

Information Booklet

CDU Project Coordinator

- Grade 7

3 year Contract

Apply by Fri 11th June @ 5pm



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 coordinated 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
- The LGMA develops, procures, maintains and provides support for several internal 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
- Our Water Services Transition Office (WSTO) supports the Water Services Reform Programme and the transition of services to Irish Water
- The LGMA provides research and communications support to the local government sector
- We provide programme management and innovation support to local authorities

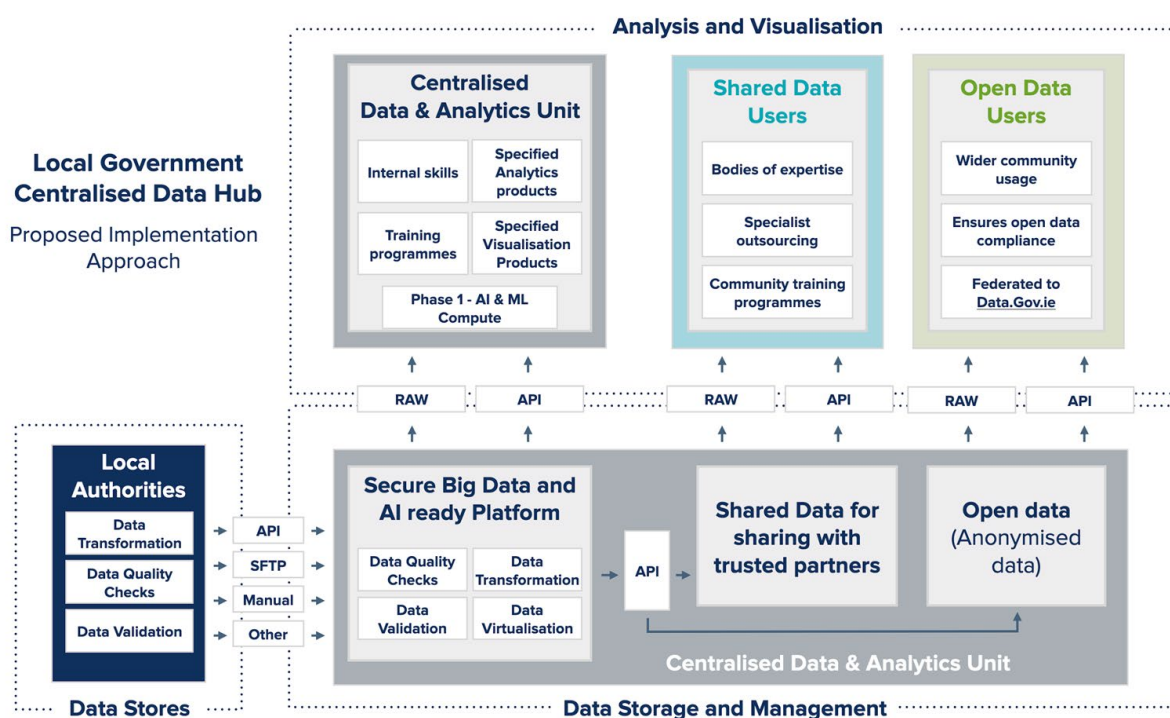
Find out more about the LGMA at www.lgma.ie

Central Data Unit

The LGMA received approval to establish a Central Data Unit (CDU) for Local Government in 2021. The CDU will set up a data hub for the sector. This will include the creation of a series of new data management services using software solutions and a newly created team. The CDU will look to position itself as a forward thinking and progressive publicly funded initiative that has expertise in big data analytics using public sector data and distributed data collection methodologies. It will play a role in the sector of driving forward the analytics debate and the need for better data use and reuse.

The primary objective is to automate, as much as possible, the collection of strategically important data from all local authorities and to undertake analysis of that data and production of a range of innovative visualisations. The data will also be made available to third parties and as open data.

Figure 1 Local Government Central Data Unit Technical Solution



The key requirements of the hub are to facilitate:

- **Data input and ingestion** – to cover the collection of data from various partners and sources and specifically to enable automated data ingestion of real-time data utilising stream processing technologies (including automated verification and validation) that should significantly reduce resource needs for providers and data cleaning
- **Data storage management** – to ensure data is stored in a way to enable it to be used which will include the utilising of big data storage and processing techniques and technologies
- **Data protection and recovery** – to ensure data is treated fairly, ensure compliance with relevant data protection policies and backup data in the event of an issue

- **Data re-use** – will enable the re-use in various system types including the specified analytics and visualisation tools as well as shared and open data provision
- **Data analytics** – to ensure there is access to the range of analytical processes as possible
- **Data visualisation** – to ensure the analytics outputs can be visualised in a meaningful way considering that different analysis can be visualised better in certain ways and for different audiences such as dashboards or map-based interpretations
- **Reporting** - to ensure analytical outputs and findings can be easily condensed into easy to understand and impactful reports to enable senior management to rapidly understand the findings and meaning of the analysis
- **Artificial Intelligence and Machine Learning** – to help ensure that the data is managed in a way to enable advanced technologies such as these to be utilised now and in the future

The LGMA Research Unit will work with the CCMA Committees to determine the sectoral data needs and to identify the range of outputs that will be required by the sector. Working in partnership, a phased programme of data extraction and output production will be developed for the sector. This is an exciting opportunity for a data enthusiast to be involved in the establishment of the first central data hub for the local government sector.

About the role

The Project Coordinator will work within LGMA's CDU reporting directly to the Grade 8 Data Scientist Project Lead. It is a middle management supervisory position within the LGMA with overall responsibility for the efficient management, direction and deployment of resources. The coordinator will work as part of a multi-disciplinary team 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 work closely with senior management, external agencies, local authorities and relevant stakeholders to deliver the programme of work of the CDU.

As the CDU is in the process of being established, the immediate responsibility of the coordinator will be to liaise with LGMA and local authority staff to ensure an effective flow of information, monitor and manage project deadlines, and assume responsibility for data protection related and issues. In addition, staff supervision, management of procurement and other administrative tasks will be a feature of the work.

Specifically, the coordinator will be responsible for working directly with the LGMA Research Unit to assess and agree the data needs of the sector and liaising with LA and CDU staff to identify and collect the required within an agreed timeframe. S/he will also need to work with stakeholders to identify and agree the sectoral output requirements and communicate these to the CDU team with respect to the range of statistics and visualisations required, and ensuring they are delivered within agreed timeframes. Data protection impact assessments will be a key feature of the project set up phase as will addressing a range of data protection related issues.

You will be required to:

- Be highly organised and experienced in administration and managing multiple elements of project delivery within agreed timeframes
- Have strong communication and networking skills so that all stakeholders are kept fully informed and stay actively engaged with the project
- Prepare reports for the Executive, the Project Board and other stakeholders that are informative, concise, accurate, structured and illustrate how to utilise data effectively
- Demonstrate effective people management and organisational skills so that all involved in the project have a clear understanding of their role and the projects deliverables
- 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
- Have the ability to effectively lead others and achieve results including the ability to effectively manage change and organisational development
- Have an excellent understanding of issues relating to GDPR, particularly in relation to data collection and/or sharing across multiple IT systems
- Be capable of managing procurement of IT related products and systems
- Understand the key strategic and policy issues affecting local government in Ireland today
- Have experience using and presenting a variety of different types of data
- Demonstrates the ability to work independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment
- Prepare budgets and ensure that work programmes are implemented within allocated budgets
- Ensure that policies and procedures are aligned with best practice, are well documented and communicated to others
- Be flexible and adaptable in his / her approach to work, embrace change and adapt work practices accordingly
- Continuously seek to improve systems / processes
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient local government sector
- Undertake any other duties as considered appropriate by the CEO, CCMA and/or the Board of the LGMA

Essential Requirements

Candidates must:

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) 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) 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) obtained a comparable standard in an equivalent examination, **or**

(iii) hold a third level qualification of at least degree standard, as well as

- A certificate in GDPR or demonstrate extensive experience and knowledge in the area
- Knowledge and expertise in Project Management and Microsoft Office programs
- An comprehensive understanding of local government, the range of services provided and some experience with IT systems being utilised across the sector
- Extensive experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation, report writing and control of employees
- Capacity to effectively plan, manage, and coordinate resources and prioritise effectively including the ability to work to agreed timescales
- Ability to manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines
- Experience in effectively leading others and achieving results including the management of change and organisational development
- Ability to deliver results on budget and to the highest standards
- Experience working independently as well as work with a wider (multidisciplinary / multi-agency) team in a complex and changing environment
- Excellent organisational, presentation and written skills and the ability to develop policy, standards, codes of practice and guides in relation to data and information management
- The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office

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

Desirable but not essential

- Knowledge of or experience with a range of Local Authority IT systems across a range of operational areas.
- Experience of data analytics or report writing using local authority data or Open Data.

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Friday 11th June 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 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 October 2020:

Point No.	1	2	3	4	5
Salary	€50,832	€52,075	€53,529	€54,984	€56,443
Point No.	6	7	8	9	LSI 1
Salary	€57,743	€59,076	€60,368	€61,654	€63,863
Point No.	LSI 2				
Salary	€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. 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 contract duration is for a three-year period from date of appointment.

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 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 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 - 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 Performance	4.2	Resilience and Personal Wellbeing
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				
1.5	Bringing About Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health and Welfare at Work						