



Information Booklet

Emergency Vacant Housing Delivery (Ukraine) Unit

**2 x Executive Administrator Vacancies - Grade 5
(Temporary Secondment - 24 months)**

Apply by:
Friday 14th July @ 5pm
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 (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.
 - **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 roles

This is an excellent opportunity to work as part of the team in the Vacant Housing Delivery (Ukraine) Unit within the LGMA. The LGMA was asked by Government to setup this unit to:

- Coordinate the work of local authorities,
- Collaborate with the relevant state bodies and other stakeholders,
- Directly liaise with the newly appointed Director of Services for Ukraine within each Local authority, and
- Provide a level of coordination in response to the largest humanitarian crisis in 80 years.

Furthermore, the unit also provides the full project management of the Offer a Home project and the Refurbishment programme of work.

Role 1: Executive Administrator, National Coordination Programme

Role 2: Executive Administrator, Refurbishment Programme

You will be responsible for the day-to-day operations in the delivery of your programme of work.

Key Duties and Responsibilities

Reporting to the Project lead (Grade 7) in the Vacant Housing Delivery (Ukraine) Unit, you will be responsible for administrative support, which includes:

- Providing high quality support services, coordinating project assignments, ensuring information is provided to a high standard and liaising with internal stakeholders within the LGMA and wider within the local government sector and government departments.
- Documenting processes and developing clear guidance for the local authorities to support any new work practices agreed.
- Establishing priorities and ensuring deadlines are met on a day-to-day basis.

- Supporting best practice to the sector, managing the communications and stakeholders from the relevant forums.
- Managing the day-to-day communication with the dedicated local authority units in supporting the work and coordination of activities across the sector.
- Support the Project lead on the national coordination of the Director of Services (DOS) leads, managing the set up of the various meetings, preparing materials and papers to be issued and responding to queries or issues as they arise.
- Prepare reports, presentations and summarise management information as required.
- Play a key role in data gathering and development of key protocols to support local authorities.
- Create reports and act as a key contact for the ongoing stakeholder engagement on the project.

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.

And

- ii. have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

Or

- iii. have obtained a comparable standard in an equivalent examination

Or

- iv. hold a third level qualification of at least degree standard

And

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

Understanding Purpose and Change
Implementing and Co-operating with Change
Knowing the purpose of the LGMA and its priorities and structures
Delivering Results
Identifying Problems and Contributing to Solutions
Delivering Quality Work and Services
Performance Through People
Performing Effectively
Communicating effectively
Personal Effectiveness
Qualifications, Skills and Knowledge
Personal Motivation and Initiative

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on 14th July 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. Interviews may be in person or held virtually via Microsoft 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

A panel(s) may be formed on the basis of the outcomes of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for temporary posts. The 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. The life of the panel will be one year.

The selection process will not be concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications have been carried out.

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 temporary 24 month secondment 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	€47,339	€48,811	€50,285	€51,761	€53,248
Point No.	LSI 1	LSI 2			
Salary	€54,981	€56,721			

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 Administrator - Grade 5 is full-time and on a secondment basis for a period of 24 months.

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.

Flexible working

The LGMA Flexi Policy allows employees the opportunity and responsibility for organising their working hours within defined limits to fit in with their domestic and personal arrangements.

Under the system, employees are allowed to vary their arrival and departure times and lunch breaks within fixed limits which are known as 'flexible hours'.

Blended Working

The 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, the LGMA have 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. All Employees are entitled to apply for blended working.

For more information on the Flexi-time and Blended working policies please contact 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 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 5 Level Competencies

Section One		Section Two		Section Three		Section Four	
Understanding Purpose and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Knowing the purpose of the LGMA and its priorities and structures	2.1	Identifying Problems and Contributing to Solutions	3.1	Managing and Directing	4.1	Qualifications, Skills and Knowledge
1.2	Understanding and complying with the Code of Business Conduct for all employees	2.2	Organising and Implementing Work Programmes	3.2	Performing Effectively	4.2	Resilience and Personal Well Being
1.3	Maintaining a Positive Image of the LGMA	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Implementing and Co-operating with Change	2.4	Complying with LGMA Rules	3.4	Communicating Effectively	4.4	Personal Motivation and Initiative
1.5	Safety, Health and Welfare at Work	2.5	Delivering Quality Work and Services				