



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



Procurement Policy Support Officer, Grade 7

12 – 18 Month Secondment Opportunity
Confined to the Local Government Sector
& LGMA Employees

Closing date: Apply by 1pm on 28th November 2024

Email fully completed applications to
jobapplications@lgma.ie

Local Government Strategic Procurement Centre (LGSPC)

The Local Government Strategic Procurement Centre (LGSPC) is based in the Local Government Management Agency (LGMA). As the strategic centre for the local government procurement programme, the LGSPC is responsible for supporting the implementation of the Government's procurement programme in the local government sector.

About the role

The Procurement Policy Support Officer in the LGSPC is equivalent to an Administrative Officer grade and is a full-time position. The appointee will be seconded to the Local Government Management Agency (LGSPC team) for a period of 12 - 18 months.

The key responsibilities of the role are to:

- Work with the Project Manager to develop and oversee the implementation of the LGSPC work programme
- The Local Government Procurement Programme Board (PPB) reports to the CCMA Finance Committee and issues guidance on best practice policy and procedures to local authorities in relation to procurement function. The LGSPC supports the meetings of the PPB.
- Work under the direction of the Project Manager to inform policy development and support the implementation of the local government procurement programme across the local authority sector
- Work with the Project Manager to support local authorities in the use of national and sectoral purchasing arrangements
- Prepare briefing materials on the work of the LGSPC, LGOPC as required.
- Support local authorities in the application of directives, regulations and circulars relating to procurement
- Work in partnership with the OGP and the LGOPC to embed the Government's Procurement Reform Programme in the local government sector

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 /LGMA at a level not lower than that of Staff Officer Grade V or Analogous.

And

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

Candidates must have experience in:

- Policy development and implementation.
- Internal and external communications including report writing and presentations.

- Analysis of data.
- Budget management.
- Public procurement.

Desirable Skills & Qualifications

- Have a recognised procurement qualification
- Be committed to supporting the procurement reform programme
- Have experience in Financial Management Systems and Budget Management
- Demonstrate an understanding of national procurement policies and implementation of those policies within the local government sector
- Be highly motivated and have excellent interpersonal, communications and presentation skills
- Have an ability to foster and maintain productive working relationships within the organisation, the local government sector and with all relevant stakeholders
- Demonstrate the ability to work effectively on own initiative and as part of a team
- Have excellent communication skills to include report writing and presentations skills
- Have experience in using MS Office products – Teams, Word, Excel and PowerPoint
- Demonstrate the ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.

Principal Conditions of Service

General

The appointment is for a Grade 7 on a 12 to 18-month secondment 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	€58,252	€59,677	€61,341	€63,011	€64,680
Point No.	6	7	8	9	LSI 1
Salary	€66,172	€67,700	€69,179	€70,656	€73,185
Point No.	LSI 2				
Salary	€75,725				

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 public servant.

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