
- b. The Digital Transformation Officer will be based in the office of Strategic Transformation, which is Headquartered in Newbridge, Co Kildare.
- c. The appointment for the specific post of Digital Transformation Officer will be for a 5-year term.
- d. On conclusion of the 5-year term, the outgoing Digital Transformation Officer, if determined, shall be subject to the qualifying criteria at the time for future appointments and/or subsequent promotion competitions.
- e. The successful candidate (if not existing Military) will not be required to perform operational or military duties.

## **3. Rates of pay and allowances associated with this appointment:**

- a. The appointee will be paid the relevant rate of pay for a Colonel Rank.



## Key Competencies for the Role

<b>Leadership &amp; Strategic Direction</b>
<ul style="list-style-type: none"><li>• Leads the team, setting high standards, tackling any performance problems &amp; facilitating high performance</li><li>• Facilitates an open exchange of ideas and fosters an atmosphere of open communication</li><li>• Contributes to the shaping of Departmental / Government strategy and policy</li><li>• Develops capability and capacity across the team through effective delegation</li><li>• Develops a culture of learning &amp; development, offering coaching and constructive/supportive feedback</li><li>• Leads on preparing for and implementing significant change and reform</li><li>• Anticipates and responds quickly to developments in the sector/ broader environment</li><li>• Actively collaborates with other Departments, Organisations and Agencies</li></ul>
<b>Judgement, Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"><li>• Identifies and focuses on core issues when dealing with complex information/ situations</li><li>• Assembles facts, manipulates verbal and numerical information and thinks through issues logically</li><li>• Sees the relationships between issues and quickly grasps the high level and socio-political implications</li><li>• Identifies coherent solutions to complex issues</li><li>• Takes action, making decisions in a timely manner and having the courage to see them through</li><li>• Makes sound and well informed decisions, understanding their impact and implications</li><li>• Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions</li></ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"><li>• Initiates and takes personal responsibility for delivering results/ services in own area</li><li>• Balances strategy and operational detail to meet business needs</li><li>• Manages multiple agendas and tasks and reallocates resources to manage changes in focus</li><li>• Makes optimum use of resources and implements performance measures to deliver on objectives</li><li>• Ensures the optimal use of ICT and new delivery models</li><li>• Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements</li><li>• Instils the importance of efficiencies, value for money and meeting corporate governance requirements</li><li>• Ensures team are focused and act on Business plan priorities, even when faced with pressure</li></ul>
<b>Building Relationships &amp; Communication</b>



- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
- Makes opinions known when they feels it is right to do so

#### **Specialist Knowledge, Expertise and Self Development**

- Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

#### **Drive & Commitment to Public Service Values**

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

