



## **Housing Delivery Co-Ordination Office (HDCO)**

### **Project Manager Grade 8**

Three Year Secondment Opportunity  
Confined to the Local Government Sector & LGMA  
Employees.

**Closing date - Apply by 1pm on the 9<sup>th</sup> June 2025**

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

# About the role

This competition is being held to recruit Project Managers in the Housing Delivery Co-ordination Office on a secondment basis for a minimum period of 3 years, with specific responsibility to assist in the delivery of social and/or affordable housing and supporting the delivery of related policies and actions under the Housing for All Programme.

The successful candidate will be required to work with local authorities and the various stakeholders, including State, semi state, private and to provide oversight on sectoral performance with particular reference to management, collection, collaboration, co-ordination and provision of advice on best practice approaches to social, affordable and mixed-tenure housing delivery and to provide expert guidance and advice to the sector to help overcome obstacles and barriers to delivery.

The Project Manager will report directly to the Programme Co-ordinator and Assistant Programme Co-ordinator of the HDCO. They will be tasked with coordinating and advising on the delivery of social and/or affordable housing by Local Authorities under the Housing for All programme. The successful candidate will join the existing team of project managers to work with all local authorities, Government departments, Approved Housing Bodies, external stakeholders including the LDA, the Housing Agency, utility companies and joint venture partners. Their role will be to maximise the efficient delivery of sustainable housing solutions aimed at achieving the targets set out for Local Authorities in the Housing for All programme.

The role also includes developing appropriate reporting tools, analysing data and preparation of reports on the housing programme. The role will seek to maximise the use of efficient real-time data capture and analytics associated with the delivery of sustainable housing solutions aimed at achieving the targets and objectives in Housing for All. This includes programme tracking, real time data capture, risk assessment, mitigation and management of communication with various stakeholders related to the Housing for All and any other programmes related to the delivery of social and affordable housing.

Within this overall remit and under the general direction of the Project Co-ordinator of the HDCO, specific duties of the Project Manager post will include the following:

- Acting as a conduit between departmental national policy for social & affordable housing and local authority operational delivery of housing
- Supporting and enabling local authority capital delivery teams, and their partners in the approved housing Body Sector, with delivery of social housing schemes under any funding streams provided by central government. through identifying blocks and challenges and coordinating assistance.

- Leading the coordination, supporting local authorities to develop their knowledge and understanding of the affordable purchase and Cost Rental schemes as provided for in the Affordable Housing Act 2021 and the funding streams which may be made available to support direct or indirect delivery of housing under those schemes e.g., the Affordable Housing Fund, etc.
- Advising the sector on best practice in the delivery of both mono-tenure social & affordable projects and mixed tenure housing projects.
- Leading the coordination by supporting local authorities with appropriate and specialised skill sets such as programme/project/contract management, technical advice, economic and financial guidance, tracking progress and sharing learnings as appropriate.
- Supporting the CCMA & LGMA engagement with the Social and Affordable Housing Delivery Groups of the Department comprised of the key delivery partners
- Supporting local authorities in their engagement and collaboration with delivery partners including Approved Housing Bodies, the LDA, Housing Finance Agency etc.
- Have the ability to review business improvement requirements, formulate solutions, including developing functional specifications for enhancements to current work practices, guidance or tracking systems. Advising on procurement of services required and oversight of same.
- Maximise the efficient real-time data capture and analytics to and explore how data can be leveraged across the sector, recognising data as a key asset, promote and implement safe sharing of a data to inform the sector and collect and collate real time credible data on delivery and messaging of same.
- Supporting the Programme Coordinator, Assistant Programme Coordinator and Project Managers to address queries, prepare and input into reports.
- Supporting the HDCO Programme Coordinator, Assistance Programme Coordinator and Project Managers by providing input and analysis on behalf of the HDCO into any new proactively identify high risk change activity for mitigation.
- Delivering and coordinating appropriate training to ensure Local Authorities are equipped to optimise effective ongoing use of the required business intelligence solutions.
- Reviewing and making recommendations and business cases to improve systems and platforms as appropriate to the function of the HDCO and national data collection.
- Have a clear understanding of the ask of the sector and provide coordination across the sector on related challenges/blockages/deficits and how to address these.
- Work with the housing development and construction sector to identify opportunities and liaise with local government
- Work closely with and input into reports & briefings for the CCMA Housing, Building & Land Use Committee, Housing Agency, LDA, DHLGH, Irish Water and other stakeholders.
- Contributing to the development of change management policies and procedures.

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

### 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

**And**

Must be an existing member of staff of a local authority /LGMA at a level not lower than that of Staff Officer Grade V or Analogous.

**And**

- Excellent analytical skills and the ability to take a strategic approach in the delivery of key policy objectives.

- Have proven experience in management of teams and project delivery of significant scale.
- Knowledge and understanding of the Irish planning and building control codes including awareness of sustainable development principles and environmental and climate action prerequisites and relevant government policy.
- Experience in leading and managing multiple projects concurrently, producing project plans and measuring and tracking delivery of projects and/or programmes on budget and to the highest standards.
- Experience of managing change and implementing new initiatives.
- The ability to foster positive working relationships with colleagues and external stakeholders and to liaise with and represent the organisation credibly and confidently with senior personnel, legal and other professionals.
- Ability to quickly understand and engage with the technical, contextual and socio-economic elements of a project.
- Knowledge and expertise in Project Management and reporting software and Microsoft Office programs.
- Ability to work within and lead multi-disciplinary teams.
- Have his/her own transport with a full clean driving licence.
- Otherwise possess the requisite knowledge and ability and be suitable to discharge the duties of the position.

## **AND**

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

# 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/>