

Local Authority Graduate Programme

Recruitment
Competition for
graduates and final-year
undergraduate or
post-graduate students

Information Booklet

The closing date for applications is
3pm on March 1st, 2024



Rialtas Áitiúil Éireann
Local Government Ireland



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Local Authority Graduate Programme 2024 at a glance

We are recruiting graduates from 10 skill areas

1. Economic Enterprise and Business Development
2. Project and Programme Management
3. Innovation Strategy and Change Management
4. HR Management
5. Communications and Marketing
6. Data Analytics and Data Metrics
7. Climate Action
8. IT Skills
9. Cybersecurity
10. Community Development.

Who can apply?

You can apply if you:

- Are a recent graduate with a 2.2 or higher
- Are due to graduate this year and expect a 2.2 or higher
- Are entitled to work in the Republic of Ireland.

Existing local authority staff members can also apply.
(See page 14 for more details)

You can apply for one or more posts in two regions (in a maximum of 5 local authorities within these regions).

Applications from people who have a disability or impairment

Applications from people with disabilities or impairments are welcome. If you require any appropriate arrangements to be put in place to ensure an effective online assessment and/or interview, please give details of the required arrangements that need to be put in place for you, when you complete the online application form.

You should note that any information you provide on the application form will be treated with the utmost confidence by the LGMA, the provider of the online assessment service and the local authorities.

It will only be used for the purposes of ensuring that the recruitment process best suits your needs.



Why should I apply?

Local government is a great place to start and grow your career. The main advantages to you of working as a Graduate in a local authority in this round of recruitment include:

- a three-year contract
- a good starter salary of €34,919
- 24 days annual leave
- the chance to use your knowledge and expertise every day
- training and development opportunities

What do I need to do to apply?

To apply, we suggest you do the following

- 1) Check you have the necessary qualifications for the Graduate post
- 2) Consider which of the 10 skill areas best suit your academic qualifications and personal interest
- 3) Decide in which regions and in which local authorities within these regions you would like to apply to work
- 4) Check that you have a visa stamp or an employment permit to work in Ireland
- 5) Fill in the online form

We provide full details of each step later in this booklet.

Part 1:

About the Local Authority Graduate Programme

Our Graduate programme allows local authorities to recruit graduates in 10 skills areas in which they have a need.

Successful Graduate recruits are employed on a three-year contract and given further training when taking part in the programme.

Through the programme, local authorities aim to

- unlock the potential of the Graduates who take up employment with them
- make the most use of the Graduates' skills during their contracts.

Local government is committed to recruiting the best graduates and developing them to help improve the quality of our work and services to the public. If recruited, you will be assigned to a team and will work on a mixture of team, group and individual tasks.

You can read a short description of the 10 skills areas and how they are linked to the work of local authorities, as well as what successful recruits can expect to be working on when employed by a local authority on page 15. We hope these are a help to you when you are applying.

Skills areas

The initial intake will be individuals who have recently graduated or will graduate in a field of study that is directly relevant to one of the following 10 skills areas:

1. Economic Enterprise and Business Development
2. Project and Programme Management
3. Innovation Strategy and Change Management
4. HR Management*
5. Communications* and Marketing
6. Data Analytics and Data Metrics
7. Climate Action
8. IT Skills
9. Cyber Security
10. Community Development*

***Only some skills areas are eligible for employment permits.**

You should note that the three areas marked with an *above do not fit into the employment categories eligible for Critical Skills Employment permits. In these areas, unless you are a citizen of the EEA, a local authority may not issue a job offer without firm proof of a valid employment permit already held by an applicant.

These rules are set by the Department of Enterprise, Trade and Employment (DETE). The link below will (as of the time of publication) take you to the relevant DETE website page: Critical Skills Occupations List - DETE (enterprise.gov.ie)

You must find out yourself by checking the DETE website if you want to proceed with your application though your chance of getting a Critical Skills Employment Permit is low for those skills areas marked *.

You can see more information about employment permits in the table on page 13.



Part 2:

Applications and the recruitment process

The Local Government Management Agency (LGMA) is co-ordinating the Local Authority Graduate Programme recruitment campaign on behalf of the local authorities.

Making an application

To apply for the Local Authority Graduate Programme, go to localgovernmentjobs.ie/graduates and click on and fill out the online application form.

The application form asks for details about you and your education. It also asks you to choose the skills area and local authorities you are interested in applying for.

You can apply for more than one skills area and more than one local authority. However, you must choose the same 5 local authorities in the same two regions, for each skills area you are applying for.

Number of regions you can apply for	
Number of regions in which you can apply for a position	Maximum number of locations within those regions where you can apply for a position
2 regions	5 local authorities in each region

You must give an order of priority (1 to 5 with 1 being your highest priority) for the local authorities within each two regions.

Local authorities within each region

Border and Western Region	Dublin Region
<ul style="list-style-type: none"> • Cavan County Council • Donegal County Council • Galway City Council • Galway County Council • Leitrim County Council • Mayo County Council • Monaghan County Council • Roscommon County Council • Sligo County Council 	<ul style="list-style-type: none"> • Dublin City Council • Dun Laoghaire-Rathdown County Council • Fingal County Council • Local Government Management Agency (LGMA) • South Dublin County Council
Eastern and Midlands Region	Southern Region
<ul style="list-style-type: none"> • Kildare County Council • Laois County Council • Longford County Council • Louth County Council • Meath County Council • Offaly County Council • Westmeath County Council • Wicklow County Council 	<ul style="list-style-type: none"> • Carlow County Council • Clare County Council • Cork County Council • Cork City Council • Kerry County Council • Kilkenny County Council • Limerick City and County Council • Tipperary County Council • Waterford City and County Council • Wexford County Council

Closing date for applications

You must submit your application by 3pm on March 1st, 2024.

Each applicant may only submit one application.

The application is an online form and you must complete the form in full before you submit it.

The LGMA will not be able to accept any applications received after the 3pm deadline on March 1st, 2024.

Screening and shortlisting of applications

The LGMA will acknowledge receipt of each application.

If you submit your application by the deadline, you will shortly thereafter be contacted by a provider engaged by the LGMA to screen applications so that we can be sure that the applications contain all the required information. If all the required information is in place, you will be asked to complete the online assessment tests by the same provider.

These online assessment tests are designed to measure the competencies that are needed for the role of a Graduate in a local authority. Online assessment may include:

- abstract reasoning tests
- situational judgement tests
- occupational preference assessments

The online assessment allows us to simulate situations and gather a whole-person view of the applicants to assess:

- knowledge
- ability
- skills
- personality

Shortlisting

Following the results of online screening and assessment, the LGMA receives an order of merit from the screening/assessment provider. This shows the most suitable candidates to bring forward for shortlisting.

We will shortlist candidates based on the direct relevance of an applicant's academic qualifications to the skills area they are applying for.

There are no specific essential qualifications for any of the skills areas. On your application form, you need to make a case for how relevant your qualification is to the skills area or areas you have applied for.

Graduates who are successful at the shortlisting stage will proceed to a regional interview stage.

In the first round, we will only shortlist the number of valid applications that we need to fill the vacancies for each skills area in each of the regions. We may later shortlist applicants lower down on the order of merit who were not shortlisted in the first round.

Interviews

Those who are successful following screening and shortlisting will be invited to interview.

Interviews will be arranged and managed by region. The regions for interviews are:

- Dublin
- Eastern and Midlands
- Border and Western
- Southern.

Interviews will place in the offices of a local authority or remotely using Microsoft Teams or some other suitable video conferencing platform.

Based on the interviews, a panel of qualified candidates will be established. These candidates will then be assigned to individual local authorities.

In assigning successful candidates to local authorities, first, the regional lead authority will consider the request by a local authority for a candidate under a specific skill area. They will then consider:

- what the candidate said was their preference when they filled in their application form
- the position on the panel of the candidate with that particular skill. (The panel is the regional order of merit that is created after interview. Applicants are ranked according to the scores they are awarded as a result of their performance at interview. If a vacancy arises recruits will be drawn from the Panel in order.)

The regional lead authority will let individual applicants know to which vacancy they are being assigned.

The regional lead authority will also notify the local authority of who is being assigned. The local authority will then be provided with a copy of the Graduate's application. Once the local authority knows who the candidate is, they will undertake the normal pre-employment checks prior to making the job offer and issuing the contract.

The employing local authority will conduct all the necessary checks on:

- qualifications
- birth certificates
- Garda vetting (where required for the post)
- health
- character and references

At this stage, the Human Resources section and line managers in each local authority will see an individual's qualification and previous experience for the first time. They will assess the individual's own defined skills set and experience. They may need to amend or vary their original role description to make sure that business units are primed to get the most benefit from their assigned Graduate. This will also allow the Graduate to reach their full potential.

Terms and conditions of employment

Successful candidates will be offered a three-year fixed-term contract. In most cases this will start in 2024. In 2024, we may also recruit from people who are placed on the panel so as to fill any unfilled vacancies following the first round of job offers.

The conditions of service for the Graduate recruits will be as follows:

- Annual leave: 24 days annual leave
- Working hours: 37 hours (this does not include lunch breaks)
- Salary: €34,919 (single point salary scale – no automatic increment for every year served though if there is any pay increases from national public sector wage agreements you will benefit from that.)

Once employed Graduates will be considered as being the same as Grade 4s when it comes to applying for future employment opportunities with local authorities.

Contracts of employment

Applicants should note any contracts of employment that start later than August 2024 will end no later than the 31 of August 2027.



These contracts of employment to Graduates are part of public or publicly supported training, integration or vocational retraining. This means the provisions of the Protection of Employees (Fixed-Term Work) Act 2003 do not apply.

Employment opportunities during your contract

Graduates who have secured a place in a local authority may apply for any advertised vacancies either within their employer or across the local government sector as a whole. They must meet the eligibility criteria for the advertised vacancy.

However, if successful, Graduates must resign from their Graduate contract and the development programme. This is the case when taking up any new employment, including temporary contract positions.

Eligibility qualifications and competence to compete

To be eligible for these vacancies, applicants must be able to show the following.

1. Graduate status

On or before the date on which a local authority makes you a formal job offer you must provide formal documentation confirming that you have recently achieved a first- or second-class primary (2.2 minimum) honours degree (Level 8 on the National Framework of Qualifications).

2. Undergraduates and post-graduate students

At the time of application, if you are still a final-year undergraduate or postgraduate student, you can still apply and complete all stages of the application and recruitment process. If you are a final year student and yet to be assigned a grade, you will be asked on the application form to detail the award your course of study will lead to and provide details of your final year subjects. However, you must have proof of having achieved the required award level required – that is a 2.2 minimum in an honours degree or masters. You must show this to the potential employer before they can make any job offer to you.

If you can't prove at the job offer stage that you have achieved at least a 2.2 in an honours degree or masters, a job offer will not be made.

Applicants will not receive any job offers if they have been:

- asked to repeat exams or
- asked to resubmit elements of their final year course work

so that their final results can be issued by the university or educational institute where they did the course of study.

3. Competency

You must also be able to show you have the competencies for the role of Graduate. These competencies are defined in Appendix 1 of this document.

Certain citizenship requirements that will determine whether you can apply or not.

Applicants must, by the date of any job offer, fit into one of the categories below

a) Citizen of EEA

You are a citizen of the European Economic Area (EEA). The EEA consists of the Member States of:

- the European Union
- Iceland
- Liechtenstein
- Norway

b) Citizen of the UK

You are a citizen of the United Kingdom (UK)

c) Switzerland

You are a citizen of Switzerland as defined in the agreement between the EU and Switzerland on the free movement of persons

d) Spouse or child

You are a non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and have a stamp 4 visa

e) International protection

You are:

- a person awarded international protection under the International Protection Act 2015, or
- a family member entitled to remain in the State as a result of family reunification, and
- someone with a stamp 4 visa

f) Parent or dependent

You are a non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in:

- an EEA member state or the UK or Switzerland, and
- have a stamp 4 visa

g) Valid Department of Justice visa stamp

You must hold a valid visa stamp issued by the Department of Justice which clearly allows you to reside in the country and seek employment, for example, stamp 1g.

Non-EU citizens who are EEA citizens

If you are a non-EU/EEA citizen applying for a Graduate position, you must before we offer you a job, prove that you hold one of these two:

- a **valid work permit** for the length of your 3-year contract

or

- a **valid visa stamp** that allows you to start employment and apply for a critical skills employment permit

You will be required to personally apply for and pay the costs of getting a Critical Skills Employment Permit.

Your work permit must allow you to work full time for your prospective employer.

Ex-public servants who previously availed of incentivised early retirement or a Voluntary Redundancy Scheme

You must tell us if you have previously availed of:

- a public service scheme of incentivised early retirement, and, or
- the collective voluntary redundancy scheme.

This collective scheme is detailed in Circular Letter LG(P) 06/2013.

You must tell us if you are entitled to a Public Service pension benefit (in payment or preserved) from any other Public Service employment. You must also tell us where you have received a payment-in-lieu for service in any Public Service employment.

Existing local authority staff

Some, but not all, existing staff of local authorities may apply for a Graduate position.

Existing staff who can apply	What will this mean if I qualify for the Graduate programme?
Staff who currently earn less than €34,919	If successful you will be paid the Graduate salary of €34,919 for the duration of the 3-year contract period.
Staff who earn more than €34,919 but who earn less than €47,399	If successful you will continue to be paid at your current rate of pay. In addition, you will get increments on the pay scale for your current post while you are on the Graduate programme.

Anyone currently at Grade 5 or over cannot apply for the Graduate Programme.

Part 3:

About the roles available in the Graduate Programme

Below you can read a short description of each of the roles that Graduates can expect to be working in when employed in a local authority.

1. Economic Enterprise and Business Development
2. Project and Programme Management
3. Innovation Strategy and Change Management
4. HR Management
5. Communications and Marketing
6. Data Analytics and Data Metrics
7. Climate Action
8. IT Skills
9. Cybersecurity
10. Community Development.

1. Economic Enterprise and Business Development

Local authorities have always played a key role in supporting local enterprises and helping small and medium enterprises to grow.

In April 2014, the Government launched the 31 Local Enterprise Offices (LEOs) in each Local Authority. It did this to make the most use of the experiences of the:

- Local authorities
- County and city enterprise boards

The LEOs have transformed the support for small enterprise across every county. Each LEO is tasked with developing a local plan for boosting enterprise. The ambition is to maximise entrepreneurship and job creation at local level.

Key targets in the local plan will be:

- new business start-ups
- business expansions
- jobs created or sustained

- wider economic impacts like:
 - o exports
 - o mentoring
 - o training
 - o enterprise promotion

The local authorities will also bring new initiatives and opportunities for supporting local enterprise. In addition to the work of the LEOs, other business units within local authorities are seeking to deepen their economic and business development focus.

Graduates with qualifications in and a strong interest in Economic Enterprise and Business Development can expect to improve their competency. They can do this by becoming involved in the important work of these business units. The units are developing and deepening their business community facing focus in the coming years.

Applicants interested in a position with a LEO should note that if assigned to a rural local authority they will need to have a full driver's license (with no endorsements). They must be able to provide their own transport. Work in rural LEOs may result in work-related travel within the county.

Local authority staff who use their own transport for work-related travel are reimbursed expenses at the prescribed public sector rates for travel and subsistence.

2. Project and Programme Management

Local authorities use a wide variety of time-defined projects to achieve operational and strategic goals. They adopt single and multi-disciplinary project teams in nearly all business areas.

Projects can range from large and smaller scale capital investment infrastructure projects to organisational and business process change projects. These projects are usually aimed at improving outputs and outcomes for the local population.

In the local authority where they gain a placement, Graduates with qualifications and a strong interest in the areas of project and programme management can expect to become part of:

- an existing project team, or
- part of a start-up project team.

This will allow them to improve their competency.

3. Innovation Strategy and Change Management

In a time of widespread change, local authorities like any other public body in Ireland must examine how they deliver their services. They must find out if current practice is the best way to deliver these services and if these services are really what the public wants.

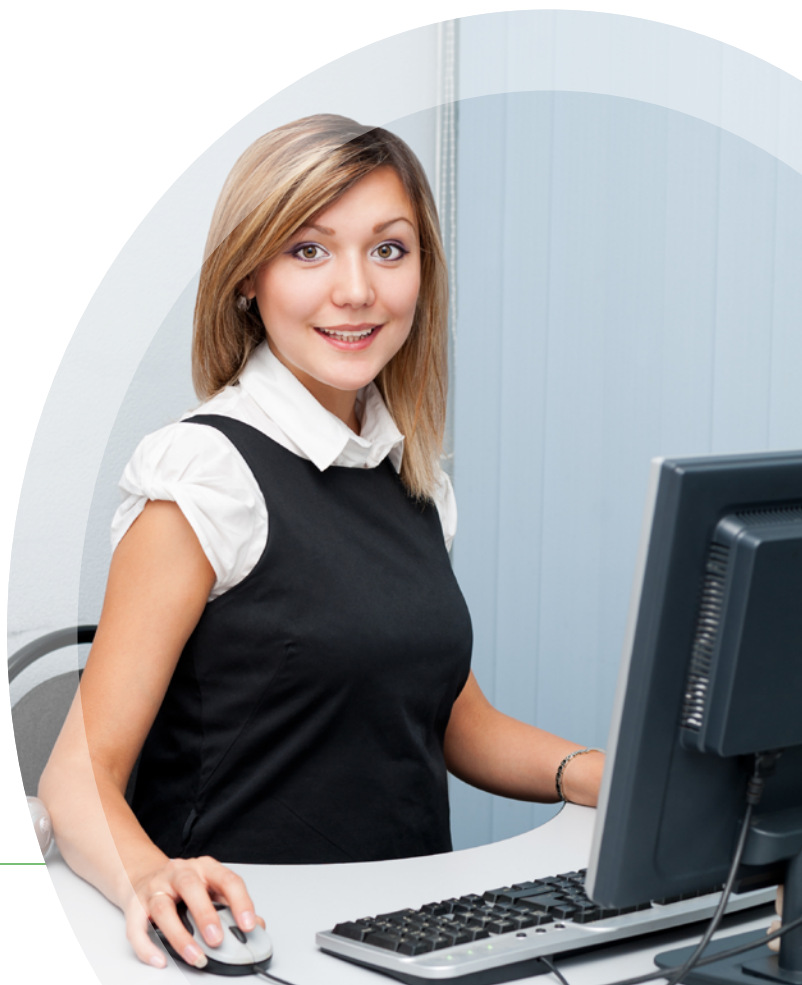
The Local Government Reform Act, 2014 provides for the necessary changes to local authority:

- functions
- structures
- funding
- performance
- governance.

This is needed to achieve the overall vision of a local government system that:

- is the main way to deliver public service at local level;
- leads economic, social and community development; and,
- represents citizens and communities effectively and accountably.

Graduates with qualifications or a strong interest in the areas of innovation and change management can expect to improve their competency. They will do this by becoming part of an existing project team that examines existing business processes and puts change in place. Alternatively, they may join a start-up project team.



4. HR Management

Local authorities are at the forefront of modernising the public service. They operate in an environment where standards and citizen expectations are very high. Since 2008, this has been coupled with significantly reduced resources.

There is an increasing demand for:

- quick and accurate responses
- comprehensive information
- greater transparency
- accountability
- value for money.

This focuses attention on the most effective use of one of the key resources of the local authorities: their employees. The sector needs to continually drive organisational performance improvement including employee contribution to such performance.

Graduates with qualifications and/or a strong interest in the areas of Human Resource Management or Human Resource Development can expect to improve their competency in this area. They will do this by becoming part of an existing HR section in the local authority where they gain a placement.

5. Communications and Marketing

Change is needed. Local authorities need to communicate to the public and local business communities the:

- changes being undertaken
- need for such changes.

To improve public service delivery, it is vital to:

- improve the effectiveness of the local authority's communication;
- make sure there is greater use of new technologies and media; and,
- spread knowledge about the work and vital role of local authorities in local communities.

Graduates with qualifications and a strong interest in the areas of communications, marketing and social media can expect to improve their competency in the local authority area where they gain a placement. They will do this by becoming part of an existing communications team or part of a start-up communications team.

6. Data Analytics and Data Metrics

Local authorities, in common with most other businesses, must plan ahead to provide services. To effectively deliver services, local authorities must gather population and customer data to find out current and expected needs. A key part of creating evidence-based policy and providing services is analysing information. To do this, we need to collect raw data and convert it into information useful for decision-making.

We expect that Graduates recruited in this skills stream will be involved, as part of a team, in developing suitable metrics that can be used to report on service delivery levels.

7. Climate Action

We expect to assign Graduates we recruit under the Climate Action skills area to either:

- one of the regional Climate Action Regional Offices (CAROs), or
- a Climate Action Team within an individual local authority.

The primary role of the CAROs (which were set up in 2019) is to:

- coordinate and facilitate climate action activity in the local government sector; and,
- engage and collaborate with other sectors about climate action.

Local authorities also have their own Climate Action teams. These teams are multi-disciplinary and cross-functional in their approach. They make sure that each local authority meets its own commitments and targets under the Government's Climate Action Plan.

Graduates can expect to gain hands-on experience of putting climate action policies in place. They will also contribute to developing sustainable solutions aimed at addressing national, regional and local climate issues.



8. IT Skills

The technology revolution has made information technology (IT) skills essential in almost every industry. The local government sector is no different.

IT skills matter because modern service providers like city and county councils rely on information technology for:

- customer service
- operations
- reporting
- planning.

Strong IT skills also make people more efficient.

The local government sector has recently launched its new Digital and ICT Strategy. This strategy lays down how we aim to use the power of digital to:

- improve how we do things in local authorities
- provide services in ways that that work better for the public and for local government staff.

This Digital and ICT Strategy is an exciting and important step towards modernising and improving local government digital and ICT services. The strategy prioritises business needs and takes a comprehensive approach. We aim to use the strategy to achieve significant improvements in:

- efficiency
- effectiveness
- service delivery.

This will benefit the public and businesses.

We expect that Graduates recruited in this skills stream will be involved, as part of the local authority's existing IT support team. This will help us to make sure that the staff in each of our business units have access to efficient ICT systems and hardware. They need these to provide services for the public more effectively.

Graduates with relevant qualifications and a strong interest in the area of IT skills can expect to improve their competency by becoming part of an existing team in the local authority.



9. Cybersecurity

Cybersecurity means protecting critical systems and sensitive information from digital attacks. It is also known as information technology (IT) security. Cybersecurity designs systems to combat threats against networked systems and applications. These threats may originate from inside or outside of an organisation.

Cybersecurity skills are important because modern service providers like the local authorities ask for and store significant amounts of data. Much of this data is given in trust to us by the citizens to whom we provide services. They rely on us having robust cybersecurity to maintain that trust.

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This strategy is an exciting and important step towards modernising and improving local government digital and ICT services. The strategy prioritises business needs and takes a comprehensive approach. We aim to use the strategy to benefit the public and businesses. It will achieve significant improvements in:

- efficiency
- effectiveness
- service delivery.

Improved cybersecurity is a key goal of the new Digital and ICT Strategy.

We expect Graduates recruited in this skills stream to be involved, as part of the local authority's existing IT cybersecurity team. They will work with the team to improve the layers of protection to defend against cybercrime. This includes cyber-attacks that attempt to:

- access, change, or destroy data
- extort money from users or the organisation
- disrupt normal business operations.

Graduates with relevant qualifications in and a strong interest in the area of cybersecurity can expect to improve their competency by becoming part of an existing team in the local authority.

10. Community Development

When local authorities provide services, they must do so in line with the law. This includes how they spend money to promote the interests of the local community. Their services include promoting:

- social inclusion
- diversity.

They also include promoting the development of the community in the following areas:

- social
- economic
- environmental
- recreational
- cultural

Graduates can expect to gain hands-on experience as part of the local authority's Community Development section in one or more of the following areas of activity:

- organising and making local surveys
- setting up and keeping close contact in an advisory role with voluntary groups and local associations
- assessing value of community activities
- maintaining liaison between the local authority and other statutory and voluntary agencies

They will also gain experience by helping to:

- carry out special community projects
- develop the local authority's estate management processes
- develop the local authority's community development processes.

Community development staff may also be appointed to represent the local authority in a formal capacity in various local groups.

Graduates with relevant qualifications and a strong interest in the area of community development can expect to improve their competency by becoming part of an existing community development team in the local authority.

Part 4:

About the Graduate Development Programme

Each Graduate recruit will take part in a three-year structured Graduate Development Programme. This programme has been designed to meet the demands of Graduate entrants to local government.

The aim of the development programme is to make sure that at the end of the three years each of the Graduates will have shown their competence in their chosen area of expertise.

The local authorities invest in the training and development of the Graduates they recruit. They provide supports and experience that the Graduates will need to fulfil their potential.

Year 2 of the development programme will be made up of the industry recognised accredited training. The range of courses available to each skills area is listed in the table on page 25.

Institute of Public Administration training

The Institute of Public Administration (IPA), in collaboration with the LGMA, will organise the off-site development and training parts of the three-year development programme. The IPA organised off-site training will be either centrally or regionally delivered.

All local authorities that take part in the Graduate recruitment initiative undertake to release Graduates where needed to complete the off-site parts of the development programme.

To make sure each placement is successful, local authorities agree to provide the necessary local support elements of the programme.

The programme will provide the necessary opportunities to develop new skills and knowledge. It does this through a combination of experiential learning:

- on-site
- office-based
- project specific.

It also provides formal training and accredited education.

The industry recognised training element

The industry recognised training part of the development programme will be delivered in Year 2 of the programme. This training will allow individual Graduates to acquire specific training in their chosen field or skills area and to show their competency.

Course will reflect Graduate's field

During the programme review, the LGMA will try to determine which of the available course options best reflect the Graduate's field of work during their local authority placement. Some allowances will be made for individuals recruited under one skills area who wish to enrol in another of the listed courses. However, this can only happen where their employer supports this switch.

Qualifications

Most of the industry recognised courses on the development programme offer qualifications up to level 6 and 7 QQI level. They are qualifications recognised by industry.

Membership of professional body

You may already have a specific undergraduate or postgraduate qualification in your chosen field. If so, we will accommodate (where applicable) you with a route to an appropriate level of membership with a professional body. We do this through Accreditation of Prior Learning (APL) with that body.

Some Graduates may choose to opt out of training

Graduates with higher levels of qualification can choose not to take up the industry recognised training course on offer to them. However, if you do your employer does not have to provide an alternative course of equal standing or cost. Sometimes, Local Authorities wish to provide an alternative course. They can do this as long as the training provided is clearly related to the actual work undertaken by the Graduate as part of their employment with the Local Authority.

Main features of the 3-year Graduate development programme

The main features and components of the three-year Graduate development programme include:

- block start for all Graduates
- local induction to happen in first week of contract
- group induction and orientation (centrally delivered) in week 2 of their contract.

Two-day skills development modules

There will be four separate two-day skills development modules based on competency framework for frontline staff. The IPA will deliver this regionally. These four regional skills sessions will be spread over the duration of the three-year programme.

Performance reviews

Your assigned line manager will carry out structured performance reviews during your three-year contract.

In Appendix 1 you can see a copy of the competency framework for frontline staff. Frontline staff includes Graduates.

Review of placement

There will be a structured review of the placements in each local authority. The reviews take place at the end of the first twelve months of your employment contract. The review is carried out by the LGMA and includes separate review sessions with staff of the employing Local Authority and graduates.

Industry recognised accredited training options for individual Graduates

Skills area	Chosen Course	Course Provider
Economic Enterprise and Business Development	Cert in Business Analytics	<i>National College of Ireland (NCI)</i>
Programme and Project Management	Dip in Project Management	<i>Institute of Public Administration (IPA)</i>
Innovation Strategy and Change Management	Lean Six Sigma-Green Belt course	<i>DCM</i>
HR Management	CIPD Foundation Cert in People Practice	<i>IPA</i>
Communications and Marketing	Dip in Public Relations	<i>Public Relations Institute of Ireland</i>
Communications and Marketing	Dip in Digital Marketing	<i>Digital Marketing Institute</i>
Climate Action	Dip in Project Management	<i>IPA</i>
Data Analytics and Metrics	<ul style="list-style-type: none">• Data Skills for Professionals, or• Advanced Data Skills for Professionals.	<i>Provider of both is Analytics Ireland.</i>
IT Skills	TBC	<i>TBC</i>
Cybersecurity	TBC	<i>TBC</i>
Community Development	TBC	<i>TBC</i>

Appendix 1 – Competencies

Competency skills needed by people working at Grade 4 and similar including people working on Graduate contracts

Purpose and change
<ul style="list-style-type: none">• Can demonstrate an understanding of the role played by a local authority and the type and range of work carried out by a local authority on behalf of the citizens
<ul style="list-style-type: none">• Can demonstrate an understanding of how organisations implement change.
Delivering results
<ul style="list-style-type: none">• Can demonstrate problem solving and contribution to successful solutions.
<ul style="list-style-type: none">• Displays the ability to understand and implement instructions as part of a team or under direct supervision.
<ul style="list-style-type: none">• Understands the need to use Council resources effectively.
<ul style="list-style-type: none">• Demonstrates the ability to deliver quality work and/or services to prescribed deadlines.
Personal performance
<ul style="list-style-type: none">• Consistently strive to perform at a high level.
<ul style="list-style-type: none">• Can listen effectively, engage in two-way dialogue with colleagues and managers and develop mutual understanding.
<ul style="list-style-type: none">• Understands the need to follow instructions.
<ul style="list-style-type: none">• Demonstrates an understanding of how their skills and knowledge can contribute positively to the efficient delivery of services to the citizen.
<ul style="list-style-type: none">• Can work effectively with a variety of colleagues and stakeholders.
Personal effectiveness
<ul style="list-style-type: none">• Is personally trustworthy and can be relied upon.
<ul style="list-style-type: none">• Upholds the highest standards of honesty, ethics and integrity.
<ul style="list-style-type: none">• Maintains consistent effort when working to deadlines and can demonstrate resilience when setbacks are encountered.
<ul style="list-style-type: none">• Demonstrates high levels of initiative, can take ownership of assigned tasks and is self-motivated and self-sufficient.



Rialtas Áitiúil Éireann
Local Government Ireland