LGMA
Local Government
Management Agency

Candidate Information Booklet

Please read before submitting your application.

About the LGMA

The Organisation

The Local Government Management Agency (LGMA) is a state agency that provides a range of services and support 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 coordinated 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 of 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 several 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 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.
- We develop, procure, maintain, and provide support for several internal and managed ICT (Information and Communications Technology) systems in use in the local government sector.
- Our Libraries Development section is the national advisor and development agency for public libraries in Ireland.
- We provide 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 (HDCO)
Driving and supporting the local government sector to meet social and affordable housing needs, by overseeing the pipeline of delivery, investigating, and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.

Local Authority Waste Programme Coordination Office (LAWPCO)
Coordinating 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)
WSTO works in collaboration with local authorities, Uisce Éireann and other stakeholders to progress the transition and implementation of the Water Services Change Programme in local authorities. A key focus of the Water Services Transition office is to support the implementation of the Water Services Master Cooperation agreement and the development of the associated governance structures.

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

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie on or before the closing date outlined on the application form. 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 that you supply in the application form will play a central part in 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 these email folders. Any other queries regarding your application form should be emailed to **jobapplications@lgma.ie**

Eligibility to Compete:

Candidates must, by the date of any job offer, be:

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

b) A citizen of the United Kingdom (UK); or

c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or

e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or

f) 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 Switzerland and has a stamp 4 visa.

g) Non-EEA citizens with a valid work permit

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 shortlisting 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 and 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 the interview must demonstrate relevant experience and job-related achievements and the key competencies as set out in the LGMA Competency Framework.

Panels

A panel(s) may be formed based on the outcome 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. 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. A panel will be formed for an initial period of one year and this panel may, at the discretion of the Chief Executive Officer, be extended for a further 6 months to 1year.

Feedback and 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 about 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 an appointment within a period of not more than one month. If they fail to take up the appointment within such a period, or such a 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.

Please note you will be required to:

- Undertake a pre-employment medical
- Submit proof of your relevant qualification (as applicable)
- Provide at least two satisfactory references (see below)
- Submit proof of identity, with a relevant photographic ID
- Submit other proof, in connection with the essential criteria, as required (e.g. if driving is a requirement, proof of full valid license will be sought).

As part of the onboarding process, and in line with public service policy, we require confirmation of your sick leave record from your current employer's HR department. This is to ensure accurate record-keeping and to verify that your entitlements under the Public Service Sick Leave Scheme are correctly applied. You will be required to arrange for your local HR team to provide this information to us prior to your commencement.

References

Should your application progress to the on-boarding stage, your references will be required. Our preference is that a minimum of one reference should be completed by your most recent employer/s. Please be assured that we will only collect the details and contact referees following your interview, selection and acceptance of the role.

Probationary Period

All new employees are required to satisfactorily complete a 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 Permanent/Temporary posts in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

Hours of Attendance

Hours of attendance will be fixed from time to time. Typically, hours will be in the order of 35 hours per week, however, some positions may involve additional hours in excess of the standard working week, without additional remuneration.

Blended Working

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, LGMA has 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. Applications for blended working will be considered under the terms of the blended working policy. For more information on the Blended working policy 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 entrant's ranges from 27 to 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.

Superannuation:

The successful appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the LGMA depending on the status of the successful appointee:

New Entrants, with no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme)

which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers. A copy of the Act can be viewed at:
http://www.irishstatutebook.ie/2012/en/act/pub/0037/index.html

Further information regarding the Single Public Service Pension can be found here https://singlepensionscheme.gov.ie/for-members/

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 the processing, onboarding and subsequent employment (if successful) and such information is held subject to the rights and obligations of the Data Protection Acts. Please see the Candidate Privacy Statement on our website for further information.

Important Notice

The above represents the principal conditions of service and is not intended to be a comprehensive list of all terms and conditions of employment.

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

Appendix 1 Employee Competency Framework (Grade 3-4)

Section One		Section Two		Section Three		Section Four	
Purpose and Change		**Delivering Results**		**Personal Performance**		**Personal Effectiveness**	
1.1	Knowing the purpose of your section and its priorities	2.1	Identifying Problems and Contributing to Solutions	3.1	Contributing Positively	4.1	Skills, Experience and Knowledge
1.2	Understanding and complying with the Code of Business Conduct for all employees	2.2	Implementing Work Programmes	3.2	Performing Effectively	4.2	Resilience and Personal Well Being
1.3	Maintaining a Positive Image of the LGMA	2.3	Taking care of LGMA Resources	3.3	Co-operating to Reduce Conflict	4.3	Integrity
1.4	Co-operating with Change	2.4	Complying with LGMA Rules	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Safety, Health and Welfare at Work	2.5	Delivering Quality Work and Services				

Appendix 2 Middle Management Competency Framework (Grade 5-7)

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						

Appendix 3 Senior Management Competencies (Grade 8+)

Strategic Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission, 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 and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing about Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health & Welfare at Work						