



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



# **Library Statistics Project Lead Administrative Officer Grade 7**

Open 12 Month  
Temporary/Secondment Opportunity

**Closing date - Apply by 1pm on the 11<sup>th</sup> of June 2025.**

**Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)**

# About the role

In July 2023, the new national public library strategy, *The Library is the Place*, was launched by The Department of Rural and Community Development (DRCD), The City and County Managers Association (CCMA) and the LGMA. The strategy contains nine strategic objectives that aim to improve library services across Ireland, supported by three strategic enablers. Strategic Enabler 10 focuses specifically on the use of data to do this:

## 10: Data Supported and User-Focused Service Design

We will understand the needs of our communities through collection and analysis of data and development of needs analysis and impact evaluation frameworks and will provide services on that basis. We will support this through streamlined and effective mechanisms for recording and analysing library service-related data.

Under Strategic Enabler 10, a specific action is outlined regarding the creation of a platform to support data collection and access:

55. By the end of 2024<sup>1</sup> a data dashboard will be available to library leaders to support decision making and service design, followed by a public facing version during the lifetime of the strategy.

The role of Library Statistics Project Lead is integral to the success of the Data Dashboard project. The role's main focus is to scope a new analytics solution to manage data collection, mapping and reporting needs specific to public libraries in Ireland.

Specifically, the Project Lead will undertake:

- **Stakeholder Communication**
  - Conduct meetings and interviews with sectoral clients, end-users, Libraries Development Unit and Central Data Unit staff to gather and document the analytics website requirements.
  - Facilitate workshops and brainstorming sessions to identify client needs, goals, and constraints.
  - Work closely with subject matter experts from the LGMA – including the Libraries Development Unit, Central Data Unit, Digital & ICT Strategy, and Project Management Office - and from across the local government sector and wider European library community, designers, developers, and content

---

<sup>1</sup> Due to the later than expected launch of *The Library is the Place*, The Libraries Development Committee have acknowledged that the end of 2024 is not a realistic completion date and that more time will be needed to achieve action 55.

- creators to ensure alignment with sectoral and international requirements and standards.
- Create detailed project plans and timelines and provide regular updates on progress to your managers and stakeholder teams.
- Create detailed cost schedules
- Provide ongoing clarification of requirements throughout the project lifecycle.
- **Analysis and Validation**
  - Analyse example datasets to ensure they align with project design and scope.
  - Validate requirements with stakeholders to confirm accuracy and feasibility.
  - Prioritize requirements based on business impact and client objectives.
- **Research**
  - Conduct research into analytic website trends, best practices, and emerging technologies to provide informed recommendations.
  - Expressly focus on the quality of user experience in designing the website functionality.
  - Take an end-user focused approach (User Experience) to their design – identify and consider all key end-user types.
- **Requirements Documentation**
  - Create detailed business requirements documentation, including user stories, use cases, wireframes, and process flows.
  - Develop functional requirement specifications and technical requirement documents.
  - Define website architecture/map/storyboard, including navigation, user interfaces, and integrations.
  - Work with Libraries Development Unit and Central Data Unit staff and external suppliers to estimate budget, and implementation timelines

## 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) 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 in a quantitative discipline (Computer Science, Data Science, Mathematics, Physics, Engineering, etc) or equivalent professional training in a quantitative discipline (Computer Science, Data Science, Mathematics, Physics, Engineering, etc) or equivalent professional training

**And**

- 8+ years of professional experience in the area of web solution design and architecture
- Proficiency and experience in full stack web application/site design, including integration with backend services and APIs
- Proficiency and experience in web application/site design with a focus on data analytics visualisation
- Proficiency and experience in web application/site design with a focus on solution performance and user experience
- Proficiency and experience in design integration with web analytics/evaluation tooling/APIs, and with content management systems
- Proficiency and experience in gathering and documenting standardised technical, functional, design, and business requirements
- Excellent written, verbal, and presentation communication skills to articulate design objectives/requirements/issues and collaborate widely and effectively with stakeholders across the sector (technical and non-technical).
- Experience with requirements management tools (e.g., MS Dev Ops, JIRA, Confluence, Trello), wireframing tools (e.g., Balsamiq, Figma, MS Visio), and documentation software (Microsoft Office Suite).
- Fluency in written and spoken English

**And**

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

## Desirable Skills & Qualifications

- Experience in designing solutions for deployment in a Cloud platform (e.g. Azure, AWS, GCP, OCI) and design integration with Cloud data technologies (Data Integration, Data Lake, Data Warehouse, MLaaS, etc)
- Experience in the use of data management tooling, and data collection/data pipeline development techniques
- Experience in the use of statistical analysis
- Proficiency and experience in software development/deployment (Python, R, PHP, JavaScript, etc)
- Proficiency and experience in the use of SQL (any flavour)
- Experience in the use of BI/Visualisation tools
- Experience in data protection via GDPR compliance
- An appreciation and understanding of the local government sector and the key IT systems being utilised across the sector
- Very strong attention to detail
- Very strong project management, time management, and reporting skills
- Experience of working in an Agile environment
- Ability to work independently and collaboratively in a fast-paced environment with minimal direction.
- Adaptability and flexibility.
- Excellent problem-solving and critical-thinking abilities to assess and synthesize complex requirements.

## 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 1<sup>st</sup> March 2025 is as follows;

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

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/>

