



Grade 5 Executive Administrator Temporary – Multiple Roles.

Confined to the Local Government Sector & LGMA
Employees.

Closing date - Apply by 27th February 2025

Email fully completed applications to jobapplications@lgma.ie

About the role

This is an excellent opportunity to work as part of a team in the day-to-day operations of a work area. The Executive Administrator will have responsibility for their work area, facilitating meetings and assisting with the implementation of work programmes to achieve goals and standards set out in Pillar and Team Plans.

Key Duties and Responsibilities

The key responsibilities of the role are as follows:

- 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
- 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

Must be an existing member of staff of a local authority / regional authority / LGMA.

And

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 2 in Candidate Information Booklet).

Desirable Requirements

Prior knowledge or experience working in Human Resources and/or Communication

teams.

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
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Salary	€50,206	€51,705	€53,236	€54,799	€56,374
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Point No.	LSI1	LSI2
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Salary	€58,209	€60,051
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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/>

