



LGMA

Local Government
Management Agency

Clerical Officer Grade 3

Open Competition

Candidates are advised to read the accompanying candidate information book-let available online.

Applications to be submitted by 1pm on 12th November 2024 Applications
to be emailed to jobapplications@lgma.ie

About the role

This is an excellent opportunity to work as part of a team in the day-to-day operations of work areas within the LGMA. The Clerical Officer will have responsibility for their work area, facilitating meetings and assisting with the implementation of work programmes to achieve goals and standards set out in Pillar and Team Plans. This competition will establish a panel to fill permanent and temporary positions within the LGMA.

Key Duties and Responsibilities

The key responsibilities of the role are as follows:

- To provide a high-quality administrative support service to the LGMA supporting the day-to-day management of projects, to co-ordinate work assignments, ensuring services are provided to a high standard; to supervise clerical employees where assigned; to liaise and interact with other sections of the LGMA as required,
- To monitor progress against plans, budgets, risk and issue management, quality management and ensuring good governance
- To establish priorities and ensuring that all deadlines are met on a day-to-day basis
- To follow agreed processes and procedures
- To plan and prioritise both scheduled and unscheduled work to ensure outputs meet the required standards
- To quality assure documentation prepared
- Servicing meetings of the LGMA and its committees, when necessary and to prepare reports, presentations and to summarise management information as required
- To ensure adherence to existing systems and procedures and to review and update them on a regular basis
- To establish and maintain appropriate file and record systems including database management where appropriate, optimising the use of IT
- The above is intended as a guide to the general range of duties and is neither definitive nor restrictive. It will be subject to periodic review.

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 including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics

and

ii. have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

or

iii. have obtained a comparable standard in an equivalent examination.

or

iv. hold a third level qualification of at least degree standard.

and

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

Remuneration

The salary scale applicable to this position is as follows as of 1st

C	Point No.	1	2	3	4
	Salary	€ 29,311	€ 31,543	€ 31,972	€ 32,836
	Point No.	5	6	7	8
	Salary	€ 34,101	€ 35,367	€ 36,634	€ 37,553
	Point No.	9	10	11	12
	Salary	€ 38,596	€ 39,803	€ 40,661	€ 41,860
	Point No.	13	14	LSI 1	
	Salary	€ 43,065	€ 45,334	€ 46,945	

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.

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. These 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 3 Level Competencies

Understanding Purpose and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Knowing the purpose of the LGMA and its priorities and structures	2.1	Identifying problems and contributing to solutions	3.1	Managing and directing	4.1	Qualifications, skills, and knowledge
1.2	Understanding and complying with the Code of Business Conduct for all employees	2.2	Organising and 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	Managing resources	3.3	Managing conflict	4.3	Integrity
1.4	Implementing and co-operating with change	2.4	Complying with LGMA rules	3.4	Communicating effectively	4.4	Personal motivation and initiative
1.5	Safety, health, and welfare at work	2.5	Delivering quality work and services				