



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



**Grade 5 Executive Administrator Temporary (3 Years)
Specific to the Programme Management Office,
LGMA**

Open Competition

Closing date - Apply by 28th August 2025

Email fully completed applications to jobapplications@lgma.ie

About the role

What does the PMO do?

The LGMA Programme Management Office (PMO) was re-established in 2020, following the LGMA organisational review. By supporting best practice project management across the LGMA, the PMO aims to enhance project governance, prioritisation, reporting, and value for money.

The PMO aims to ensure that appropriate and robust project management and governance processes are applied consistently across all LGMA projects. As well as supporting on individual projects and change management strategies, the PMO develops and promotes standards and works to increase project management skills and capability within the LGMA.

Using the project management methodology supported by the Public Sector Reform Oversight Group (PSROG), the PMO provide ongoing support to project managers that are implementing or initiating shared service projects for the local government sector. The PMO team is supporting the development and implementation of a multitude of projects across a number of sectoral workstreams. In addition, the PMO supports innovation across the local government sector. It provides guidance, templates and workshops, promoting DPENDRs 'Better Public Services' strategy across both the sector and internally within the LGMA. In addition to PSROG, the PMO supports additional working groups. These groups meet on a regular basis, and the Executive Administrator role will also support the administration of these groups.

This is an excellent opportunity to work as part of a PMO in its day-to-day operations. The Executive Administrator will have responsibility for their work area, supporting the delivery of projects, providing administrative support to the team, and assisting with the implementation of work programmes to achieve goals and standards set out within the wider Pillars and PMO Team Plans.

Key Duties and Responsibilities

The responsibilities of the Executive Administrator role would be in assisting the Grade 7 and PMO Manager with the following:

- To provide a high-quality administrative support service to the LGMA supporting the day-to-day management of projects, to co-ordinate work assignments, ensuring services are provided to a high standard; to supervise clerical employees where assigned; to liaise and interact with other sections of the LGMA as required,
- To monitor progress against plans, budgets, risk and issue management, quality management and ensuring good governance,
- To establish priorities and ensuring that all deadlines are met on a day-to-day basis,
- To follow agreed processes and procedures,
- To plan and prioritise both scheduled and unscheduled work to ensure outputs meet the required standards,
- To quality assure documentation prepared,
- Servicing meetings of the LGMA and its committees, when necessary and to prepare reports, presentations and to summarise management information as required,
- To ensure adherence to existing systems and procedures and to review and update them on a regular basis,
- To establish and maintain appropriate file and record systems including database management where appropriate, optimising the use of IT,
- To assist with the rollout of applicable systems and processes, training and communications to the organisation and applicable shareholders,
- To provide Project Management support as required,
- To assist with Event Management as necessary,

- To provide support to the Local Authority Innovation Reps Network,
- The above is intended as a guide to the general range of duties and is neither definitive nor restrictive. It will be subject to periodic review.

Essential Requirements

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

- (iv) Demonstrates experience in project management roles, including maintaining project documentation, support project rollout, tracking progress against plans, and supporting project governance processes.

And

Demonstrate the competencies as set out in the LGMA Competency Framework

Desirable Requirements

- Experience in public sector or local government,
- Familiarity with project management methodologies,
- Prior experience working in a Project/Programme Management Office environment,
- Ability to work independently and as part of a team,
- Excellent written and verbal communication,
- Knowledge of digital tools such as MS Project, SharePoint, or Power BI,
- Event Management Skills,
- Minute taking experience.

Principal Conditions of Service

General

The appointment is for a Grade 5 Executive Administrator 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 03-2024 1st October 2024 is as follows;

Point No.	1	2	3	4	5
Salary	€50,206	€51,705	€53,236	€54,799	€56,374

Point No.	LSI1	LSI2
Salary	€58,209	€60,051

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/>