



# Information Booklet

## Administrative Officer, Grade 7

### Open Competition

Apply by 13<sup>th</sup> August 2024 @ 1pm

Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)

# About the LGMA

## The Organisation

The Local Government Management Agency (LGMA) is a state agency that provides a range of services and support to the local government sector. We are an agency of the Department of Housing, Local Government and Heritage, primarily funded by local authorities. Through our work with local authorities and other stakeholders, we support the coordinated and effective delivery of local government services and policy.

Our work is guided by the local authorities and geared towards helping them to improve efficiency across their services; to implement change; and to make use of leading practice from inside and outside of the sector.

Working for the LGMA gives you the opportunity to gain experience at the heart of local government and to make a real difference for local authorities and citizens in Ireland.

## What we do

- The LGMA's work extends across several diverse areas in order to meet the changing needs of the local government sector.
- We drive, monitor, and maintain shared services projects across the local government sector.
- We advise and support strategy and policy development across the local government sector.
- We provide professional Human Resources (HR) and Industrial Relations (IR) guidance, advice, and support to local authorities.
- We develop, procure, maintain, and provide support for several internal and managed ICT (Information and Communications Technology) systems in use in the local government sector.
- Our Libraries Development section is the national advisor and development agency for public libraries in Ireland.

- We provide research and communications support to the local government sector.
- We provide programme management and innovation support to local authorities.
- We are at the forefront in leading several national projects including:

### **Housing Delivery Co-ordination Office**

Driving and supporting the local government sector to meet social and affordable housing needs, by overseeing the pipeline of delivery, investigating, and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.

### **Town Centre First Office**

Co-ordinating and supporting the local government sector in the delivery of 'Housing for All' and 'Our Rural Future' to tackle vacancies and combat dereliction in town centres through the Town Centre First programme.

### **Emergency Vacant Housing Delivery (Ukraine) Unit**

Co-ordinating and supporting local government actions to identify and repurpose vacant property to meet emergency housing needs as part of the Emergency Housing Delivery (Ukraine) National Coordination Unit.

### **Local Authority Circular Economy Coordination Office**

Coordinating and supporting the delivery of the local government commitments under the Waste Action Plan for a Circular Economy by re-aligning governance and coordinating the already established national shared services waste programmes to ensure the efficient delivery of local, regional, and national waste targets.

### **Water Services Transition Office (WSTO)**

WSTO works in collaboration with local authorities, Uisce Éireann and other stakeholders to progress the transition and implementation of the Water Services Change Programme in local authorities. A key focus of the Water Services Transition office is to support the implementation of the Water Services Master

Cooperation agreement and the development of the associated governance structures.

Find out more about the LGMA at [www.lgma.ie](http://www.lgma.ie)

## About the role

The Administrative Officer is a middle management supervisory position in the LGMA and is responsible for the efficient management, direction, and deployment of resources for a work area or function to which they are assigned and will generally work as part of a multi-disciplinary team within one of the LGMA Pillars to deliver a range of forward facing and internal services to the local government sector. The Administrative Officer is responsible for the day-to-day operations of a work area and may have responsibility for a number of staffing grades.

The Administrative Officer will be a contributor to the development and implementation of policies and strategies within the LGMA and may represent the LGMA on internal/external sub-committees and/or working groups. They will report directly to a Grade 8 – Senior Executive Officer/Senior Manager of the Local Government Management Agency or another officer designated by the Chief Executive Officer and will work closely with senior management, external agencies, local authorities, and relevant stakeholders to deliver the programme of work of the work area.

The ideal candidate must therefore be a highly motivated person, with a strong sense of commitment to delivering quality services and willing to take on a challenge.

## Key Duties and Responsibilities

- Responsibility for the management of one or more work areas within the LGMA,
- Responsibility for the day-to-day operations of these work areas,

- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation,
- Be highly organised and experienced in administration and managing multiple elements of project delivery within agreed timeframes,
- To manage and supervise employees up to the position/grade of Senior Staff Officer or analogous grades and to ensure the training and development of such employees,
- To build effective teams, develop motivation and commitment and maintain sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation,
- To determine the nature, level, and pattern of demand for the service in the work area and to recommend priorities to senior management,
- To organise and engage with working groups as representatives from the sector to input and support the work,
- To prepare budgets and ensure that work programmes are implemented within allocated budgets,
- To develop and maintain relationships with the local government sector and external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented,
- Preparation and presentation of reports for the Project and Programme Boards and at other meetings as required,
- To contribute to the strategic and policy making decisions of the LGMA,
- To achieve and maintain the productive association between the LGMA and the local government sector in the delivery of services,
- Represent the LGMA at a variety of meetings,
- Ensure that policies and procedures are aligned with best practice, are well documented and communicated to others,
- To assist with the contract and vendor management of third-party suppliers,
- Support the sharing of knowledge within and between teams both internally and externally across the local government sector,
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.

# 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 NFQ Level 6 Qualification

OR

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

And

**Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix) below.**

# Application and selection

## How to apply

All applications should be emailed directly to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie) no later than **1pm on 13<sup>th</sup> August 2024**. Applications must be made on the official application form and all sections must be completed in full. When completing the application form, accuracy is essential. The information that you supply in the application form will play a central part in the selection process. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your junk/spam folders as email notifications may be filtered into these email folders. Any other queries regarding your application form should be emailed to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)

## Shortlisting

The Agency reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the Interview Board will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

## Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date. The onus is on all applicants to make themselves available for the obligatory interview on the date specified by the LGMA and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form. Interviews may be in person and will be conducted by an Interview Board set up by the LGMA. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the interview will be considered for selection. Candidates at the interview must demonstrate relevant experience and job-related achievements and the key competencies

as set out in the LGMA Competency Framework.

## **Panels**

A panel(s) may be formed based on the outcome of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for both temporary and permanent posts. Placement on a panel does not necessarily lead to a job offer. Candidates whose names are on the panel may be offered a similar role at the same level within the Agency. A panel will be formed for an initial period of one year and this panel may, at the discretion of the Chief Executive Officer, be extended for a further 6 months to 1 year.

## **Feedback & Review**

Candidates have the right to seek feedback from their interview. Should a candidate be unhappy with an action or decision in relation to their application for appointment, they have the right to seek a review of the process. This request must be made within 5 working days of receiving notification of the decision on their application.

## **Deeming of Candidate to be Withdrawn**

Candidates who do not attend for interview as requested or do not furnish such evidence as requested about any matter relevant to their candidature will have no further claim to consideration.

## **Offer of Appointment**

The LGMA shall require persons to whom an appointment is offered to take up such an appointment within a period of not more than one month. If they fail to take up the appointment within such a period, or such a longer period as the Agency in its absolute discretion may determine, the Agency shall not appoint them. All appointments are subject to receipt of satisfactory references and candidates may be required to produce documentary evidence of qualifications or experience claimed in their applications.



## Probationary Period

All new employees are required to satisfactorily complete a probationary period. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a decision on whether the employee has completed their probation satisfactorily.

Candidates should note that canvassing will disqualify their application. The Local Government Management Agency is committed to a policy of equal opportunity.

# Principal Conditions of Service

## General

The appointment is for Permanent/Temporary posts 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 02-2024 1<sup>st</sup> June 2024 is as follows;

Point No.	1	2	3	4	5
Salary	€57,675	€59,086	€60,734	€62,387	€64,040
Point No.	6	7	8	9	LSI 1
Salary	€65,517	€67,030	€68,494	€69,956	€72,460
Point No.	LSI 2				
Salary	€74,978				

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.

## **Hours of Attendance**

Hours of attendance will be as fixed from time to time. Typically, hours will be in the order of 35 hours per week, however, the position of Administrative Officer may involve additional hours in excess of the standard working week, without additional remuneration.

## **Blended Working**

LGMA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, LGMA has implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. Applications for blended working will be considered under the terms of the blended working policy. For more information on the Blended working policy please contact [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)

## **Location**

At present the LGMA has offices at two locations in Dublin. When absent from home or headquarters on official duty, appointees will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations.

## **Annual leave**

The Annual Leave allowance for new entrants is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the LGMA, is based on a five-day week and is exclusive of the usual public holidays.

## **Confidentiality**

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process.

## **Freedom of Information**

Candidates can expect that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.

## **Data Protection**

The information submitted with an application is used in processing the candidature and subsequent employment (if successful) and such information is held subject to the rights and obligations of the Data Protection Acts.

## **Important Notice**

The above represents the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment.

**Please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland.**

## Appendix - Grade 7 Level Competencies

Strategic Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission, Vision and Values	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performing	4.2	Resilience and Personal Well - Being
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing about Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health & Welfare at Work						