



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



Assistant Chief Executive Officer
Temporary Acting Up Opportunity
Confined to LGMA Employees

Closing date - Apply by 5pm, Wednesday, 21st May 2025

Email fully completed applications to jobapplications@lgma.ie

About the role

Pillar 2 Local Government Organisation Support provides leadership, guidance, research, representation, support and facilitation across a range of key local authority functional areas including Human Resources, Employee relations, Learning & Development, Health & Safety, Finance, Procurement and Human Resources Payroll and Superannuation Shared Service. The Assistant Chief Executive will lead a team including 11 direct reports to deliver on relevant priorities and actions contained in the LGMA Corporate Plan. They will also support the CEO and the members of the Executive to deliver on wider corporate objectives and contribute to the development, implementation, and review of organisational policies and procedures.

The work includes, but is not limited to the following:

- Participate on Executive team: Work with the Executive team to deliver on the LGMA's objectives as outlined in the Corporate Plan.
- Support for other Pillars: Engage with colleagues in other Pillars to provide advice and support particularly as it relates to recruitment, appropriate grading level and possible IR implications our proposed new projects and initiatives.
- Lead and manage team: Provide leadership and support for Pillar 2 staff including clarity of individual roles and performance development plans and ensure two-way, open and effective communication between Pillar 2 and the broader organisation.
- People Advisory: Provide professional, comprehensive and responsive Human Resources and Industrial Relations guidance, advice and support to local authorities in relation to ongoing and emerging issues. Represent and negotiate on behalf of local authorities at third party proceedings (WRC and Labour Court) and at national level.
- People Strategy, Strategic Workforce Planning: Support delivery of local authority strategic workforce plans and liaise with the Department on key actions for future sectoral workforce planning and evaluation. Review and revise the sector People Strategy in accordance with the Strategic Framework and local authority workforce plans. Continue roll-out of HR Analytics and support for HPSS Programme Board including related work on updates and onboarding.
- Sectoral Recruitment: Research recruitment to develop marketing strategy, review recruitment policy to support more effective sector recruitment. Continue support for Local Government Jobs and implementation of Apprenticeship Programmes. Support implementation of revised qualifications and deliver employer branding workshops. Scope sector digital recruitment application.
- Graduate Planner Recruitment: Roll out national campaign for recruitment of graduate planners.
- Equality, Disability and Inclusion: implement WAM graduate programme, review National Disability Strategy to scope disability strategy for sector and review new Codes of Practice, legislation.

- National Health and Safety: Support the sector to achieve high performance in health and safety, assist in compliance with legislation and ensure the continued implementation and mainstreaming of best practice across the sector.
- Communications and Development for HR Sector Personnel: Deliver annual HR conference in accordance with key themes for People Strategy & Strategic Framework. Support HR Officers Network and DoS HR Network, work with IPA to deliver HR development programmes (HR Leaders, Recruitment and Selection).
- CCMA Finance, Corporate & Emergency Planning Committees: Lead teams to support and manage the broad range of work and issues arising for local authorities in the context of the CCMA Finance, Corporate & Emergency Planning Committees.

Essential Requirements

- Minimum 2 years experience as a substantive Grade 8.
- Strong, broad knowledge of the Irish Local Government Sector.

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc.

Each candidate must, on the latest date for receipt of completed application forms, have:

- (i) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme.

OR

- (ii) have obtained a comparable standard in an equivalent examination

OR

- (iii) hold a third level qualification of at least degree standard

And

Must be an existing member of staff of the LGMA at a level not lower than that of Senior Executive Officer Grade VIII or analagous

And

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix in Candidate Information Booklet).

Desirable Skills & Qualifications

- Strong working knowledge of local government IR / HR matters and / or relevant qualification in same.
- Strong working knowledge of National Health and Safety matters and / or relevant qualification in same.

Principal Conditions of Service

General

The appointment is for Temporary (Acting up) Grade 9, Assistant Chief Executive, in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

Remuneration

The salary scale applicable to this position as per circular EL 03-2025 1st March 2025 is as follows;

Point No.	1	2	3	4	5
Salary	€111,940	€117,027	€122,115	€127,200	€132,291

The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>

