



Information Booklet
**Local Authority Waste Programme
Coordinator**
5 year contract

Apply by Thursday 6th May 2021 @ 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 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

Overview of Local Authority Waste Programme

Waste Action Plan for a Circular Economy

The Waste Action Plan for a Circular Economy was published by the Minister for the Environment, Climate and Communications on 4 September 2020. The Plan is Ireland's new roadmap for waste planning and management. It is informed by the necessity of embedding waste action in all strands of public policy. This Plan shifts focus away from waste disposal and looks instead to how we can preserve resources by creating a circular economy.

The Plan outlines the contribution of the local authority sector to the achievement of a number of other national plans and policies including the Climate Action Plan. It also matches the level of ambition being shown across the European Union through the European Green Deal which encompasses a range of actions supporting circularity and sustainability.

The Plan sets out a range of aims and targets for the State and the measures by which these will be achieved, including increased regulation and measures across various waste areas such as Circular Economy, Municipal Waste, Consumer Protection & Citizen Engagement, Plastics and Packaging, Construction and Demolition, Textiles, Green Public Procurement and Waste Enforcement. It will be followed by an All of Government Circular Economy Strategy in 2021.

A public consultation process on the new policy was completed in February 2020 with almost 300 responses received. A Waste Action Plan Advisory Group was also established, consisting of relevant stakeholders from the economic, environmental and social sectors. The Group will assist in the compilation of the new policy by guiding strategic thinking and decision making.

Some key targets under the Waste Action Plan for a Circular Economy include:

Waste Management Planning and Treatment

- Preparation of a new Regional Waste Management Plan
- The provision of adequate contingency capacity
- Review state support for development of recycling infrastructure
- Examine legislation and procedures for development of waste management infrastructure
- Standardise waste streams accepted at civic amenity sites

Households and Businesses

- Recycling targets for waste collectors to be delivered through permit amendments under the National Waste Collection Permit Office (NWCPO) permit review process
- Standardised bin colours across the State: green for recycling, brown for organic waste and black for residual
- Environmental levies - for waste recovery and single use coffee cups to encourage recycling and reuse
- Waste oversight body to manage consumer rights, in the context of the NWCPO's enhanced role set out in the Waste Action Plan
- Education and awareness campaign to improve waste segregation, delivered through the Regional Waste Management Planning Offices (RWMPOs) and mywaste.ie.

Enforcement

- Expanded role for Waste Enforcement Regional Lead Authorities (WERLAs) to address priority waste enforcement challenges
- Unauthorised sites action plan and anti-dumping toolkit
- Fixed penalty notices for breaches of waste law

Government Leadership on Circular Economy

- High level All of Government Circular Economy Strategy
- Take the necessary steps to include green criteria and circular economy principles in all public procurement
- Develop Circular Economy Sectoral Roadmaps
- Explore how Ireland's digital sector can accelerate transition to a circular economy

While overall responsibility for implementation of the Plan is held by the Department of the Environment, Climate and Communications, the local government sector – as individual local authorities and through the existing waste shared services – has a central role in the delivery of the plan and have direct responsibility for some of the most ambitious actions.

In the context of the increased ambition contained in the Waste Action Plan which will place Ireland at the top of EU performance levels in relation to waste and resource efficiency, the CCMA has been working with DECC in terms of enhancing and augmenting the delivery and coordination of waste functions.

The role of Programme Coordinator

This competition is being held to recruit a Programme Coordinator for Local Authority Waste Operations for a minimum period of five years. The Programme Coordinator will report directly to the Chief Executive Officer of the Local Government Management Agency and the Chair of the CCMA Water, Waste, Environment & Emergency Planning (WWEPP) Committee. S/he will be required to coordinate the existing shared waste services programmes (Regional Waste Management Planning Offices (RWMPOs), Waste Enforcement Lead Authorities (WERLAs), National Transfrontier Shipment Office (NTFSO), and National Waste Collection Permit Office (NWCPO) and will be tasked with coordinating and advising on the delivery of relevant commitments in the Waste Action Plan for a Circular Economy.

The Programme Coordinator will support local authorities / local authority waste shared services, the Department of the Environment, Climate and Communications and other Government Departments, environmental NGOs, the waste industry, and other external stakeholders to ensure the efficient delivery of local, regional, and national waste targets.

The successful candidate will be required to work with the 31 local authorities and the various stakeholders to provide oversight on sectoral performance with particular reference to the management, collection, analysing and collating the data on progress, coordinate and advise on best practice approaches to local authority waste operations and provide expert guidance and advice to the sector to help overcome obstacles and barriers to delivery.

The role of the Programme Coordinator includes but is not limited to the following:

- Coordinating the work of the existing local authority waste shared services, including
- Engaging with the RWMPOs in the development of the new Regional Waste Management Plan
- Operational responsibility for interactions between the waste industry and the local government sector
- Supporting the relevant shared services on the production of education and advice to households and communities in relation to managing waste primarily through the mywaste.ie portal
- Working with the regional waste structures and the local authorities to achieve waste prevention and resource efficiency targets
- Coordination of enforcement functions on a national basis through the WERLAs;
- Working with the RWMPOs to ensure the availability of contingency treatment capacity for use in emergency conditions
- Serving as the ongoing focal point for all local authority waste operations and representing the sector at various fora including: the National Waste Advisory Group, National Waste Enforcement Steering Committee, the National Circular Economy Programme, etc.
- Supporting the regional waste structures in engaging with the media and other stakeholders (waste industry, eNGOs etc)

Within this overall remit and under the general direction of the Chief Executive Officer of the LGMA and the Chair of the CCMA WVEEP Committee, specific duties of the post will include:

1. Advising on the range of issues impacting on local authority waste management operations.
2. Support the development of systems and processes to ensure appropriate data is available to inform effective decision making while driving continuous quality improvement.
3. Provide quality policy input to the Department of Environment, Climate and Communications.
4. Work collaboratively with the Chair, Vice-Chair and Executive of the CCMA and CCMA WVEEP Committee.
5. Coordinating the local government sector's contribution to the whole of Government Circular Economy Strategy.
6. Providing enhanced cooperation within the sector between the shared services and externally with other stakeholders including the EPA.
7. Keeping up to date with relevant external policy and regulatory developments, trends in the waste industry, and identifying opportunities which may be beneficial to the functioning of local authority waste services.
8. Supporting the relevant waste structures in the development of appropriate reporting tools and key performance indicators to further enable continuous improvement in the quality and long-term operation and management of local authority waste services.
9. Adhering to the highest corporate governance standards in line with the Code of Practice for Governance of State Bodies and to comply with the standards set down by all statutory and governance requirements.
10. Undertaking any other duties as considered appropriate by the CEO, CCMA and/or the Board of the LGMA.

(The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be subject to periodic review with the post holder.)

Essential Requirements

General Eligibility Criteria

Character: Each candidate must be of good character.

Health: Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Experience, etc.: Candidates must -

- Be well educated and have excellent interpersonal and communication skills
- Have a proven track record of Project and Programme Management, including staff and consultant management and advanced knowledge of public procurement legislation
- Demonstrate a keen understanding of the structure and operation of the waste sector in Ireland
- Demonstrate an understanding of Public Capital Programme rules and parameters including Capital Appraisal, CBA, Public Spending Code etc.
- Demonstrate excellent capability in working with democratic structures and consultative models
- Have proven experience in management of teams and resources of significant scale
- Demonstrate knowledge and understanding of the Irish waste management, environmental and planning codes including awareness of sustainable development principles and environmental and climate action prerequisites
- Show excellent data management, collation and analytical skills
- Have an ability to deliver results on time, on budget and to the highest standards
- Have experience of managing change and implementing new initiatives
- Demonstrate an ability to quickly understand and engage with the technical, contextual and socio- economic elements of a project
- Have knowledge and expertise in Project Management software and Microsoft Office programs
- Demonstrate an ability to work within and lead multi-disciplinary teams across multiple locations
- Have his/her own transport with a full driving licence
- Otherwise possess the requisite knowledge and ability and be suitable to discharge the duties of the position

Other Eligibility Criteria

Candidates must demonstrate the following key competencies in their application:

Exemplifies Public Service Values
Demonstrates the core values of honesty, impartiality and integrity and is professional and transparent in all interactions. Is focused on putting the citizen/customer at the heart of services provided and operating in an impartial manner for the common good. Treats people with respect, values diversity and difference and is open to meeting needs of a changing population.
Strategic Management and Change
Develops a clear strategic mission and vision for the Local Authority Waste Programme and gains support for this through consultation and negotiation with key stakeholders. Understands the socio-political context and the broader external influences and uses their broader perspective and strategic analysis skills to identify opportunities for improvement. Effectively introduces change through developing and maintaining positive relationships and fostering a culture of creativity withing the sector.
Delivering Quality Results
Takes overall responsibility for the delivery of results and translates objectives into clear priorities, ensuring clear allocation of tasks, duties, and responsibilities of the Local Authority Waste Programme Coordinator. Promotes the use of quality outcomes in delivering services with a focus on continuing improvement. Ensures appropriate monitoring and review systems are in place in the Local Authority Waste Programme and across the Local Authority sector and that there is strong accountability for delivering work on time and within budget. Evaluates the use of resources in relation to economic, social, and environmental outcomes.
Problem Solving and Decision Making
Analyses complex information quickly and accurately to make logical evidence-based decisions, in line with objectives. Makes consistent fair and transparent decisions on complex issues and considers the impact of decisions on others. Is willing to stand over decisions made. Demonstrates innovation and creativity to secure successful outcomes.
Networking, Representing and Communicating
Develops and maintains positive and beneficial relationships with others and collaborates effectively. Fosters a strong focus on customer/client service. Effectively manages the expectations of others and skilled in negotiation and gaining agreement. Is credible and confident when communicating with others.
Performance Through People
Provides clear leadership to the Local Authority Waste Programme, demonstrating the ability to lead, motivate and engage others towards achieving quality results. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility, and accountability, addressing underperformance where required.
Personal Effectiveness
Is enthusiastic about the role and motivated in the face of difficulties. Demonstrates appropriate and positive self-confidence and remains calm and composed when providing leadership under pressure. Operates effectively in an environment with significant complexity and pace.

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Thursday 6th May 2021**. Applications must be made on the official application form and all sections must be completed in full. 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.

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.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application
- a competitive preliminary interview
- a competitive interview, which may include a presentation

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.

Before being recommended for appointment candidates will satisfy the Interview Board that they possess the requisite knowledge and ability for the proper discharge of the duties of the position:

- Relevant experience and job-related achievements
- Exemplifies public service values
- Strategic management and change
- Delivering quality results
- Problem solving and decision making
- Networking and representing and communicating effectively
- Performance through people
- Personal effectiveness

Candidates should note that canvassing will disqualify their application.

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 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.

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.

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

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

Tenure and Contract

The contract duration is for a five year period from date of appointment.

Remuneration

The salary scale applicable to this position is analogous to a Level 9, Director of Services as at 1st October 2020:

Point No.	1	2	3	4	5
Salary	€95,765	€100,117	€104,471	€108,822	€113,176

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.

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. Working hours will be determined based on the current terms of the successful candidate.

Location

The Primary location for the Waste Programme Coordinator will be the LGMA offices in Dublin, however consideration may be given to co-location in existing local authority or remote working with attendance in Dublin on agreed days.

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).