



LGMA
Local Government
Management Agency

Information Booklet

Project Manager Grade 8

Local Government Digital & ICT Strategy

3-Year Secondment Opportunity

Apply by 17th July 2024 @ 1pm

Application should be emailed 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.

- We are at the forefront in leading several national projects including:

Housing Delivery Co-ordination Office (HDCO)

Driving and supporting the local government sector to meet social and affordable housing needs, by overseeing the pipeline of delivery, investigating and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.

Town Centre First Office

Co-ordinating and supporting the local government sector in the delivery of 'Housing for All' and 'Our Rural Future' to tackle vacancies and combat dereliction in town centres through the Town Centre First programme.

Emergency Vacant Housing Delivery (Ukraine) Unit

Co-ordinating and supporting local government actions to identify and repurpose vacant property to meet emergency housing needs as part of the Emergency Housing Delivery (Ukraine) National Coordination Unit.

Local Authority Circular Economy Coordination Office

Coordinating and supporting the delivery of the local government commitments under the Waste Action Plan for a Circular Economy by re-aligning governance and coordinating the already established national shared services waste programmes to ensure the efficient delivery of local, regional, and national waste targets.

Water Services Transition Office (WSTO)

WSTO works in collaboration with local authorities, Uisce Éireann and other stakeholders to progress the transition and implementation of the Water Services Change Programme in local authorities. A key focus of the Water Services Transition office is to support the implementation of the Water Services Master Cooperation agreement and the development of the associated governance structures.

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

Project Background

There is a groundswell of support for a co-ordinated effort amongst local authority stakeholders to re-imagine services through a digital lens and embrace the opportunities digital provides for both citizens and local authority staff. The high-level strategic objectives for the sector are:

- Achieve 90% applicable services consumed online by 2030
- Encouragement and fostering of innovation
- Leveraging data as an asset and improving flow of data
- Supporting the development of more sustainable smart cities, regions and communities.

There are many factors that can accelerate delivery of the sectoral objectives and ambitions. Factors includes a clear can-do attitude from stakeholders and a commitment on multi-annual funding from the Department of Housing, Local Government and Heritage to support coordinated initiatives to achieve objectives leveraging shared technology platforms and capabilities. There are also supporting national strategies and frameworks including the 'Connecting Government 2030: A Digital and ICT Strategy for Ireland's Public Service' and the 'Harnessing Digital – The Digital Ireland Framework' that articulate a clear vision for Ireland's digital ambition which can support and inform a digital strategy for the sector.

In addition, there are excellent examples of innovative shared digital services that have emanated from within the local authority sector including Voter.ie and My CoCo which can be leveraged as an accelerator for the sector to achieve our objectives. Having regard to the many challenges ahead but with commitment across all stakeholders, the LGMA ICT Committee has approved the development of a clear digital and ICT strategy, with a realistic and realisable roadmap to guide delivery so that the local government sector can embrace successfully the opportunities digital transformation can bring in a sustainable and inclusive fashion.

The LGMA ICT Committee commissioned Bearing Point to hold a number of workshops to agree guidance on future strategy creation and define a strategic scope considering national strategies, stakeholder views and guiding principles.

After considering the views from the local authority stakeholders it was clear there is an appetite for alignment around a sector wide digital strategy to support delivery of strategic objectives considering a time horizon to 2030. Informed by

the guiding principles identified in the Bearing Point report and Irish government frameworks, digital and ICT strategies, the ICT Committee approved a single sector specific digital and ICT strategy to align with the following scope:

- Re-imagine new and existing local authority services in a 'Digital by Default' citizen centric way – This means cutting across local authority organisational silos concentrating on delivery or co-delivery of services to the citizen and business.
- Identify the shared digital/technology building blocks to support delivery of services – Identify existing public sector technology building blocks (e.g. Government Cloud, MyGovId) and local authority technology services (e.g. Voter.ie, MyCoCo). Identify new digital building blocks such as a common payments service and low code platforms.
- Explore how data can be leveraged across the sector – Recognising data as a key asset to the sector, promote and implement safe sharing of a data to inform the creation and evolution of digital services and smart cities and regions including how advanced data engineering techniques such as AI (Artificial Intelligence) can be leveraged to introduce operational efficiencies and improve citizens experiences and outcomes.
- Skills, capabilities and culture – Define the digital, technology and innovations skills required to support delivery of the strategy within the sector. Define skills acquisitions and enablement plans to build the right skills to support the strategy delivery.
- Security and Cyber – Definition of a common local authority cyber and ICT security capability and aligned services to protect citizen/business data and services.
- Governance and ownership model - Identify a governance and operating model to support both the implementation of common local authority services and technology building blocks
- Inclusivity and Accessibility – Definition of supports and aligned operating model to ensure all citizens have the right support to access and engage with digital services – leave nobody behind.

About The Role

The Project Manager – Grade 8 (Temporary) post will have responsibility for managing the implementation of Digital Local Government: Working for Everyone – Ireland’s Local Government Digital and ICT Strategy 2030. The Project Manager will work within the Digital, ICT and Cybersecurity pillar of the LGMA. The Project Manager will manage the Digital and ICT Strategy team, manage the programme of work to deliver the actions in the action plan, manage the tender process for consultancy support services to implement the strategy action plan and work with successful tenderers and stakeholders to deliver the actions in the strategy action plan.

The Project Manager will promote the Digital and ICT Strategy. The Project Manager will work closely with colleagues in the Digital, ICT and Cybersecurity pillar, colleagues in the LGMA, local authorities, external service providers, external agencies, and other stakeholders to deliver the actions set out in the Digital and ICT Strategy Action Plan. The Project Manager will have an important communication and collaboration role both internally within the Digital, ICT and Cybersecurity pillar and throughout the LGMA, and also with local authorities and wider sectoral interests.

Key Duties and Responsibilities

Within this overall remit and under the general direction of the Assistant Chief Executive, specific duties of the post will include:

- To support the Assistant Chief Executive/Chief Information Officer in fulfilling the statutory role of the LGMA and contribute to the development and delivery of the long-term vision and management of the Agency;
- To report to the Programme Board, the ICT Committee, the LGMA Board, the LGMA Executive and the CCMA as required;
- To attend LGMA ICT Committee meetings and to represent the LGMA at these meetings;
- To manage and supervise employees up to the position/grade of Grade 7 or analogous grades and to ensure the training and development of such employees.
- To work collaboratively with the 31 local authorities to deliver the actions in the strategy action plan and to ensure that business cases are developed

for actions which will include the identification of options, a recommendation and a clear implementation plan;

- To ensure full stakeholder engagement in the implementation of the strategy including the CCMA; Department of Housing, Local Government and Heritage; HIS Group; LGMA; Government Departments; and Office of the Government CIO;
- To provide weekly programme reports to the Assistant Chief Executive/Chief Information Officer;
- To provide financial management of the strategy programme of work;
- To provide contract and vendor management with successful tenderers to deliver consultancy services to the LGMA;
- To put in place a programme plan to deliver on the actions outlined in the strategy action plan and the objectives outlined above, issue regular programme updates, and log and address issues affecting the programme; and
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be subject to periodic review with the post holder.

Essential Requirements

Character

Candidates shall be of good character.

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, training, experience, etc.

Each candidate must, on the latest date for receipt of completed application forms, fulfil the following requirements;

- Be a serving employee in a local authority or the LGMA
- Be well educated
- Have significant experience at an appropriate level in leading teams and managing resources

- Possess a high standard of administrative and management experience at an appropriate level
- Have experience of policy/strategy implementation in a complex environment.
- Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

And

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix – Grade 8 Level Competencies)

Desirable Requirements

- Hold an IT qualification at level 8 or higher on the National Framework of Qualifications
- Have an understanding of the current ICT environment in the local government sector.

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **1pm on the 17th July 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.

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 below key competencies as set out in LGMA Competency Framework available in the Appendix.

Panels

A panel(s) may be formed based on the outcome of the selection process. Candidates placed on a panel may, within the life of the panel, be appointed as appropriate vacancies arise. Placement on a panel does not necessarily lead to a job offer. Candidates whose names are on the panel may be offered a similar role at the same level within the Agency. The life of the panel will be one year.

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 an 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 June 2024: EL 02-2024

Point No.	1	2	3	4	5
Salary	€77,815	€78,509	€81,562	€84,635	€87,713
Point No.	6	7	LSI 1	LSI 2	
Salary	€90,759	€93,824	€97,300	€102,840	

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 depending on your current scale and point. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure

The position of ICT Project Manager – Grade 8, Housing Delivery Coordination Office is a temporary full-time role for a period of 3 years.

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.

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.

Blended Working

The LGMA is committed to excellence in the delivery of our broad range of

services and to the quality of our customer service. In this context, LGMA has implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. Applications for blended working will be considered under the terms of the blended working policy. For more information on the blended working policy please contact jobapplications@lgma.ie

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 8 Level Competencies

Strategic Management and Change		Delivering Results		Performance Through People		Personal Effectiveness	
1.1	Mission and Vision and Values	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performance	4.2	Resilience and Personal Wellbeing
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.5	Bringing About Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health and Welfare at Work						