



Information Booklet

Temporary HPSS Senior Staff Officer Grade 6
Secondment Opportunity – 2 Years

Local Government Sector Confined Competition

Closing date **18th December 2023 @ 5pm**

Applications should be emailed to jobapplications@lgma.ie



LGMA
Local Government
Management Agency

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

HR Payroll Shared Service (HPSS)

The HR, Payroll Shared Service (HPSS) is a programme of work which comes under the CCMA and is governed by the HPSS Programme Board. The project and programme management are led by the LGMA, payroll and superannuation services by MyPay and policy and change management led by the Employee Engagement Team.

The main areas of work in the HPSS programme are ongoing projects around HR, payroll, superannuation, PMDS, time and attendance and data analytics.

The stakeholders involved in the programme include the local authority sector (including agencies LGMA, EPA and EMRA), MyPay, Department of Public Expenditure and Reform (DPER), and the Department of Housing, Local Government and Heritage (DHLGH).

About the role

The temporary Senior Staff Officer Grade 6 is a full-time position for a period of two years. The successful candidate(s) will work as part of a multi-disciplinary team within the local government Organisational Support Pillar to deliver a range of forward facing and internal services to the local government sector.

The successful candidate(s) will be assigned to the HPSS programme and will be part of a team that enables local authorities and public service organisations to provide HR and payroll services efficiently, accurately, and safely within the public service.

- Working on the implementation and delivery of relevant projects
- Developing and maintaining customer relationships
- Sharing and using knowledge between teams

The key responsibilities of the role:

- Assist in the implementation and delivery of projects under the HPSS Programme across all participating local authorities.
- To assist in the management of the End-to-End Process documentation project including leading stakeholder workshops to ensure that they meet the national best practice standards.
- To assist with the contract and vendor management of third-party suppliers.
- Assisting in creating, sharing & using knowledge within and between teams.
- Assist in developing and maintaining stakeholder & customer relationships.
- Represent the LGMA at a variety of meetings.
- Assist in the preparation of reports for the Executive, the Board and other stakeholders.
- 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.

AND

Eligibility Criteria:

Candidates must be a serving employee of a local authority or a regional assembly and have at least two years' satisfactory experience in a post of Clerical Officer or analogous to apply

The Ideal Candidate shall have:

- Experience in leading projects
- Ability to review, map and document system processes.
- Good communication and documentation skills
- Experience in running workshops.
- Ability to work with vendors and stakeholders.

AND

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

Management and Change
Bringing about Change
Influencing and Negotiating
Delivering Results
Problem Solving and Decision Making
Delivering Quality Outcomes
Performance Through People
Leading and Motivating
Communicating Effectively
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation, Initiative and Achievement

Candidates should note that eligibility to compete is confined to existing employees of the Local Government Sector.

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5.00 p.m. on 18th December 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. The interview will be a competency-based interview which may be conducted face to face or by way of remote interview. These 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 within 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.

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

Remuneration

The salary scale applicable to this position is as follows as at 1st October 2023:

Point No.	1	2	3	4	5
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Salary	€53,345	€ 54,618	€ 56,168	€ 59,086	€ 60,828
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Point No.	LSI 1	LSI
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Salary	€62,994	€ 65,172
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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. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure

The position of Temporary HPSS Senior Staff Officer Grade 6 is full-time on a secondment basis for a two-year period.

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 position holder will be required to work a five-day week. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector.

Annual leave

The Annual Leave allowance for Grade 6 is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the LGMA and is based on a five-day week and is exclusive of the usual public holidays.

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

Reporting to LGMA Dublin office: either Local Government House, 35-39 Ushers Quay, Dublin 8 or Phoenix House, 27 Conyngham Road, Dublin 8.

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).

Appendix - Grade 6 Level Competencies

Management and Change		Delivering Results		Performance Through People		Personal Effectiveness	
1.	Mission and Vision and Values	1.	Problem Solving and Decision Making	1.	Leading and Motivating	1.	Qualifications and Knowledge
2.	Strategic Ability	2.	Operational Planning	2.	Managing Performance	2.	Resilience and Personal Wellbeing
3.	Political Awareness	3.	Managing Resources	3.	Managing Conflict	3.	Integrity
4.	Standards, Ethics and Governance	4.	Ensuring Compliance	4.	Communicating Effectively	4.	Personal Motivation, Initiative and Achievement
5.	Networking and Representing	5.	Delivering Quality Outcomes				
6.	Bringing About Change						
7.	Influencing and Negotiating						
8.	Safety, Health and Welfare at Work						