



Information Booklet

Executive Librarian - Infrastructure and
Digital Transformation

Grade 6



LGMA

Local Government
Management Agency

Apply by 23rd June @ 5.00PM to:

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 supports 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 co-ordinated 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 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 a number of 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 on 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 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**
Co-ordinating and supporting the local government sector to meet housing needs, including social and affordable housing, by investigating and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.

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

- **Emergency Vacant Housing Delivery 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.

- **National Waste Management**
Co-ordinating 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)**
Supporting the transition of Local Authority Water Services to Irish Water.

Find out more about the LGMA at www.lgma.ie

About the role

Reporting to Libraries Development senior management, the Executive Librarian will liaise with the Deputy Head and Head in relation to planning and implementing the work programme of Libraries Development. The Executive Librarian will manage the work of the team in relation to specific objectives relating to infrastructure and digital transformation under the national public library strategy on a day-to-day basis and prioritise as required.

Key Duties and Responsibilities

The Executive Librarian will be responsible for:

- To input in relation to the development and implementation of national public library strategy as part of the Libraries Development management structure;
- To co-ordinate the planning and implementation of new and existing initiatives and services across the public library service;
- To co-ordinate the work relating to digital library services, particularly in relation to the provision of online resources, digital programming, and ICT in libraries;
- To lead on procurement for Libraries Development, in relation to national tenders focusing on digital services, the library management system, and book stock;
- To provide support and secretariat for relevant strategy committees and working groups, and the Libraries Development Committee;
- To co-operate and network with local authorities, the Department of Rural and Community Development and other national stakeholders as required;
- To allocate and supervise the work of assigned team members;
- Assisting with ongoing employee performance management and development of staff in the unit;
- Pro-actively contribute to development, support and implementation of LGMA Strategic and Corporate initiatives;
- Undertaking any other duties as considered appropriate by the Agency including deputising for other officers as required;
- This is not intended as a comprehensive list of duties. The position may involve some attendance and travel outside of normal office hours.

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

- (i) A degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies
- (ii) Satisfactory experience of library work

Desirable, though not essential:

In addition to the qualifications laid down for the post by the Minister for Housing, Planning and Local Government (above), candidates must possess the following:

- Strong interpersonal and communication skills
- Experience of managing projects, planning and organising work, and meeting deadlines
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills
- Ability to work simultaneously at both strategic and operational level
- Excellent collaborative, networking, representation and relationship-building skills
- Ability to negotiate and handle difficult situations
- Financial administration and budgeting skills
- Data management and IT skills
- Possess a good level of knowledge of national and local government in Ireland and national and international public library policy and strategy

And

Demonstrate the following competencies as set out in the LGMA Competency Framework (see Appendix)

Management and Change
Strategic Ability
Networking and Representing
Influencing and Negotiating
Delivering Results
Problem Solving and Decision Making
Operational Planning
Managing Resources
Delivering Quality Outcomes
Performance Through People
Communicating Effectively
Managing Performance
Leading and Motivating
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation, Initiative and Achievement

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5.00PM on Friday, 23rd June, 2023**. 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 you supply in the application form will play a central part of 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 your junk/spam email folders. Any other queries regarding your application form should be emailed to 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. Virtual interviews are taking place over MS Teams. Instructions and guidance and links will be sent to you in advance of interview should you be shortlisted for interview. Interviews 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 interview must demonstrate relevant experience and job-related achievements and the following key competencies as set out in LGMA Competency Framework available in the Appendix.

Panels

Panels may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the LGMA that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may with the life of the panel be appointed as appropriate vacancies arise. The life of the panel will be one 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 in regard to 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 appointment within a period of not more than one month. If they fail to take up the appointment within such period, or such 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. In accordance with the 'Terms and Conditions of Employment' in their employment contract employees will be required to serve an initial 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 to a permanent post 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 is as follows as at 1st March 2023:

Point No.	1	2	3	4	5
Salary	€52,557	€53,811	€55,338	€58,213	€59,929

Point No.	LSI 1	LSI 2
Salary	€62,063	€64,209

The salary shall be fully inclusive and shall be as determined from time to time. 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. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure and Contract

The position of Executive Librarian - Grade 6 is full-time and permanent.

Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 35 hours per week. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector. The LGMA currently have a flexible working hour attendance scheme in operation.

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 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 the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

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

Appendix - Grade 6 Level Competencies

Section One		Section Two		Section Three		Section Four	
Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission and 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 Performance	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						