



Information Booklet  
Libraries Development Project  
Lead - Grade 7  
1 Year Temporary contract

Apply by 5pm on Friday 5<sup>th</sup> August 2022



**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](http://www.lgma.ie)

# About the role

Libraries Development, LGMA is responsible for the implementation of the Our Public Libraries 2022 national public library strategy. An objective of the strategy is to **“Collect, explore and celebrate the cultural memory of local people and communities, and develop and promote local studies collections through a national programme for enhanced digital access.”**

To identify what resources are required to develop such a national programme a project lead is sought to undertake a comprehensive scoping exercise to understand what presently exists and what needs to be created to reach the strategic objective.

**\*This is a temporary role for a 1-year contract. If the successful applicant is already an employee of a local authority, the post can be filled on a secondment basis.\***

## About The Scoping Exercise

The scoping exercise is an essential task that must be undertaken to identify what resources will be required to develop a national programme for enhanced digital access to cultural heritage. The scale of this exercise is significant, and must address:

- The suitability for purpose of an outdated but extensive existing digital **platform (‘Ask About Ireland’) hosting a variety of services relating to cultural heritage**, genealogy, local history and other information sources (eBooks, environmental information, geographical information);
- The extent of digitised and undigitised cultural heritage held by library local studies and archive departments in local authorities;
- The potential of Library Management System (LMS) software to host digital materials;
- The potential to incorporate Controlled Digital Lending (CDL) techniques to expand available digital materials in the future;
- The relationship between any future national programme and associated digital platform with the Libraries Ireland website; a libraries statistics platform; and a libraries workforce development platform.

The scoping exercise also needs to take into account trends and developments in the global library and archive sector relating to access to digital information and digital libraries, particularly in a post-COVID context.

The role of Libraries Development, LGMA is to manage the development of the scoping exercise, to liaise with Local Authorities and key stakeholders on all aspects of the work, and to ensure comprehensive data collection and consultation to produce the best possible outcome.

## The Role

This is an exciting opportunity to be part of the Libraries Development Team and make a meaningful contribution to the development of a programme which will transform how researchers, students, entrepreneurs and the general public access and use digital cultural resources. The role will offer the potential candidate the experience of scoping a high-profile, large-scale nation-wide government project.

The role of Project Lead is a pivotal role and will involve liaison with multiple stakeholders and analysis at all levels. It provides an excellent opportunity to gain experience of working closely with local authority librarians and archivists from all over Ireland and internationally, and with experts in the field of digital humanities and related software development. You will work closely with the Head, Libraries Development, the Strategic Programmes Committee, the Libraries Development Committee, the Department of Rural and Community Development and colleagues across the LGMA and the entire local government sector.

The Project Lead will report to the Head of Libraries Development and will be a key member of the Libraries Development team. You will also work with other teams across the LGMA, including the Project Management Office, the Communications Team, and others.

## Key Responsibilities

- Lead the development and implementation of a scoping exercise to develop a national programme for enhanced digital access to cultural heritage and local studies collections held by libraries and archives. You will do this by bringing your experience and skills in the area of libraries, cultural heritage and digital humanities, working closely with the Head of Libraries Development and providing strategic direction, whilst maintaining progress towards the strategic vision of the national public library strategy.
- Oversee and provide direction for day-to-day project activities, working with the Head of Libraries Development and using collaborative, open and flexible techniques.
- Provide regular feedback to colleagues and stakeholders and work closely with colleagues as a senior leader within the Libraries Development Team.
- Lead on delivery against programme milestones and roadmap, risks and reporting, both internally to the Head of Libraries Development and to the Strategic Programmes Committee.
- Build relationships with key stakeholders to understand all aspects of the project and share the potential benefits and impact of a new national programme.
- Liaise with local authority partners and relevant Government Departments and national agencies in relation to all aspects of the work

- Identify opportunities and develop partnerships and collaboration with national and international agencies and organisations
- Engage others with the mission and value of the programme and influence stakeholders, internally and externally, to maximise short –term engagement in the scoping work and as well as longer term sustainability and impact in any subsequent actions.
- Prepare and oversee delivery of communications and promotional activities.
- Tender and appoint external consultants and contractors who will carry out key components of the scoping work.
- Monitor and review progress of the scoping exercise and preparation of interim and final reports.
- Manage financial expenditure and programme reporting.
- Provide support and secretariat for the Culture and Community Working Group of the Strategic Programmes Committee.
- Demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate.

## Reporting

- Ensure compliance with all required reporting requirements as set out in the LGMA financial procedures.
- Collect, maintain and update relevant data.
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements.
- Ensure overall non-financial and financial reporting is complete and submitted in a timely manner.
- Provide support and secretariat for the Culture and Community Working Group of the Strategic Programmes Committee

## Governance

Engage with the Culture and Community Working Group of the Strategic Programmes Committee and the Strategic Programmes Committee in the development and implementation of the scoping exercise.

Ensure the work is delivered in accordance with the direction from the Head, Libraries Development.

# 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. A **Master's Degree in** Library and Information Science, Digital Humanities or another relevant discipline.
- II. A proven track record in project scoping, utilising evidence based/data driven approaches in analysis, completing tasks within defined timelines, and reporting on progress.
- III. A good understanding of current trends relating to libraries, cultural heritage and digital humanities.
- IV. A strong awareness of the platforms, policies and paradigms used to deliver digital cultural assets to multiple user groups.

## AND

Demonstrate the following competencies as set out in the LGMA Competency Framework (see Appendix)

<b>Management and Change</b>
Bringing about Change
Influencing and Negotiating
<b>Delivering Results</b>
Problem Solving and Decision Making
Delivering Quality Outcomes
<b>Performance through People</b>
Leading and Motivating
Communicating Effectively
<b>Personal Effectiveness</b>
Qualifications and Knowledge
Personal Motivation and Initiative and Achievement

### Desirable but not essential

- Experience of managing change and implementing new initiatives.
- An appreciation and understanding of the Irish local government sector.
- Ability to pro-actively identify the tasks that need to be undertaken in order to reach a goal and to complete these tasks in a timely manner.
- Ability to be flexible and adaptable enough to react to changing circumstances.
- Ability to quickly understand and engage with the technical, contextual, and practical elements of a project.
- Strong initiative, communication, presentation, relationship building and planning skills
- Strong time management, goals setting and task prioritisation abilities
- Teamwork – able to work with others as part of a team, to take and to give direction and to provide assistance to team-mates as and when required.

# Application and Selection

## How to apply

All applications should be emailed directly to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie) no later than 5pm on Friday 5<sup>th</sup> August 2022.

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](mailto: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 within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will be one year.

## Feedback and 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 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 temporary 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 February 2022:

Point No.	1	2	3	4	5	6
Salary	€51,853	€53,122	€54,605	€56,089	€57,577	€58,903
Point No.	7	8	9	LSI 1	LSI 2	
Salary	€60,264	€61,582	€62,894	€ 65,147	€67,410	

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.

### Important Note for applicants from a Local Authority/Public Body:

A successful current Grade 7 candidate from a Local Authority/Public Body, if offered the position, shall remain on their current annual salary.

A successful candidate from a Local Authority/Public Body who is in a role that is currently lower than Grade 7, will be offered a promotional opportunity and salary will be determined in accordance with Circular E/L. 5/67 – Starting Pay on Appointment or Promotion.

## Tenure

The contract duration for the position of Project Lead – Grade 7 is for a one-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 35 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. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector.

## 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 – 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						