



# Information Booklet

**Temporary HPSS Senior Staff Officer – Grade 6  
Secondment Opportunity - 12 Months**

**Local Government Sector Confined Competition**

**Apply by Thursday 21<sup>st</sup> October @ 5pm**

# 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)

# HR Payroll Shared Service (HPSS)

The HR, Payroll Shared Service (HPSS) is a programme of work which comes under the CCMA and is governed by the HPSS Programme Board. The project and programme management are led by the LGMA, payroll and superannuation services by MyPay and policy and change management led by the Employee Engagement Team. The main areas of work in the HPSS programme are ongoing projects around HR, payroll, superannuation, PMDS, time and attendance, data analytics, mobile access and health and safety.

The stakeholders involved in the programme include the local authority sector (including agencies LGMA, EPA and EMRA), MyPay, Department of Public Expenditure and Reform (DPER), and the Department of Housing, Local Government and Heritage (DHLGH).

## About the role

The Temporary Senior Staff Officer Grade 6 is a full-time position for a period of 12 months. The role is working on the HPSS team which enables local authorities and public service organisations to efficiently, accurately and safely provide HR and payroll services within the public service.

- Working on the implementation and delivery of relevant projects as determined
- Developing and maintaining customer relationships
- Sharing and using knowledge between teams

### The key responsibilities of the role are:

1. Production of End-to-End Process Documentation  
Finalise the production of the HPSS people XD processes and then to organise and lead workshops in the sector to ensure that they meet the national best practice standards. This will then involve sign-off by local authorities in these workshops.
2. Firefighters to Quarterly Pay  
Lead the project around the implementation of moving firefighters from fortnightly to quarterly pay. This will involve:
  - Liaising with Gartan, Access Group, MyPay and Local Authorities around the process and change to interfaces
  - Pilot the process and interface change

- Develop sign off document
  - If signed off, lead the rollout to the sector, liaising with the stakeholders (Gartan, MyPay, Access Group, MyPay, Local Authorities)
3. Implementation of PMDS
- Liaise with the LGMA Employee Engagement team to rollout PMDS across the sector. This will involve:
- Communication with the sector to assess next phase of rollout
  - Develop workshops with Employee Engagement Team
  - Lead the rollout of workshops for next phase
  - Lead the rollout of implementation of PMDS
  - Oversee post implementation as a point of escalation
4. Recruitment and eRecruitment
- Liaise with LGMA Employee Engagement Team around the implementation of recruitment module and introduction of eRecruitment. This will involve:
- Process review of recruitment across the sector
  - Development of best practice processes
  - Documentation of best practice processes
  - Promotion of use of Recruitment Module using the Portal (rather than back-office) across the sector
  - Lead Proof of Concept utilising recruitment in the sector (Access Group Volcanic)
  - Lead pilot of eRecruitment across a sample of local authorities
  - Lead rollout of eRecruitment across the sector
5. Migration of Backoffice Payroll
- Liaise with MyPay and Access Group around the migration in the use of the Core Back-office payroll application to the Core Portal payroll application. This will involve:
- Review change of process with MyPay
  - Document change of process
  - Lead proof of concept of Payroll portal with sample local authorities and MyPay
  - Lead pilot of payroll portal
  - Lead rollout of payroll portal to the sector

### **Resource Requirements**

- Develop process documentation and organise workshops to review and facilitate sign off
- Liaise with all stakeholders (LGMA Employee Engagement Team, Local Authorities, MyPay, Access Group, Gartan, TDS, Makodata)
- Develop documentation

- Lead proof of concepts, pilots and implementation of projects across the sector

## Eligibility Criteria:

This is a Grade 6 position and **candidates must be an existing employee of the local government sector** at a level **not lower** than that of Staff Officer (Grade 5) or analogous, to apply.

## The Ideal Candidate shall have:

- Experience in leading projects
- Ability to review, map and document system processes
- Good communication and documentation skills
- Experience in running workshops
- Ability to work with vendors and stakeholders

## Essential Requirements

Candidates must:

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.

**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, Initiative and Achievement |

**Candidates should note that eligibility to compete is confined to existing employees of the Local Government Sector.**

# Application and selection

## How to apply

All applications should be emailed directly to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie) no later than **5.00 p.m. on Thursday 21st October 2021**. 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 & 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 Candidate 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.

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

### Remuneration

The salary scale applicable to this position is as follows as at 1st October 2021:

| Point No. | 1       | 2       | 3       | 4       | 5       |
|-----------|---------|---------|---------|---------|---------|
| Salary    | €49,040 | €50,211 | €51,635 | €54,318 | €55,919 |
| Point No. | LSI 1   | LSI 2   |         |         |         |
| Salary    | €57,910 | €59,913 |         |         |         |



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.

## **Tenure**

The position of Temporary HPSS Senior Staff Officer Grade 6 is full-time on a secondment basis for a 12-month period.

## **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.

## **Annual leave**

The Annual Leave allowance for Grade 6 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.

## **Location**

Reporting to LGMA Dublin office: either Local Government House, 35-39 Ushers Quay, Dublin 8 or Phoenix House, 27 Conyngham Road, Dublin 8.

## **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 6 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 Performance      | 4.2                    | Resilience and Personal Wellbeing               |
| 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         |                            |                           |                        |   |
| 1.5                   | Bringing About Change              |                    |                                     |                            |                           |                        |   |
| 1.7                   | Influencing and Negotiating        |                    |                                     |                            |                           |                        |   |
| 1.8                   | Safety, Health and Welfare at Work |                    |                                     |                            |                           |                        |   |