



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



**Administrative Officer (HR & Recruitment)**  
12 Month Acting/Secondment Opportunity  
Confined to the Local Government Sector & LGMA  
Employees.

**Closing date - Apply by 1pm on 26<sup>th</sup> March 2025**

**Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)**

# About the role

The Administrative Officer is a middle management supervisory position in the LGMA and is responsible for the efficient management, direction, and deployment of resources for a work area or function to which they are assigned and will generally work as part of a multi-disciplinary team within one of the LGMA Pillars to deliver a range of forward facing and internal services to the local government sector.

The Administrative Officer is responsible for the day-to-day operations of a work area and may have responsibility for a number of staffing grades. The Administrative Officer will be a contributor to the development and implementation of policies and strategies within the LGMA and may represent the LGMA on internal/external sub-committees and/or working groups.

The initial post, Administrative Officer (HR & Recruitment) will be part of the LGMA HR team based in Pillar 3, LGMA Operations, PMO, Innovation and Reform in Local Government House, Ushers Quay. The Administrative Officer (HR & Recruitment) will report to the Manager of HR and Corporate.

The ideal candidate must be a highly motivated person, with a strong sense of commitment to delivering quality services and willing to take on a challenge.

The role includes but is not limited to managing end to end recruitment for the LGMA including but not limited to the following:

- Liaising with DHLGH HR section to optimise LGMA sanction process,
- Engaging with hiring managers to define staffing requirements
- Managing the development, submission and approval of sanction requests,
- Managing the development of candidate booklets and advertising,
- Running recruitment competitions,
- Managing the interview process,
- Managing offers process, onboarding process and induction process,
- Managing the personnel system to maintain accurate records of posts, positions, leavers, joiners and movers,
- Development and ongoing maintenance of accurate personnel records to support headcount and FTE reporting, organisation chart development and statutory returns.
- Stakeholder engagement with internal and external stakeholders including Assistant Chief Executives, CEO, The DHLGH, Public Jobs and the Access Group.
- Developing processes and procedures on sanction and recruitment workflows.
- Working with stakeholders to inform the development of the LGMA work force plan,

This post will report to the Manager of HR and Corporate within Pillar 3 and will have 1.5 direct reports.

# 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:

- (i) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme

**OR**

- (ii) have obtained a comparable standard in an equivalent examination

**OR**

- (iii) hold a third level qualification of at least degree standard

**And**

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.

**And**

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 2 in Candidate Information Booklet).

# Desirable Experience

- Experience managing high volume end to end recruitment.
- Experience in analysing and managing workforce requirements and overall workforce planning.
- Experience using People XD personnel system, with particular emphasis on post management.
- Experience in stakeholder engagement up to and including Chief Executive Officer level.

# Principal Conditions of Service

## General

The appointment is for acting/secondment Grade 7 (Administrative Officer) 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 as per circular EL 03-2025 1<sup>st</sup> March 2025 is:

Point No.	1	2	3	4	5
Salary	€59,417	€60,871	€62,568	€64,271	€65,974
Point No.	6	7	8	9	LSI 1
Salary	€67,495	€69,054	€70,563	€72,069	€74,649
Point No.	LSI 2				
Salary	€77,243				

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.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>

