



Information Booklet

Research Officer - Grade 5

Apply by Friday 25th March 2022 @ 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 and efficient delivery of local government services and policy. We also strive to ensure equitable access to services.

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.

You can find out more about the LGMA at www.lgma.ie

About the role

The Research Unit

The Research Unit forms a key element of the LGMA's Local Government Strategy, Research and Communications Section of the organisation. As the LGMA is a central point of contact between government departments, agencies, and the local authorities, the research team members engage with a wide range of diverse stakeholders.

The Unit was established in 2018 and consists of three full-time members (a Head of Research and two Research Officers). It brings in additional resources to support the delivery of an extensive annual research programme through the services of commissioned contractors, consultants, and student researchers.

The research work programme is developed to support the delivery of all the LGMA's corporate objectives but has a particular contribution to make to the development and implementation of government policy, using research and data as a key enabler. The work of the Research Unit supports and promotes evidence informed decision making and policy development, through tasks such as:

- Undertaking commissioning, and publishing research on behalf of the various CCMA and LGMA Committees, and in conjunction with a range of sectoral stakeholders.
- Annual centralised sectoral data collection and data analysis in relation to key services (e.g., Libraries, Climate Action, Customer Satisfaction, etc.).

- Provision of technical assistance through advice on survey design, data collection methods, report formatting and various methodological issues to a range of internal and external stakeholders.
- Supporting the establishment of a local government Central Data Unit within the LGMA.
- On-going consultation and representation in relation to the Local Government Sector in a research capacity at a local, regional, national, and international level.

The Research Team also works with internal LGMA colleagues to support the promotion of innovation and effective communications both internally and across the local government sector, in line with national policy.

The Role

An exciting opportunity exists for a Research Officer to join the LGMA Research Unit. The Research Officer will be a key member of the research team and will report directly to the Head of Research. They will work independently on their own research projects as well as collaboratively with the other Research Officer on joint projects.

They will be involved in the delivery of an interesting and varied annual programme of work which will require them to engage with colleagues across the organisation, as well as a range of external stakeholders including local authority staff and senior officials in various government departments. They will participate in sectoral seminars, conferences, and workshops in order to gain more insight into key policy issues impacting local government.

The Research Officer will be supported and encouraged to build up a portfolio of published materials through authoring and co-authoring sectoral reports. They will also have direct involvement in the management of commissioned research and the development of quotes, tenders, and research proposals. The position also offers the opportunity to gain valuable supervisory experience with responsibility for Student Researchers that are recruited for short-term placements.

The Research Officer should be detail oriented and understand the importance of carrying out detailed quality checks on all outputs from the Unit as well as documenting processes and decisions. They should enjoy a fast paced and structured environment where deadlines need to be adhered to. They will need to be an effective and focused communicator and enjoy engaging with people.

They will be required to support the further development of an on-going research programme on local government policy and practice including:

- Undertaking quantitative and qualitative research assignments under the guidance of the Head of Research. These will involve research design, data collection, consultation, report preparation and presentation of findings.

- Working with staff of the LGMA to maximise the effectiveness and relevance of the research programme and increase linkages and relationships with other research and policy stakeholders.
- Being responsible for the maintenance of accurate files and records, both computerised and manual and to work with the Central Data Unit to advance the development of a suite of software research tools to maximise the efficiency of the team.
- Attending and providing comprehensive administrative support for relevant meetings, including preparation of minutes, and ensuring that the necessary follow up action is taken.
- Undertake such other duties as may be assigned from time to time.

Key responsibilities

The tasks listed below relate to the current programme of work but is subject to change and expansion in the future. Under the direction and supervision of the Head of Research, the Research Officer will be required to:

- Prepare submissions or position papers for CCMA/LGMA Committees through desk research, surveys, consultations, etc.
- Participate, as primary author or co-author, in research projects carried out by the LGMA Research Team.
- To manage and assist in the annual collection of data for the NOAC National Local Government Performance Indicators, the CCMA Climate Action Key Performance Indicators and LGMA Customer Satisfaction Indicators. Also undertake analysis of the data, production of reports and presentation of findings.
- Provide technical assistance in relation to research design, analysis and presentation/visualisation of data and findings to a variety of stakeholders.
- Provide administrative support to Research Advisory Groups established to manage commissioned research projects.
- Participate in groups, networks, training, and events in order to upgrade and enhance technical expertise, skills relating to research methods, research tools and relevant policy developments.

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

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:
 - i. Hold an Honour's Degree in Social Science, Policy Analysis, Economics, Data Analysis, or another relevant discipline.
 - ii. Have a minimum of two year's work experience in a research environment (in the social science, data analytics or economics fields) in which report writing was a key element of the work.
 - iii. Have evidence of the ability to carry out qualitative and quantitative research projects.
- and,
- iv. Have a level of proficiency and experience/training in relevant software (e.g., Excel, Word, PowerPoint, Survey Monkey, Power BI, SPSS, Tableau, etc.).

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
Delivering quality work and services
Performance through People
Performing effectively
Communicating effectively
Personal Effectiveness
Qualifications, skills, and knowledge
Personal motivation and initiative

Desirable but not essential

- Have detailed knowledge of or experience in local government.
- Have an awareness of key policy issues relevant to local government and an understanding of the structure and functions of local government.
- Carried out research on policy areas relevant to local authorities.
- Have survey design skills and experience.
- Hold a master's degree in Social Science, Policy Analysis, Economics, or another relevant discipline.

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie Apply by no later than Friday 25th March 2022 @ 5pm.

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 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 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 permanent 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
Salary	€ 44,574	€ 45,975	€ 47,378	€ 48,781
Point No.	5	LSI 1	LSI 2	
Salary	€ 50,182	€ 51,815	€ 53,454	

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

The position of Research Officer Grade 5 is full-time and permanent

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. An officer's headquarters shall be such as may be designated from time to time.

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 V 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				