IT Project Lead, Grade 7
Local Government Digital and ICT Strategy

3-year Temporary Contract – Open/ Secondment
Opportunity

Closing date - Apply by 1pm on 20th January 2025

Email fully completed applications to jobapplications@lgma.ie

Project Background

Digital Local Government: Working for Everyone is Ireland's Local Government Digital and ICT Strategy 2030. The strategy was adopted in September 2023. The strategy has been designed as a business strategy for the sector, with the aim of using technology to support the delivery of the sector's business objectives. The strategy is comprised of several sections –

Foreword sets out the role of local government and achievements to date with ICT in the sector; outlines the potential for the strategy to support various priorities in the sector; identifies the potential for the use of new and emerging technology; describes the need to support our staff with tools and training; sets out our ambition for the strategy.

Part 1: Context outlines existing European and national strategies which provide a context for this strategy.

Part 2: Vision sets out a vision for modern local government services powered by digital technology.

Part 3: Themes and Enablers sets out the four core strategy themes of –

Digital Services; Digital Communities; Digital Workforce; Digital Systems
Seven key enablers are also set out which will support the four key themes.

Part 4: Statements of Intent is the main body of the strategy; it consists of 38 statements of intent grouped under each of the four core themes; these statements of intent set out our aspirations and what we intend to achieve over

the lifetime of the strategy; a case study is also included for each of the core themes to provide examples of best practice in the sector to date.

Part 5: Delivery Approach outlines how we intend to turn this strategy and the statements of intent into reality, including an implementation plan, flexibility/adaptability, measurement and phasing; an indicative timeline for the first phase of the implementation plan is included.

Part 6: Road Ahead – describes what the future will look like and what we will achieve through the implementation of this strategy.

The following are the benefits envisaged by 2030 as a result of implementing the strategy –

- 90% of applicable local government services will be online.
- our communities will have the connectivity, facilities and support that they need to take part in digital society.
- our staff will have the tools and skills to enable modern, digital working; and
- We will have secure, modern, linked systems that will make sure our service provision is efficient and effective.

A draft action plan has been developed in parallel with the development of the strategy. The plan includes 73 actions grouped into Now (1-2 years), Next (3-4 years) and Later (5-6 years) actions. The action plan will be reviewed annually. Progress will be assessed with quantitative measures such as usage of online services which will be published annually. Qualitative measures will also be gathered through feedback from members of the public, businesses, and staff. These quantitative and qualitative measures will be analysed, and that analysis will be an input to the annual review. Following the review process the action plan will be amended as required.

A funding proposal has been approved by the LGMA Board for strategy actions to be delivered in 2024. The funding proposal includes provision for the recruitment of a small team to manage the implementation of the strategy.

A Programme Board has been established to provide appropriate governance arrangements in relation to the implementation of the Local Government Digital and ICT Strategy and to oversee and guide the successful implementation of the action plan.

About the role

The IT Project Lead – Grade 7 (Temporary) will work as part of the Digital and ICT Strategy team which manages the implementation of Digital Local Government: Working for Everyone – Ireland's Local Government Digital and ICT Strategy 2030. The Digital and ICT Strategy team is part of the Digital, ICT and Cybersecurity pillar of the LGMA. The team is responsible for managing the programme of work to deliver the actions in the action plan, manage the strategy implementation team, 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 Lead will promote the Digital and ICT Strategy through specific actions that are included in the Digital and ICT Strategy Action Plan. The Project Lead will work as a member of the Digital and ICT Strategy team and will report directly to the Project Manager Grade 8 – Local Government Digital and ICT Strategy. The Project Lead will work closely with colleagues in the Digital and ICT Strategy team in relation to the performance of their duties. They will also work with 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 Lead will have an important communication and collaboration role both internally within the Digital and ICT Strategy Team and within the LGMA, and also with local authorities and wider sectoral interests.

Key Duties and Responsibilities

Within this overall remit, specific duties of the post will include:

- To support the Project Manager Grade 8 – Local Government Digital and ICT Strategy in managing the implementation of the Digital and ICT Strategy action plan;

- To be responsible for managing work areas relating to the implementation of the Digital and ICT Strategy;

- To be responsible for the day-to-day operations of these work areas;

- To work collaboratively with the 31 local authorities to deliver the actions in the strategy action plan and to develop business cases for actions which will include the identification of options, a recommendation and a clear implementation plan;

- To implement and deliver projects to the highest standard using a full range of management disciplines;

- Promote and utilise best practice in project management methodologies, governance, standards & protocols;

- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;

- Be highly organised and experienced in administration and managing multiple elements of project delivery within agreed timeframes;

- To provide programme reports as required;

- To prepare budgets and ensure that work programmes are implemented within allocated budgets;

- To provide financial management of work programmes including management of Purchase Orders, invoices, etc.;

- To provide contract and vendor management with successful tenderers to deliver consultancy services to the LGMA;

- To manage and supervise employees up to the position/grade of Grade 6 or analogous grades and to ensure the training and development of such employees;

- To develop and maintain relationships with stakeholders to ensure successful 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; 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

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 have on the latest date for receipt of completed application forms:

   A) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline and at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

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   B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken

in the final year and at least 5 years directly relevant, recent ICT hands-on experience from your employment to date*

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OR

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C) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline and at least 5 years directly relevant recent ICT hands-on experience from your employment to date*.

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OR

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D) A Level 6 NFQ major award qualification in a relevant computing discipline and at least 6 years directly relevant recent ICT hands-on experience from your employment to date*

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AND

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4. have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

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AND

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 2 in Candidate Information Booklet).

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Desirable Skills & Qualifications

Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/ cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.

Principal Conditions of Service

General

The appointment is for 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 as per circular EL 03-2024 1st October 2024 is as follows;

Point No.	1	2	3	4	5
Salary	€58,252	€59,677	€61,341	€63,011	€64,680

Point No.	6	7	8	9	LSI 1
Salary	€66,172	€67,700	€69,179	€70,656	€73,185

Point No.	LSI 2
Salary	€75,725

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/