



Information Booklet

Administrative Officer - Grade 7

Apply by Friday 6th August @ 5pm



LGMA

Local Government
Management Agency

About the role

The Administrative Officer is a middle management supervisory position in the LGMA. The Administrative Officer 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. S/he will be responsible for the day-to-day operations of the work area and will be a contributor to the development and implementation of policies and strategies within the LGMA. S/he may represent the LGMA on internal/external sub-committees and/or working groups. S/he 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. S/he will work closely with senior management, external agencies, local authorities and relevant stakeholders to deliver the programme of work of the work area.

Allocation to specific work areas will be completed at the end of the process.

Within this overall remit and under the general direction of the Line Manager, specific duties of the post will include:

- 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.
- 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 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
- To develop and maintain relationships with external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented
- To implement the systems necessary and co-ordinate the resources to support services
- To prepare budgets and ensure that work programmes are implemented within allocated budgets

- Represent the LGMA at a variety of meetings
 - 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
- The ideal candidate shall:
 - Have a satisfactory understanding of the LGMA's purpose and priorities and knowledge of the local government sector and public sector organisation in Ireland.
 - Demonstrate relevant administrative experience at a sufficiently high level.
 - Be highly motivated, with a strong sense of commitment to delivering on a programme of work and willing to take on a challenge
 - Have the ability to work on his/her own initiative
 - Have excellent interpersonal and communication skills and be capable of representing the LGMA in a professional and credible manner
 - Have an awareness of Health and Safety legislation and regulations and their application in the workplace
 - Understand the changing environment and be capable of implementing change in order to deliver quality services to the LGMA's stakeholders
 - Have experience of budget preparation and management
 - Have satisfactory IT skills

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:
 - (i) (a) 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 including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

And

- (b) 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

- (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

- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of employees.

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
Operational Planning
Performance through People
Leading and Motivating
Managing Conflict
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation and Initiative and Achievement

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Friday 6th August 2021**. 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 Shortlisting 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, subject to shortlisting, 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 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 and may be extended.

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 Candidature to be Withdrawn

Candidates who do not attend for interview as requested or do not furnish such evidence as requested regarding 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 completion of an online medical assessment. Candidates may be required to produce documentary evidence of qualifications or experience claimed in their applications.

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

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

Principal Conditions of Service

General

This is a permanent post in the Local Government Management Agency and is subject to general terms and conditions relating to appointments in the Agency.

Remuneration

The salary scale for this position is as follows as at 1st October 2020:

Point No.	1	2	3	4	5	6
Salary	€50,832	€52,075	€53,529	€54,984	€56,443	€57,743

Point No.	7	8	9	LSI 1	LSI 2
Salary	€59,076	€60,368	€61,654	€63,863	€66,082

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.

Pension

Persons who become pensionable officers of the LGMA, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the LGMA at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of the LGMA who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to LGMA at the rate of 5% of their pensionable remuneration. All persons who become pensionable officers of the LGMA are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the LGMA at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Sector, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Tenure

The position of Administrative Officer Grade 7 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 37 hours per week. The position holder will be required to work a five-day week. The LGMA currently has a flexible working hour attendance scheme in operation.

Location

An officer's headquarters shall be such as may be designated from time to time. 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).

Appendix – Administrative Officer – Grade 7 Level Competencies

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 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						