Information booklet for the role of
Database IT Manager – Grade 8

Closing Date: Friday, 24ᵗʰ July 2020

The Local Government Management Agency is committed to a policy of equal opportunity.

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Local Government Management Agency

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, Planning and Local Government, primarily funded by local authorities.

Through our work with local authorities and other stakeholders, we support 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 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
- Local Government Programme Management and Innovation

The Role of Database IT Manager – Grade 8

The DBA IT Manager (Grade 8) will play an active part in managing the delivery of services to the local authorities and other stakeholders in support of local authorities. The successful candidate will manage the network services team and will be the key point of contact for all MS SQL Server database queries & issues. They will report to an Assistant Chief Executive or nominated senior official.

The candidate will be responsible for providing and maintaining secure, highly available Microsoft SQL Server environments which are utilised by live, test and development applications for publicly hosted eGov applications, shared service applications and local LGMA specific applications.

Duties will include:

- Leading work into major areas of analysis, design and delivery to promote best practice policies and systems in a range of Business Areas at national level

- Providing advice, assistance and support to Local Authorities on sectoral approaches to Local Authority activity

- The implementation and delivery of projects to the highest standard using a full range of management disciplines. Promote and utilise best practice in project management methodologies, governance, standards & protocols.

- Contract and vendor management of 3rd party suppliers

- Development and writing of Business Cases

- Planning, organising and controlling of the LGMA's work programme in support of Local Government Reform

- Assisting in Creating, Sharing & Using Knowledge within and between teams

- Developing and maintaining stakeholder & customer relationships.

- Manage effectively the deployment of resources, budgets and staff to achieve the overall targets under his/her responsibility

- Take responsibility for ongoing employee performance management and development

- Prepare and update annual operating plans and budgets for the development and delivery of the LGMA's objectives

- Take on such other duties as may be assigned from time to time including deputising for other officers

- Pro-actively contribute to development, support and implementation of LGMA Strategies and Corporate Plan.

- Management of database availability and performance, resilience, sizing, capacity and volumetric for all LGMA environments

- Managing high availability, Resilience and Database Replication

- Ongoing administration of database objects: indexes, tables, views, constraints, sequences snapshots and stored procedures; page locks – to achieve optimum utilization.

- Performing database housekeeping – the routine tasks that ensure that the databases are functioning optimally and securely, e.g. tuning, indexing, etc.

- Managing Windows Server operating system and in particular clustering.

- Managing database related storage volumes and working with the SAN

- Monitoring of usage; transaction volumes, response times, concurrency levels, etc.

- Generating reports. These could be reports based on the data in the database, or reports related to the performance and integrity of the database.

- Identification, reporting and management of database security issues; audit trails and forensics.

- Designing and implementing database backup, archiving and storage strategy

- Designing and implementing database alerts and event management.

- Database consultancy, design, creation & testing for new projects.

- Provision of third-level support for all database-related incidents in the sector.

- Creation and maintenance of database standards and policies

Essential Requirements for DBA IT Manager - Grade 8:

Candidates must;

- Have an Honours Degree (Level 8 on the National Framework of Qualifications) in the area of Information Technology or possess an equivalent qualification relevant to the position.

- Have 7 years' experience in Microsoft SQL Server database administration supporting complex live production database environments

- Have 3 years' experience in the use of project management methodologies;

- Have satisfactory experience in the management and mentoring of staff

- Have experience of successful delivery of projects in a multiple stakeholder environment including using external parties

AND

Demonstrate the following competencies;

Strategic Management and Change
▪ Bringing about Change
▪ Influencing and Negotiating
Delivering Results
▪ Problem Solving and Decision making
Performance Through People
▪ Managing Performance
▪ Managing Conflict
▪ Communicating effectively
Personal Effectiveness
▪ Personal Motivation, Initiative and Achievement

The Application and Selection Process

How to Apply

All applications should be emailed directly to jobapplications@lgma.ie no later than
5pm on Friday 24th July 2020.

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 Exercise

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.

Competitive 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 competitive 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 attached:

Strategic Management and Change
■ Bringing about Change
■ Influencing and Negotiating
Delivering Results
■ Problem Solving and Decision making
Performance Through People
■ Managing Performance
■ Managing Conflict
■ Communicating effectively
Personal Effectiveness
■ Personal Motivation, Initiative and Achievement

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 not be more than one year.

Candidates should note that canvassing will disqualify their application.

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 Grade 8 salary scale applicable to this position is as follows as at 1.1.20:

Point No.	1	2	3	4	5
Salary	€67,909pa	€68,516pa	€71,096pa	€73,677pa	€76263pa

Point No.	6	7	LSI 1	LSI 2
Salary	€78,820pa	€81,394pa	€84,314pa	€87,225pa

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.

Important Note
Entry will be at the minimum of the scale i.e. €67,909 pa 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.

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
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. However, due to COVID-19 restrictions you will be facilitated to work remotely until we return to office-based working on a phased basis.

General Information

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.

Deeming of candidature 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.

Appointments from panels

Panels of qualified individuals may be established from which future vacancies, for permanent or temporary positions, should they arise, may be filled. Qualification and placement on a panel is not a guarantee of appointment to a position.

Structured Training and Development Programme

LGMA operate a Personal Development Programme linked to the Performance Management and Development System which will assist the individual in creating a Personal Development Portfolio.

All Officers are actively encouraged to apply for a place on organisational educational and training programmes, in addition to gaining specific skills training – which is determined on a one-to-one basis. The person(s) appointed will, on their own initiative or at the request of LGMA, avail from time to time, of such training as is deemed necessary to meet the requirements of the position.

Senior Manager – Grade 8 Level Competencies

Pillar One		Pillar Two		Pillar Three		Pillar Four	
Strategic Management and Change		*Delivering Results*		*Performance Through People*		*Personal Effectiveness*	
1.1	Mission and Vision	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 and Welfare at Work						