Research Manager Grade 7
Open Competition
Permanent

Closing date – Apply by 1pm 7th September 2025

Email fully completed applications to jobapplications@lgma.ie

About the role

An exciting opportunity exists for a Research Manager (Grade 7) to join the LGMA Research Unit, which comprises of a Head of Research, two Research Managers and a Research Officer. The Research Manager will be a key member of the research team and will report directly to the Head of Research.

This is a middle management supervisory position in the LGMA. S/he will be responsible for the efficient management, direction, and deployment of resources for the Research Unit. S/he will be responsible for the day-to-day operations of the Research Unit, including supervising and supporting research staff and commissioned researchers.

S/he will play a principal role in the delivery of an interesting and varied annual programme of research work which will require engagement with colleagues across the organisation, as well as a range of external senior stakeholders including local authority staff, senior officials in various government departments and agencies, and academic stakeholders.

The successful candidate will be involved in setting up and managing Data Working Groups (DWGs) across key policy areas for the sector. The DWGs report to the CCMA policy committees and are the primary structure through which administrative data is analysed to generate evidence for the sector. The Research Team engage daily the LGMA Central Data Unit to ensure the delivery of the DWG work programmes.

The Research Manager may also be required to engage with the National Oversight and Audit Commission (NOAC) in relation to sectoral performance indicators and customer service topics.

The Research Manager should enjoy a fast paced and structured environment where deadlines need to be adhered to. They will need to be an effective and focused communicator, with extensive skills in presenting data to a range of different stakeholders and enjoy engaging positively with people. S/he should be detail oriented and understand the importance of carrying out detailed quality checks on all outputs from the Research Unit as well as documenting processes and decisions.

S/he will be a contributor to the development and implementation of policies and strategies within the LGMA. They will be required to support the further development of an on-going research programme on local government policy and practice including:

- The production and dissemination of a range of high-quality research reports in consultation with sectoral stakeholders.

- The production of a range of high-quality policy relevant reports for the various local government committees.

- Provision of technical assistance and advice to LGMA colleagues and partnering stakeholders regarding methodological and statistical issues.

- Management of policy Data Working Groups which includes engagement with the LGMA Central Data Unit to develop Business Requirement Documents, finalising data dashboard, interpreting findings, presenting findings to a range of stakeholders, and the development of data stories.

- Overseeing the annual collection of data for NOAC's Local Government National Performance Indicators report and production of a sectoral report.

- On-going engagement with NOAC and the CCMA policy committees on the development of new local government KPIs and modification of existing KPIs.

- Oversee the annual collection of customer service data via surveys and focus groups, in conjunction with NOAC, and the production of an annual report, and extensive dissemination of outputs and action programmes.

- Oversee the annual collection of Climate Action KPI data, production of a report and extensive dissemination of outputs as well as on-going engagement on the development of additional KPIs for the sector.

- Engagement with LGMA Communications Team and various sectoral representative groups to promote and maximise the dissemination of findings.

- Strategic engagement with key stakeholders in DHLGH.

- Representation on national committees and membership of national and sectoral research related groups.

- Supporting other researchers and organisations to engage with the sector to produce relevant research outputs.

- Maximising linkages with academic, statistical, and research institutions.

Duties

The duties shall include:
- Making a positive contribution to the Research Team to ensure a cohesive and positive culture of inquiry and professionalism that benefits the local government sector.

- On-going engagement with the staff in the LGMA Central Data Unit so that the optimal outputs are generated for DWGs.

- Managing and undertaking quantitative and qualitative research projects. This will involve development of research proposals, research design, data collection, consultations, high quality report writing, presentation of findings to a wide variety of stakeholders, and development of dissemination strategies.

- Managing commissioned research and the development of quotes, tenders, and research proposals.

- Working with staff of the LGMA to maximise the effectiveness and relevance of the research and data programme and increase linkages and relationships with other research and policy stakeholders.

- Promotion of survey design skills across the organisation.

- Development of a suite of software research tools to maximise the efficiency of the Research Unit, and undertake appropriate training as required.

- Ensuring comprehensive supports are provided for relevant DWGs and Research

Advisory Group meetings, including extensive engagement with the Chairs, preparation of agendas and minutes, and ensuring that the necessary follow up actions are taken.

- Maintenance of accurate files and records, and management of the budget and procurement for the unit.

- Positive promotion of the unit and the organisation and representing the organisation when required on committees and working groups.

- Undertake any other duties of a similar level and responsibilities as required from time to time.

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:

   i. Hold a master's degree in social science, policy analysis, economics, data analytics, or another relevant discipline.

   ii. Have a minimum of five years of work experience in a research environment (in a social science, data analytics, economics, or equivalent field of work) in which the production of publishable policy or data related reports was a key element of the work.

   iii. Have a minimum of one year working in a managerial or supervisory capacity.

   iv. Have evidence of the ability to deliver high quality, public policy related research projects.

   v. Have experience successfully engaging with a variety of senior level stakeholders.

   and,

   iv. Have a level of proficiency and experience or training in relevant software (e.g., Excel, Word, PowerPoint, SPSS, Survey Monkey, Microsoft Forms, Power BI, Tableau, etc.) and exposure to AI packages.

<p align="center">**And**</p>

- Have a satisfactory understanding of the LGMA's purpose and priorities and knowledge of the local government sector and public sector organisation in Ireland

- Highly developed oral and written communication skills, including negotiation, report writing, and presentation skills

- A high degree of analytical, conceptual, and problem-solving skills

- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst employees and customers

- Ability to determine priorities and organise workloads to produce quality output within tight timeframes

- Proven ability to work under pressure and think laterally in dealing with a wide range of issues

- Ability to effectively manage risk, procurement, and resources

- Ability to effectively manage a team of employees, including undertaking performance management processes

- Extensive experience in leading, developing and implementing financial and resource allocation strategies

- Knowledge of budgetary management and procurement requirements

- Excellent working knowledge of Microsoft Software and other relevant software packages

<p align="center">**And**</p>

<p align="center">Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix in Candidate Information Booklet).</p>

Desirable Skills & Qualifications

- Have a PhD in Social Science, Policy Analysis, Economics, Data Analysis, or another relevant discipline.

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
Salary	€60,011	€61,480	€63,194	€64,914	€66,634

Point No.	6	7	8	9	LSI 1
Salary	€68,170	€69,745	€71,269	€72,790	€75,395

Point No.	LSI 2
Salary	€78,015

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/