Information Booklet
Data Analyst
Grade 4

12-month Temporary Contract
Open Competition

Closing date for applications 5pm on 2nd May 2024

Applications to be submitted 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

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

Central Data Unit

The LGMA received approval to establish a Central Data Unit (CDU) for Local Government in 2021. The CDU will set up a data hub for the sector. This will include the creation of a series of new data management services using software solutions and a newly created team. The CDU will look to position itself as a forward thinking and progressive publicly funded initiative that has expertise in big data analytics using public sector data and distributed data collection methodologies. It will play a role in the sector of driving forward the analytics debate and the need for better data use and reuse.

The primary objective is to automate, as much as possible, the collection of strategically important data from all local authorities and to undertake analysis of that data and production of a range of innovative visualisations. The data will also be made available to third parties and as open data.

Figure 1 Local Government Central Data Unit Technical Solution
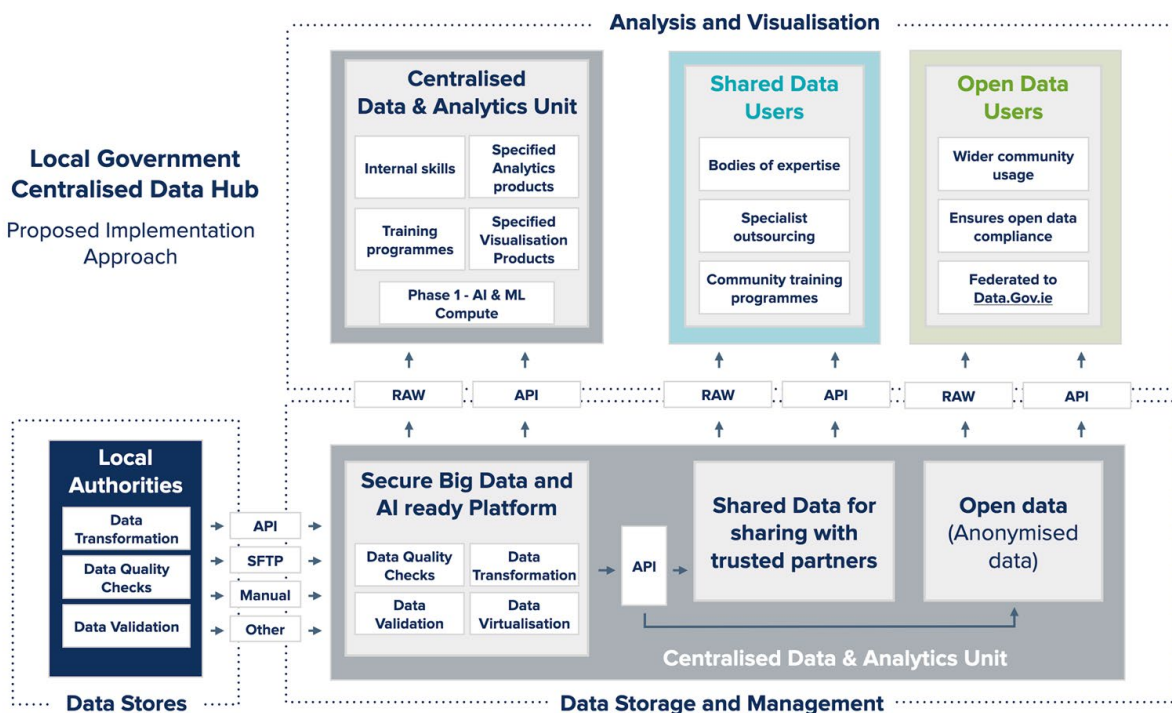
The key requirements of the hub are to facilitate:

- **Data input and ingestion** – to cover the collection of data from various partners and sources and specifically to enable automated data ingestion of real-time data utilising stream processing technologies (including automated verification and validation) that should significantly reduce resource needs for providers and data cleaning

- **Data storage management** – to ensure data is stored in a way to enable it to be used which will include the utilising of big data storage and processing techniques and technologies

- **Data protection and recovery** – to ensure data is treated fairly, ensure compliance with relevant data protection policies and backup data in the event of an issue

- **Data re-use** – will enable the re-use in various system types including the specified analytics and visualisation tools as well as shared and open data provision

- **Data analytics** – to ensure there is access to the range of analytical processes as possible

- **Data visualisation** – to ensure the analytics outputs can be visualised in a meaningful way considering that different analysis can be visualised better in certain ways and for different audiences such as dashboards or map-based interpretations

- **Reporting -** to ensure analytical outputs and findings can be easily condensed into easy to understand and impactful reports to enable senior management to rapidly understand the findings and meaning of the analysis

- **Artificial Intelligence and Machine Learning** – to help ensure that the data is managed in a way to enable advanced technologies such as these to be utilised now and in the future

The LGMA Research Unit will work with the CCMA Committees to determine the sectoral data needs and to identify the range of outputs that will be required by the sector. Working in partnership, a phased programme of data extraction and output production will be developed for the sector. This is an exciting opportunity for a data enthusiast to be involved in the establishment of the first central data hub for the local government sector.

About the role

Data Analyst Grade 4

In summary, the primary objectives of this role include working with colleagues in the Central Data Unit to automate the collection of strategically important government sector data, developing and applying data cleansing techniques to ensure the data is of optimal quality, developing and applying analysis output verification manual/automated processes, and supporting outward dissemination and communication of verified analysis results. The successful candidate may also be required to assist senior colleagues in applying appropriate statistical analyses to data sets and producing a range of innovative visualisations to communicate analysis results. This is an opportunity to use and extend your incredible data, testing, and communication skills to make a genuine difference to strategic imperatives influencing every aspect of life in Ireland (including housing, homelessness, heritage, climate, and more).

You will

- Assist the team to assess, identify and collect agreed sectoral data requirements within a well-defined timeframe. This will be a significant and vitally important effort in the setup of each project that the CDU will work on.
- Be an expert within the team on data cleansing, developing and using automated and/or manual processes to identify, track, and correct corrupt or inaccurate data within large data sets. Data cleansing is a particularly significant part of this role and requires attention-to-detail, adherence to data rules and standards, and excellent communications skills as the successful candidate will be interacting across the Sector on a wide variety of topics in order to develop the best possible data sets for analysis.
- Become an expert within the team in relation to analysis output verification – developing and using manual and automated techniques where necessary to establish the correctness and consistency (from a statistical and visual perspective) of analysis output.
- Contribute to the design and implementation of highly intuitive reports, data stories, and interactive dashboards using BI/Data/CMS Visualisation tools and software development languages, as appropriate.

- Contribute to the development and presentation of training collateral to assist different target audiences in using those visualisations to make informed business decisions.
- Communicate your analysis output – influence/inform stakeholders, develop/present training collateral to end-users, enhance knowledge within the team.
- Working with assistance from senior colleagues, support the identification and application of a range of statistical models appropriate to each dataset and the associated project's business objectives.
- Assist in the development, application, and maintenance of data quality standards and data security standards – with reference to GDPR standards.
- Support deployment and maintenance of solutions developed by the Central Data Unit over time.
- Work in an agile environment, interacting with a range of sectors that engage with the LGMA, adhering to agreed requirements, timelines, and standards.
- Work within small teams or independently.
- Strictly adhere to data protection/retention/recovery legislation and guidelines

Essential Requirements

Candidates must have:

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 ofability 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) (a) 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

(b) 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

ii)   Have obtained a comparable standard in an equivalent examination,

and

iii)   Have a Certificate, Diploma, Primary degree or Master's degree in a quantitative discipline (Data Science, Computer Science, Mathematics, Physics, Engineering, etc) or equivalent professional training

and

iv)   Have 2+ years of professional experience in performing data analysis, strong experience in data cleansing techniques and data verification techniques. Experience in the use of data management tooling and have strong communication skills.

Desirable Qualifications/Experience:

- Experience in the use of BI/Visualisation tools for large data sets (e.g. Power BI, Tableau, Looker, etc)
- Experience using a Cloud platform (e.g. Azure, AWS, GCP, OCI) and Cloud data technologies (Data Lake, Data Warehouse, MLaaS, etc)
- Experience in the use of SQL (any flavour)
- Experience in the application of statistical analysis techniques (descriptive, exploratory, diagnostic, predictive, prescriptive) using complex datasets.
- Experience in software development/deployment
- Experience of working in an Agile development environment
- Experience in ensuring data protection via GDPR compliance

And

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

Management and Change
Bringing about change
Influencing and negotiating
Delivering Results
Problem solving and decision making
Delivering quality outcomes
Performance Through People
Leading and motivating
Communicating effectively
Personal Effectiveness
Qualifications and knowledge
Personal Motivation, initiative and Achievement

Application and selection

How to apply

All applications should be emailed directly to **jobapplications@lgma.ie** no later than **5pm on 2nd May 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 take place over MS Teams. Instructions, guidance and links will be sent to you in advance of an interview should you be shortlisted. 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 12 months.

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
Salary	€ 32,301	€ 34,386	€ 37,345	€ 39,289

Point No.	5	6	7	8
Salary	€ 40,989	€ 42,633	€ 44,853	€ 46,459

Point No.	9	LSI 1	LSI 2
Salary	€ 48,089	€ 49,589	€ 51,100

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 contract duration is for a one-year period from date of appointment.

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 position holder will be required to work a five-day week. The LGMA currently have 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).

Appendix – Grade 4 Level Competencies

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 Works Programmes	3.2	Performing Effectively	4.2	Resilience and Personal Well Being
1.3	Maintaining a positive image of 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 Outcomes and Services				