



LGMA

Local Government
Management Agency

ICT Procurement Manager (Grade 8)

3-Year Contract, Open Competition

Apply by 1pm, Thursday 5 November 2026

Email completed applications to jobapplications@lgma.ie

About the Role

This is an exciting opportunity to join the **Local Government Management Agency (LGMA)** at a time when technology-enabled services, digital transformation and strategic ICT investment are becoming increasingly important to the delivery of public services across the local government sector. The LGMA plays a central role in supporting local authorities and the wider sector through leadership, innovation, collaboration and the provision of specialist services.

The **ICT Procurement Manager (Grade 8)** will establish, lead and develop the **ICT Procurement Unit** as a national sector-facing service supporting the delivery of the Local Government Digital and ICT Strategy 2030.

The role is responsible for providing strategic leadership and oversight for agreed high-value and technically complex ICT procurement activity on behalf of the local government sector. The postholder will lead the mobilisation and operation of the Unit, oversee the prioritisation and delivery of the ICT procurement pipeline, and ensure robust governance and reporting frameworks are maintained. Through collaboration with local authorities and key stakeholders, the role will support benefits realisation and enable greater value for money, consistency and efficiency in ICT procurement activity while maintaining local authority autonomy.

Reporting directly to the Assistant Chief Executive (Grade 9), the **ICT Procurement Manager (Grade 8)** will work closely with sector governance bodies, local authorities, national stakeholders and suppliers to support the successful implementation of the approved operating model. The postholder will provide leadership to the ICT Procurement Unit team and oversee the development of a sustainable, evidence-based service capable of supporting future independent value review and decision-making regarding the Unit's continuation and development.

The successful candidate will be expected to demonstrate:

- Experience leading programmes, functions, services, projects or workstreams involving complex stakeholder environments.
- Knowledge of procurement, sourcing, category management, support or vendor management, contract management, commercial management, ICT commercial activity or another comparable complex business environment.
- Experience planning, co-ordinating and overseeing the delivery of substantial and complex programmes of work or portfolios of activity.
- Experience working with senior stakeholders and governance structures to support strategic decision-making, reporting and delivery.
- Experience managing competing priorities, risks, resources and delivery commitments.
- Experience developing productive relationships across multiple organisations, functions or stakeholder groups.
- Ability to translate organisational or business requirements into prioritised work programmes and delivery activities.
- Ability to analyse information and develop recommendations, reports, business cases or briefing material to support decision-making.
- Strong communication, influencing and stakeholder engagement skills.
- Ability to lead, support and develop staff and contribute to the achievement of organisational objectives.

Key Duties and Responsibilities

The key duties and responsibilities of the role include the following:

- Lead the establishment, mobilisation and continuous development of the ICT Procurement Unit.
- Develop and implement the Unit's procurement strategy, operating plans, priorities, governance arrangements, reporting mechanisms and ICT procurement pipeline/prioritisation framework.
- Oversee the planning, co-ordination and delivery assurance of strategic ICT procurement activity within the approved service scope.
- Ensure procurement activities are aligned with applicable procurement policies, governance requirements and approved operating arrangements.
- Lead engagement with local authorities, ICT Committee members, governance bodies, the Office of Government Procurement, government stakeholders and other relevant organisations to identify priorities, co-ordinate requirements, support participation in ICT procurement initiatives and maintain effective stakeholder relationships.
- Provide leadership and oversight in relation to supplier-market engagement, commercial strategy, supplier relationship management and contract-related governance activities within the Unit's remit.
- Establish and maintain effective performance measurement, benefits tracking and management information processes, including monitoring delivery performance, risks, issues, dependencies and mitigation actions, and ensuring appropriate escalation where required.
- Prepare and present reports, dashboards, briefing papers, business cases and other governance documentation for senior stakeholders and governance bodies.
- Support the development and implementation of standard approaches, templates, guidance and tools that improve ICT procurement practice across the sector
- Lead and develop Unit staff up to Administrative Officer (Grade 7) or equivalent, including work planning, performance management, coaching and capability development
- Promote collaboration, knowledge sharing and continuous improvement within the Unit and across stakeholder groups.
- Support the preparation and delivery of evidence required for the Independent Value Review and any related assurance activity.
- Manage assigned resources in accordance with approved governance and organisational requirements.
- Represent the organisation and the ICT Procurement Unit at meetings, boards, forums, workshops and other stakeholder engagements as required.
- Undertake other duties of a similar level and responsibility consistent with the objectives of the role.

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 and Experience

Candidates must, by the closing date for receipt of completed applications, be able to **demonstrate the competencies set out in the LGMA Competency Framework** (see Appendices in the Candidate Information Booklet) and **must have:**

(A) A recognised NFQ Level 7 qualification (or higher) in a relevant discipline and relevant procurement experience.

Or

(B) A recognised and relevant academic or professional qualification together with at least 5 years' relevant procurement experience.

In addition to meeting the requirements above, **candidates must have:**

- Experience leading complex programmes, services, projects or workstreams.
- Experience overseeing the delivery of significant portfolios of work.
- Experience engaging with senior stakeholders and governance structures.
- Knowledge of procurement, commercial management, contract management or a comparable complex business environment.
- Ability to lead and develop teams while delivering organisational objectives.

Desirable Requirements

The following requirements are **desirable but not essential:**

- Experience relating to ICT procurement, ICT sourcing, ICT commercial management, software licensing, technology contracts or technology-enabled services
- Experience within local government, the wider public service or another regulated environment.
- Experience supporting procurement, sourcing, supplier management or contract management activities.
- Experience establishing or developing a new function, service, operating model or organisational capability.
- Experience managing supplier relationships, market engagement processes or procurement pipelines.
- Experience developing benefits realisation, performance measurement or reporting frameworks.
- Experience supporting governance boards, steering groups or sector-wide programmes.
- Knowledge of public procurement requirements and governance frameworks.
- Relevant procurement, commercial, project management, ICT, finance or related qualifications.
- Membership of a relevant professional body.

Principal Conditions of Service

The appointment is to the position of **ICT Procurement Manager (Grade 8)** in the Local Government Management Agency and is subject to the general terms and conditions governing appointments within the Agency. The appointment will be made on a 3-year fixed-term contract basis.

Remuneration

The salary scale applicable to this position is as per Circular EL 04/2026: 1 June 2026. Pay adjustments are as follows:

Point No.	1	2	3	4	5
Salary	€82,595	€83,331	€86,572	€89,833	€93,101
Point No.	6	7	LSI 1	LSI 2	
Salary	€96,333	€99,586	€103,275	€109,155	

The holder of the office shall pay to the LGMA any fees or other monies (other than their inclusive salary) payable to, or received by, them by virtue of their office, or in respect of services which they are 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: [Work with us - LGMA](#)