



Information Booklet

LGMA - Grade 7 Housing Building
and Land Use Committee – 18 Month
Secondment Opportunity

(Confined to the Local Authority Sector and
LGMA)

**Applications must be submitted by 5pm
on 20th March 2024**

**Applications should be emailed to
jobapplications@lgma.ie**



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
- The LGMA is at the forefront in leading several national projects including:
 - Housing Delivery Co-Ordination
 - National Town Centre First Co-Ordination Office
 - Emergency Vacant Housing Delivery Unit
 - National Waste Management Co-Ordination Office
 - Water Services Transition Office (WSTO)
- 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

About the role

As a Grade 7 in the LGMA you will be responsible for supporting the County and City Management Association (CCMA) Housing, Building & Land Use (HBLU) Committee and associated working groups. The LGMA provides support at a range of levels to the Committee. The Grade 7 role is to support the Business Owner and the Committee by arranging meetings, producing and circulating reports and assisting with the co-ordination and follow up of actions arising.

You will work closely with the HBLU Committee, external agencies, local authorities, and relevant stakeholders to deliver a programme of work for your team. Your success will make a genuine difference to strategic imperatives influencing every aspect of life in Ireland (including planning, housing, homelessness and more).

Key Duties and Responsibilities

- Responsibility for the management of one or more work areas within the LGMA
- Responsibility for the day-to-day operations of these work areas
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation.
- Be highly organised and experienced in administration and managing multiple elements of project delivery within agreed timeframes
- Administration of services, research and activities relating to the Planning and Housing functions of local authorities.
- Responsible for the support of the CCMA Housing, Building and Land Use committee and its various groups in the management, coordination, delivery and sectoral representation on all the actions that arise from the committee and the working groups of the committee.
- To manage and supervise employees up to the position/grade of Senior Staff Officer or analogous grades and to ensure the training and development of such employees.
- To build effective teams, develop motivation and commitment and maintain sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation.
- To determine the nature, level and pattern of demand for the service in the work area and to recommend priorities to senior management.
- To organise and engage with working groups as representatives from the sector to input and support the work.
- To prepare budgets and ensure that work programmes are implemented within allocated budgets.
- To develop and maintain relationships with the local government sector and external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented

- Preparation and presentation of reports for the Project and Programme Boards and at other meetings as required.
- To contribute to the strategic and policy making decisions of the LGMA
- To achieve and maintain the productive association between the LGMA and the local government sector in the delivery of services.
- Represent the LGMA at a variety of meetings.
- Ensure that policies and procedures are aligned with best practice, are well documented and communicated to others.
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.
- To assist with the contract and vendor management of third-party suppliers
- Support the sharing of knowledge within and between teams both internally and externally across the local government sector.

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

- (i) have obtained a comparable standard in an equivalent examination or NFQ Level 6 Qualification

Or

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

Desirable experience:

- Knowledge of the overall Housing and/or Planning function within local Authorities
- Excellent data management and analytical skills related to the preparation of reports and plans

And

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

Management and Change
Bringing About Change
Influencing and Negotiating
Delivering Results
Operational Planning
Delivering Quality Outcomes
Performance Through People
Leading and Motivating
Communicating Effectively
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 no later than **5pm on 20th March 2024**. 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

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. Interviews may be in person or held virtually via Microsoft 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 for an 18 Month Temporary 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 2023:

Point No.	1	2	3	4	5
Salary	€55,847	€57,214	€58,810	€60,410	€62,011
Point No.	6	7	8	9	LSI 1
Salary	€63,441	€64,906	€66,324	€67,739	€70,164
Point No.	LSI 2				
Salary	€72,602				

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.

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.

Flexible working

The LGMA Flexi Policy allows employees the opportunity and responsibility for organising their working hours within defined limits to fit in with their domestic and personal arrangements.

Under the system, employees are allowed to vary their arrival and departure times and lunch breaks within fixed limits which are known as 'flexible hours'.

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

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 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 Performing	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 an Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing about Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health & Welfare at Work						