



**Project Co-ordinator - Graduate Planners  
programme**

**Senior Staff Officer Grade 6**

**Fixed Term contract for 12 months**

Confined to the Local Government Sector & LGMA  
Employees.

**Closing date – Apply by 1pm on the 17<sup>th</sup> of June 2025**

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

# About the role

The project co-ordinator for Graduate Planner programme will be an administrative support role within the Local Government Organisation Support division of the LGMA.

Reporting to the Grade VII in the division the Project co-ordinator will assist the various senior executives of the Local Government Organisation Support division in delivering all aspects of the Graduate Planner programme.

The successful applicant will be responsible for ensuring that goals set out in the Corporate, Divisional and Team plans become operational actions within their unit of the Local Govt Organisational Support division and will generally work as part of a multi-disciplinary team

## 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

(iv) shall have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff.

**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 in Candidate Information Booklet).

## Desirable Skills & Qualifications

It is desirable that the successful candidate demonstrates through their application form and at interview that he/she has;

- A satisfactory knowledge of the functions and duties of Local Authorities;
- A satisfactory knowledge or experience of office organisation;
- Excellent communication, interpersonal and people management skills;
- Excellent organisational, time management and leadership skills;
- Ability to work effectively under pressure and achieve objectives in a timely manner;
- Good understanding and knowledge of local authority policy procedures and practices;
- Ability to work effectively as part of a team;
- Be self-motivated with ability to work on own initiative.
- Proven problem solving and trouble shooting skills;
- Budgetary management skills;
- Supervisory management skills;
- Have knowledge and experience of operating ICT systems;

# Principal Conditions of Service

## General

The appointment is for a Grade VI 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 as follows;

Point No.	1	2	3	4	5
Salary	€56,754	€58,108	€59,758	€62,862	€64,716
LSI 1	LSI 2				
€67,020	€69,337				

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/>