



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



# **Board Secretary/Manager HR & Corporate/ Risk Officer Grade VIII**

12 Month Acting/Temporary Competition  
Confined to LGMA Staff

**Closing date - Apply by 1 pm 20<sup>th</sup> March 2025**

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

# About the role

The Board Secretary/Manager HR & Corporate/Chief Risk Officer is a senior position within the LGMA management team and will have a central strategic remit across all areas of LGMA operations with specific management responsibility for the following key areas:

- Corporate Governance
- Statutory Compliance
- Audit & Risk
- Human Resources
- Organisational Support Services
- Facilities
- Health & Safety

Within this overall remit and under the general direction of the Assistant Chief Executive, Pillar 3, LGMA Operations, PMO, Innovation and Reform specific duties of the post shall include:

- Ensure that the LGMA operates within its appropriate legal framework and is compliant with the Code of Practice for the Governance of State Bodies and other statutory obligations including Ethics in Public Office;
- Fulfil the duties and obligations of Secretary to the Board, providing comprehensive legal and administrative support to the Board, its Committees and the Agency, ensuring the LGMA has effective policies and controls in place for the management of risk; the protection of data, the prevention, detection, reporting and treatment of fraud or irregularities;
- Fulfil the Chief Risk Officer role by ensuring that the Audit and Risk committee is kept abreast of risk management activities including but not limited to aligning risk management strategies with the broader organisational goals of the Agency, leading the implementation of the Agency's Risk Appetite, Strategy and Policy and Risk Management Guidelines and leading the Risk Coordinator Group to ensure all risk is identified, managed and mitigated at all levels.
- Manage the Human Resources function of the LGMA, supporting a culture of diversity, agility and ongoing capacity building within the Agency, in terms of recruitment & retention; knowledge & performance management; stakeholder & environmental awareness, while providing a high level of organisational & administrative support services to meet the changing needs of the LGMA;
- Manage the Corporate Service function in terms of oversight of facilities, health and safety, procurement, data management, Freedom of Information and ensure adherence to corporate governance statutory requirements.

- Actively contribute with the members of the Senior Management Team, to the overall strategic management of the Agency, promoting the LGMA Vision, Mission and Values;
- Represent the LGMA externally as required; and undertake any other such duties as may be required by the Agency

## 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;

Hold a degree, equivalent to level 7 or higher on the National Framework of Qualifications in a relevant discipline as may be considered appropriate at the discretion of the LGMA e.g.;

- Corporate Governance
- Human Resource / Change Management
- Project Management
- Public Administration

**And**

Be an existing member of LGMA staff at Grade 7 (Administrative Officer) level

**And**

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 3 in Candidate Information Booklet).

## Desirable Requirements;

The successful candidate must be able to demonstrate the following:

- Proven managerial and leadership experience and the ability to motivate, lead and develop staff;
- Strong verbal and written communication skills;

- Strong networking skills with a proven ability to establish and develop functioning and effective relationships with stakeholder groups;
- Strong aptitude for dealing with complex policy issues;
- A demonstrable understanding of oversight and/or regulation;
- A proven track record of achievement;
- Experience of managing multiple workload demands;
- Proven ability to apply own skills flexibly according to business need;
- A flexible approach with the ability to work independently and manage competing priorities.

## Principal Conditions of Service

### General

The appointment is for an acting/temporary position for the role of Board Secretary/ Manager HR & Corporate/Chief Risk Officer in the Local Government Management Agency and is subject to general terms and conditions in operation relating to acting/temporary 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 as follows;

Point No.	1	2	3	4	5
Salary	€80,165	€80,880	€84,026	€87,191	€90,362
Point No.	6	7	LSI	LSI2	
Salary	€93,500	€96,657	€100,238	€105,945	

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 via an acting allowance 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.

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