



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



# **Project Manager Housing ICT Grade 8**

Temporary 12 Month Opportunity  
Open Competition

**Closing date - Apply by 1pm 30<sup>th</sup> June 2025**

**Email fully completed applications to [jobapplications@lgma.ie](mailto: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 and suppliers with the various 3rd party suppliers of 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 Project Manager to manage the effective delivery of the housing customer portal and online application form and to ensure its alignment to the Local Government Digital and ICT Strategy 2030 and National Digital Strategy. The successful candidate will manage the project team and the associated project work. The responsibilities of the role include but are not limited to the following:

- To support the Assistant Chief Executive in fulfilling the statutory role of the LGMA and contribute to the development and delivery of the long-term vision and management of the Agency
- To report on progress to the National Housing ICT Solutions Programme Board on a quarterly basis
- The co-ordination of the National Housing ICT Project Board
- To attend Committee meetings and represent the LGMA and the local government sector at these meetings
- To provide weekly reports to the Assistant Chief Executive
- To provide financial management of projects, including management of Budgets,
- Manage the purchase orders and invoice activity on projects
- Engage and liaise with the relevant 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.

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## 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. hold a third level qualification of at least degree standard or equivalent level of education

**And**

- ii. have on the latest date for receiving completed applications, satisfactory experience at a level not lower than that of Administrative Officer Grade 7 or analogous.

**And**

- iii. Have a career record that demonstrates the necessary experience and competencies to carry out this role such as :
  - Project management skills
  - Leadership skills
  - Facilitation and mediation skills
  - Stakeholder and relationship management skills
  - Documentation and report writing skills
  - Communication skills
  - Understanding and preferably experience of ICT projects involving Web development

**And**

- iv. Possess satisfactory knowledge of the overall Housing function in local Authorities, to include adequate project-based experience.

**And**

- v. Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 3 in Candidate Information Booklet).

## Desirable Skills & Qualifications

- Demonstrate a good understanding of: i) the LGMA's purpose and priorities and ii) satisfactory knowledge of the local government sector and public sector organisation in Ireland
- Demonstrate relevant administrative experience at a sufficiently high level
- Be highly motivated, with a strong sense of commitment to delivering on a programme of work and willing to take on a challenge
- Have excellent interpersonal and communication skills and be capable of representing the LGMA in a professional and credible manner
- Understand the changing environment and be capable of implementing change in order to deliver quality services to the LGMA's stakeholders
- Demonstrate good experience of projects and project-related work
- Have experience of the provision of web services, preferably but not necessarily in a cloud environment'
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## Principal Conditions of Service

### **General**

The appointment is for a Grade 8 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 Pay Adjustments is as follows;

Point No.	1	2	3	4	5
Salary	€80,165	€80,880	€84,026	€87,191	€90,362

  

Point No.	6	7	LSI 1	LSI 2
Salary	€93,500	€96,657	€100,238	€105,945

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/>