



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



Project Lead Grade 7 – Local Government Digital & ICT Strategy

1 Year Temporary Contract
Open/Secondment Opportunity

Closing date - Apply by 1pm on 19th February 2025

Email fully completed applications to jobapplications@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 MyCoCo 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, MyGovIreland) 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 Lead – Grade 7 (Temporary) post will have responsibility for developing a business case that will assess the best platform for the delivery of Smart Communities initiatives in Ireland, in line with the implementation of **Digital Local Government: Working for Everyone** – Ireland’s Local Government Digital and ICT Strategy 2030. The objective of the business case is to articulate and demonstrate the benefits that Smart Communities approach can bring to local government strategies in areas such as Climate Change, Active Travel, Transport and Mobility, Town Centre First, Housing and Community, Economic Development, Tourism, etc. and to support and coordinate Smart

Communities approaches in those areas. The provision of a specialist local government All Ireland Smart Communities initiative has the potential to address these needs, to provide leadership across local economies and to lead Smart Communities transformation at local level.

The Project Lead will work within the Digital, ICT and Cybersecurity pillar of the LGMA and will report directly to the Project Manager Grade 8 of the Local Government Digital and ICT Strategy Team. The Project Lead will manage the development of the business case in line with LGMA PMO methodology. The business case will develop in detail, the options for the delivery of the project. The business case will evaluate the benefits, costs and risks of alternative options and will provide the rationale for selecting a preferred solution.

The Project Lead will promote the role that the local government sector currently plays in Smart Communities initiatives in Ireland and that of the Digital and ICT Strategy. The Project Lead 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 these actions. The LGMA on behalf of the local government sector, is a member of the Smart Communities Network, which is an EU wide community of organisations representing cities and municipalities, which can support local communities in their early stages of digital transformation. The Project Lead in their role will also support the facilitation and collaboration of sessions with EU partners under this Network. In their role, the Project Lead 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.

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

- Development of a Smart Communities Business Case for the sector;
- 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 report to the CCMA BETIUER committee, the LGMA ICT Committee, the LGMA Board, the LGMA Executive and the CCMA as required;
- To attend LGMA ICT Committee meetings as required;

- To work collaboratively with the 31 local authorities to develop and deliver the business case which will include the identification of options, a recommendation and a clear implementation plan;
- To ensure full stakeholder engagement in the development of the business case including the CCMA; Department of Housing, Local Government and Heritage; Local Authority HIS Group; LGMA; Government Departments; and Office of the Government CIO and SOLACE;
- To provide weekly programme reports to Project Manager Grade 8 – Local Government Digital and ICT Strategy;
- 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

Each candidate must be of good character.

Health

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

- (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.

OR

- (ii) have obtained a comparable standard in an equivalent examination

OR

(iii) hold a third level qualification of at least degree standard

And

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

And

- Have a career record that demonstrates the necessary experience and competencies to carry out this role, including:
 - Project management skills
 - Contract and vendor management skills
 - Process analysis skills
 - Facilitation and mediation skills
 - Stakeholder and relationship management skills
 - Documentation and report writing skills
 - Communication skills

Desirable Requirements

- An understanding of the current ICT environment in the local government sector.

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 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.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>

