



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



**Business Analyst
Administrative Officer Grade 7
Housing ICT**

Temporary 12 Month Opportunity
Open Competition

Closing date - Apply by 1pm 30th June 2025

Email fully completed applications to jobapplications@lgma.ie

About the Housing ICT Team

The Housing ICT Team work with the National Housing ICT Solutions Programme Board and the Local Authorities to provide ICT solutions for Housing departments to support the organisation in the provision of housing services to the customer. There are a number of active projects in progress and further projects in the planning stage, this presents opportunities for individuals to get involved in the projects at an early stage.

The work of the Team is to :

- Manage the contracts with suppliers of the systems in use Housing Tenancy Management, Asset Management and Rental inspections and other solutions.
- Co-ordinate the National Housing ICT Solutions programme board, the various project boards, user groups and working groups.
- Provides support to the sector directly and through the various boards to progress and oversee the business of Housing in local authorities.
- Deliver on the recommendations as set out in the National Housing ICT Business Case.

About the Role

LGMA are seeking a Business Analyst resource at Grade 7 (temporary) to work on the effective delivery of the housing customer portal and online application form, to ensure its alignment to the Local Government Digital and ICT Strategy 2030 and National Digital Strategy. The successful candidate will be actively involved in the requirements gathering and pre-tender work from the early stage of the project.

The successful candidate will be responsible for the gathering and co-ordination of the requirements, day-to-day operations of the project and will represent the LGMA on stakeholder sub-committees and/or working groups. The successful candidate will report directly to the Project Manager. They will work closely with senior management, external agencies, local authorities and relevant stakeholders to deliver the programme of work.

This role will be to carry out requirements gathering, market analysis and co-ordinate with stakeholders via workshops, working groups and the project board. Within this overall remit specific duties of the post will include:

- Provide input to projects, services, research and activities related to the Housing function of local authorities.
- Provide support to the CCMA Housing, Building and Land Use committee and its various groups in the management, coordination, delivery and sectoral representation on actions that arise from the committee and the working groups of the committee.

- Engage with all stakeholders i.e. local authorities and other public sector stakeholders
- 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.

Key Responsibilities

- Oversee the effective day-to-day operations of their work area
- Organise / Engage with working groups as representatives from the sector to input and support the work
- Work with the pilot Local Authority to ensure the proposed system(s) meet the requirements of local authorities
- Work with Local Authority teams to prepare for the new system and support during the rollout stage to ensure effective implementation of the system
- Consider and propose migration path of existing data
- Work with all stakeholders
- To develop and maintain relationships with external agencies in accordance with policy and to ensure the agreements to co-ordinate work programmes are implemented

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

- (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 or NFQ Level 6 Qualification

Or

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

And

(iv) have satisfactory knowledge of the overall Housing function in local Authorities, to include adequate project-based experience

And

(v) have on the latest date for receiving completed applications, satisfactory experience at a level not lower than that of Staff Officer Grade 5 or analogous.

And

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

Desirable Skills & Qualifications

- Have a satisfactory understanding of: i) the LGMA's purpose and priorities and ii) satisfactory knowledge of the local government sector and public sector organisation in Ireland
- Be highly motivated, with a strong sense of commitment to delivering on a programme of work and willing to take on a challenge
- Have the ability to work on his/her own initiative
- Have excellent interpersonal and communication skills and be capable of representing the LGMA in a professional and credible manner
- Have good project related work experience

- Have experience of the provision of web services, preferably but not necessarily in a cloud environment'
- Have satisfactory IT skills

Principal Conditions of Service

General

The appointment is for a Grade 7 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 03-2025 1st March Pay Adjustments is as follows;

Point No.	1	2	3	4	5
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Salary	€59,417	€60,871	€62,568	€64,271	€65,974
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Point No.	6	7	8	9	LSI 1
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Salary	€67,495	€ 69,054	€ 70,563	€ 72,069	€74,649
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Point No.	LSI 2
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Salary	€77,243
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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/>