



LGMA

Local Government
Management Agency

Information Booklet
Healthy Ireland at Your Library
Coordinator - Grade 6
18 Month Contract
Secondment/Confined

Closing date for applications 5p.m. on **Tuesday the 9th January 2024.**

Application 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
- 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
- We are at the forefront in leading several national projects including:
 - Housing Delivery Co-ordination Office
Co-ordinating and supporting the local government sector to meet housing needs, including social and affordable housing, by investigating and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.

- National Town Centre First
Co-ordinating and supporting the local government sector in the delivery of 'Housing for All' and 'Our Rural Future' to tackle vacancy, combat dereliction in town centres through the Town Centre First programme.

- Emergency Vacant Housing Delivery Unit
Co-ordinating and supporting local government actions to identify and re-purpose vacant property to meet emergency housing needs as part of the Emergency Housing Delivery (Ukraine) National Coordination Unit.

- National Waste Management
Co-ordinating and supporting the delivery of the local government commitments under the Waste Action Plan for a Circular Economy by re-aligning governance and coordinating the already established national shared services waste programmes to ensure the efficient delivery of local, regional, and national waste targets.

- Water Services Transition Office (WSTO)
Supporting the transition of Local Authority Water Services to Irish Water.

Find out more about the LGMA at www.lgma.ie

About Healthy Ireland

Healthy Ireland is a government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund. The purpose of the fund is to establish and support the implementation of Healthy Ireland programmes and projects in a variety of settings. Healthy Ireland funding has been allocated across two Strands, Strand 1 focuses on the delivery of local initiatives and Strand 2 funds national actions, including the Healthy Ireland at Your Library Programme.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework.

Phase four of the Fund commenced in June 2022 and will run to the end of 2025.

Healthy Ireland at your Library

Authoritative, accessible health information is fundamental for individuals to make informed health and wellbeing decisions. As an established community-orientated service providing a safe, welcoming space and staff skilled in health information guidance, the public library is a supportive environment for individuals to improve their health literacy and achieve a greater understanding and application of healthy lifestyles.

The public library culture of cooperation and partnership is particularly valuable in driving locally led, cross-sectoral promotion of health and wellbeing within the community. The

service is also uniquely accessible within the community: free membership and single access to every public library collection was introduced in 2016 and fines were abolished in January 2019.

All 330 public libraries have been delivering *Healthy Ireland at Your Library* since October 2017 and are committed to progressing the programme and the supporting the health and wellbeing of individuals and communities.

The *Healthy Ireland at your Library* programme looks to complement, support and expand existing programmes in the community under the Healthy Ireland national framework and to be fully consistent with the Healthy Ireland's whole-of-Government and whole-of-society approach to improving health and wellbeing and the quality of people's lives.

Healthy Ireland at your Library is delivered through a national framework managed by Libraries Development, Local Government Management Agency (LGMA) and local authorities and supported by the Department of Health and the Department of Rural and Community Development. The framework implements and maintains standardised services and supportive environments to individuals and communities to improve the health and wellbeing of people in Ireland at all life stages.

The *Healthy Ireland at your Library* programme was implemented in autumn 2017. Supporting community and individual health and wellbeing is an objective of the national public library strategy *Our Public Libraries 2022: inspiring, connecting and empowering communities* and will continue to be a priority for public libraries on an ongoing basis.

About the role

The Healthy Ireland at Your Library Co-ordinator is a key role for the delivery of the Healthy Ireland at Your Library programme. The coordinator will be a central resource for implementing and driving the national programme across all library services and for supporting the strategic development of the programme.

Round 4 of Healthy Ireland will be multi-annual and the Healthy Ireland at Your Library Coordinator will be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy Ireland at Your Library Coordinator will support the local delivery of the programme through collaboration and coordination with relevant and complementary programmes, initiatives and organization and will lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

Key Duties and Responsibilities

The Healthy Ireland at Your Library Co-ordinator will work as part of the Libraries Development team and perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the Libraries Development team for the advancement of the national health and wellbeing agenda.

The Healthy Ireland at Your Library Co-ordinator will report to the Deputy Head of Libraries Development.

Key Duties Include:

- Management of the implementation of Phase 4 of the Healthy Ireland at your Library programme,
- Development of strategies and plans to ensure the implementation and evaluation of the key elements of the role in line with Service Level Agreement (SLA).
- Liaise with local authority partners, Healthy Ireland at Your Library Co-ordinators and relevant government departments and national agencies in relation to the implementation of the actions for Phase 4 of the programme
- Provision of an annual plan in conjunction with the Healthy Ireland Working Group of the National Programmes Committee and LGMA Line Manger and provide for an annual review.
- Identification of opportunities and development of partnerships and collaboration with national agencies and organisations
- Facilitation of the development of local partnerships and collaboration with local Healthy City and County Co-ordinators, other Healthy Ireland co-ordinators, local agencies and organisations
- Collaboration with and support for complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme
- Liaison with the Healthy Ireland Working Group of the LGMA Strategic Programmes Committee
- Ongoing monitoring and review of progress of the programme and preparation of annual reports of activity under the programme
- Use of evidence, data, local health profiles and the Healthy Ireland Outcomes Framework to inform the Healthy Ireland at Your Library Phase 4 Programme of Work.
- Preparation and oversight of delivery of communications and promotional activity for the programme

- Management of overall financial expenditure and programme reporting
- Co-ordination of the development and preparation of annual programmes of activity and programme guidelines
- Co-ordination of the development and implementation of annual proposals for Department of Rural and Community Development funding working with the Healthy Ireland Working Group
- Management of the Healthy Ireland at Your Library co-ordinators network including communication, training and support, networking events and shared learning opportunities
- Support and secretariat for the national Healthy Ireland at Your Library Steering Group
- Such other duties as the Head of Libraries Development may assign to the role.

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:

- (i) hold a third level qualification of at least degree standard (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies

And

- (ii) have satisfactory experience of library work

Desirable, though not essential:

- Strong leadership and project management skills.
- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills.

- Ability to work simultaneously at both strategic and operational level.
- Excellent collaborative, networking, representation and relationship-building skills.
- Ability to negotiate and handle difficult situations.
- Financial administration and budgeting skills.
- Data management and IT skills.

And

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

Management and Change
Mission and Vision and Values
Strategic Ability
Political Awareness
Standards, Ethics and Governance
Networking and Representing
Bringing about Change
Influencing and Negotiating
Safety, Health & Welfare at Work
Delivery of Results
Problem Solving and Decision Making
Operational Planning
Managing Resources
Ensuring Compliance
Delivering Quality Outcomes
Performance Through People
Communicating Effectively
Managing Performance
Leading and Motivating

Managing Conflict
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation, Initiative and Achievement
Resilience and Personal Well Being
Integrity

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on 9th January 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. 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.

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 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	€53,345	€54,618	€56,168	€59,086	€60,828

Point No.	LSI 1	LSI 2
Salary	€62,994	€65,172

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 is Grade 6, full-time and temporary for a period of 18 Months.

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 operates a Blended Working Policy and has a flexible working hour attendance scheme in operation.

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 6 Level Competencies

Section One		Section Two		Section Three		Section Four	
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						