



**Information Booklet**  
**Secondment Opportunity**  
**Procurement Policy Support**  
**Officer - Grade 7**  
**12 - 18 Month Contract**

Apply by Friday 18<sup>th</sup> June @ 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](http://www.lgma.ie)

# Local Government Strategic Procurement Centre (LGSPC)

The Local Government Strategic Procurement Centre (LGSPC) is based in the Local Government Management Agency (LGMA). As the strategic centre for the local government procurement programme, the LGSPC is responsible for supporting the implementation of the Government's procurement programme in the local government sector.

## About the role

The Procurement Policy Support Officer in the LGSPC is equivalent to an Administrative Officer grade and is a full-time position. The appointee will be seconded to the Local Government Management Agency (LGSPC team) for a period of 12 - 18 months.

The key responsibilities of the role are:

- Work with the Project Manager to develop and oversee the implementation of the LGSPC work programme
- Work under the direction of the Project Manager to inform policy development and support the implementation of the local government procurement programme across the local authority sector
- Work with the Project Manager to measure progress on procurement reform in the use of national and sectoral purchasing arrangements
- Develop a sectoral communications strategy and programme for the LGSPC and Local Government Operational Procurement Centre (LGOPC) and oversee its implementation
- Prepare briefing materials on the work of the LGSPC, LGOPC and Local Authority Category Representatives
- Support local authorities in their use of national purchasing arrangements, directives, regulations and circulars relating to procurement
- Work in partnership with the OGP and the LGOPC to embed the Government's Procurement Reform Programme in the local government sector

## The Ideal Candidate shall

- Have a recognised procurement qualification
- Demonstrate an understanding of national procurement policies and implementation of those policies within the local government sector
- Have a strong sense of commitment to embedding the procurement reform programme
- Have experience in Financial Management Systems and Budget Management.
- Be highly motivated and have excellent interpersonal, communications and presentation skills

- Have an ability to foster and maintain productive working relationships within the organisation, the local government sector and with all relevant stakeholders
- Demonstrate the ability to work effectively on own initiative and as part of a team
- Have excellent communication skills to include report writing and presentations skills
- Have experience in using MS Office products – Teams, Word, Excel and PowerPoint
- Demonstrate the ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.

## Eligibility Criteria:

**This is a Grade 7 position and candidates must be an existing member of staff of a local authority / LGMA, at a level not lower than that of Staff Officer Grade V or analogous, to apply.**

Candidates must have experience in:

- Public procurement.
- Policy development and implementation.
- Internal and external communications including report writing and presentations.
- Data analytics.
- Budget management.
- Office management.

## 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

# 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 18<sup>th</sup> June 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 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 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.

### 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

## Remuneration

The salary scale applicable to this position is as follows as at 1st October 2020:

Point No.	1	2	3	4	5
Salary	€50,832	€52,075	€53,529	€54,984	€56,443
Point No.	6	7	8	9	LSI 1
Salary	€57,743	€59,076	€60,368	€61,654	€63,863
Point No.	LSI 2				
Salary	€66,082				

### Important Note:

A successful current Grade 7 candidate will be offered a sideways move and remain on their current annual salary.

A successful candidate 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, based on their current annual salary.

### Tenure and Contract

The position of Procurement Policy Support Officer, Grade 7 is on a **secondment basis for a period of 12 - 18 twelve to eighteen months**, subject to funding.

### 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

Reporting to LGMA Dublin office: either Local Government House, 35-39 Ushers Quay or Phoenix House, 27 Conyngham Road, Dublin 8. While the position is based in Dublin, consideration will be given to co-location in existing local authority with attendance in Dublin on agreed days – i.e., minimum one day per week and on days when meetings

are taking place.

### **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 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						