



# Information Booklet

## Project Manager Grade 8

Apply by Friday 3<sup>rd</sup> March @ 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)

# About the role

The Project Manager Grade 8 is a senior post within the LGMA management structure, reporting to the Assistant Chief Executive or appropriate senior officer. The post holder will be primarily responsible for leading and managing the delivery of business services to local authorities and other stakeholders in support of public sector reform. They will be required to pro-actively contribute to the development, support and implementation of LGMA Strategies and Corporate Plan, promoting the LGMA Vision, Mission and Values.

## Key Duties and Responsibilities

- Providing advice, assistance and support to local authorities on sectoral approaches to local authority business activity
- To work collaboratively with the 31 local authorities to deliver Projects for the local government sector
- To support the Assistant Chief Executive in fulfilling the statutory role of the LGMA and contribute to the development and delivery of the long-term vision and management of the Agency.
- To provide regular updates to the LGMA Executive, Programme Boards and the relevant CCMA Committees.
- To report to the LGMA Board, the LGMA Executive and the CCMA as required
- To attend Committee meetings, working groups, cross sectoral steering groups etc. and represent the LGMA and the local government sector at these meetings
- To provide financial management of projects, including management of Purchase Orders, invoices, and burn-rate on projects
- To provide contract and vendor management with existing vendors and the successful tenderers for any relevant contracts that may be put in place
- To provide stakeholder management with local authorities and other public sector stakeholders
- To provide contract and vendor management with the successful tenderer to deliver consultancy services to the LGMA.

- To put in place project plans, issue regular project updates and log and address risks and issues affecting project(s)
- Maintain direct communication with business sponsors, escalating significant issues/risks to enable project commitments to be met and exploring and proposing alternatives where appropriate.
- Implementing and delivering projects to the highest standard using a full range of management disciplines
- Develop best practice governance, methods, processes, policies, standards, templates and tools that will be used for project and programme management
- To manage and supervise staff up to grade 7 or analogous grades
- Undertake any other duties of a similar level and responsibilities as may be required from time to time

# 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:

- A career record that demonstrates the necessary experience and competencies to carry out this role
- Stakeholder and relationship management skills
- Documentation and report writing skills
- Communication skills
- Project management skills
- Contract and vendor management skills
- Process analysis skills
- Facilitation and mediation skills

### **And**

- Hold a third Level Qualification of at least degree standard.

### **And**

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

## Strategic Management and Change

Bringing about Change

Influencing and Negotiating

## Delivering Results

Problem Solving and Decision Making

Operational Planning

## Performance through People

Leading and Motivating

Managing Performance

## Personal Effectiveness

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 3<sup>rd</sup> March**. 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

A panel(s) may be formed on the basis of the outcomes of the selection process.

Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for both temporary and permanent posts. The placement on a panel does not necessarily lead to a job offer. Candidates whose names are on the panel may be offered a similar role at the same level within the Agency. The life of the panel will be one year.

The selection process will not be concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications have been carried out.

## **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.

## **Probationary Period**

All new employees are required to satisfactorily complete a probationary period. In accordance with the 'Terms and Conditions of Employment' in their employment contract employees will be required to serve an initial probationary period. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a decision on whether the employee has completed their probation satisfactorily.



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

The appointment is to a Permanent post in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

## Remuneration

The salary scale applicable to this position is as follows as at 1st October 2022:

Point No.	1	2	3	4	5
Salary	€ 72,780	€ 73,430	€ 76,284	€ 79,159	€ 82,038
Point No.	6	7	LSI 1	LSI 2	
Salary	€ 84,886	€ 87,753	€ 91,005	€ 96,185	

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 and Contract

The position of Project Manager - Grade 8 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 35 hours per week. The LGMA currently have a flexible working hour attendance scheme in operation.

## **Blended Working**

The LGMA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, the LGMA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. All Employees are entitled to apply for blended working.

For more information on the Flexi-time and Blended working policies please contact [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)

## **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.

## **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).

Please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland.

# Appendix - Grade 8 Level Competencies

Section One		Section Two		Section Three		Section Four	
Strategic 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 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						