



LGMA

Local Government
Management Agency

Information Booklet

Executive Administrator

Grade 5

Open Competition

Applications to be submitted by 09th April 2024 @ 5pm

Applications to be emailed 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
- 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

About the role

This is an excellent opportunity to work as part of a team in the day-to-day operations of a work area. The Executive Administrator will have responsibility for their work area, facilitating meetings and assisting with the implementation of work programmes to achieve goals and standards set out in Pillar and Team Plans.

Key Duties and Responsibilities

The key responsibilities of the role are as follows:

- To provide a high-quality administrative support service to the LGMA supporting the day-to-day management of projects, to co-ordinate work assignments, ensuring services are provided to a high standard; to supervise clerical employees where assigned; to liaise and interact with other sections of the LGMA as required,
- To monitor progress against plans, budgets, risk and issue management, quality management and ensuring good governance
- To establish priorities and ensuring that all deadlines are met on a day-to-day basis
- To follow agreed processes and procedures
- To plan and prioritise both scheduled and unscheduled work to ensure outputs meet the required standards
- To quality assure documentation prepared
- Servicing meetings of the LGMA and its committees, when necessary and to prepare reports, presentations and to summarise management information as required
- To ensure adherence to existing systems and procedures and to review and update them on a regular basis
- To establish and maintain appropriate file and record systems including database management where appropriate, optimising the use of IT
- The above is intended as a guide to the general range of duties and is neither definitive nor restrictive. It will be subject to periodic review.

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 including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics

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

Understanding the purpose of LGMA and its priorities and structure

Implementing and co-operating with change

Delivering Results

Identifying problems and contributing to solutions

Organising and implementing work programmes

Performance through People
Managing and directing
Performing effectively
Personal Effectiveness
Qualifications, skills and knowledge
Personal motivation and initiative

Remuneration

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

Point No.	1	2	3	4
Salary	€ 48,089	€ 49,561	€ 51,039	€ 52,537
Point No.	5	LSI 1	LSI 2	
Salary	€ 54,047	€ 55,806	€ 57,572	

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 flexitime and blended working policies please contact jobapplications@lgma.ie

Location

At present the LGMA has offices at two locations in Dublin.

Panels

A panel(s) may be formed based on the outcome of the selection process. Candidates placed

on a panel may be considered for future vacancies at this level, within the life of the panel. Placement on a panel does not necessarily lead to a job offer.

The life of the panel will be one year. The selection process will not be concluded until such time as references have been received and clearance checks, i.e. Garda vetting (*where applicable*) occupational health, verification of education qualifications have been carried out.

Annual leave

The Annual Leave allowance for this role is 30 days which 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.

Probationary Period

All new employees are required to satisfactorily complete a probationary period.

In accordance with the 'Terms and Conditions of Employment' 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.

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. These 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

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				