Information booklet for the role of Housing Delivery Co-Ordination Office (HDCO) **ICT Project Managers – Grade 8**

2 x ICT Project Manager posts:
- 1 x 3-year Secondment
- 1 x 3-year fixed term contract

June 2020

1. Overview of the LGMA

The Organisation

The Local Government Management Agency (LGMA) is a State Agency established in 2012 and is an agency of local authorities and operates in the local government sector, reporting on performance as required to the Department of Housing, Planning and Local Government (DHPLG).

The Agency aims to meet the needs of local authorities and DHPLG in delivering on the public-sector reform agenda in the local government sector (particularly in terms of sectoral approaches to service delivery), researching emerging and identified issues, assisting local authorities in the implementation and measurement of change, and supporting, in general, enhanced performance by the local government sector. The statutory remit of the Agency extends to include:

- The delivery of advisory services to local authorities to assist and co-ordinate the business of these local authorities.

- The delivery of such services as may be required by local authorities in the Industrial Relations (IR) and Human Resource Management (HR) domain.

- The delivery of such services as may be required by local authorities for coordinating and securing compatibility in, the use of Information and Communications Technologies (ICT).

- The provision of advice, assistance, and services to library authorities in relation to the public library service.

- The provision of such other management services as may be required by local authorities.

- The provision of such services for meetings of local authority Chief Executives and such other support services required by the County and City Management Association (CCMA).

- The provision of such services as required as Registrar of Public Lending Remuneration.

- The provision of such advice, information and assistance required by the Minister of Housing, Planning and Local Government.

- Local Government Programme Management and Innovation.

Governance

The Government's 'Action Programme for Effective Local Government – Putting People First', confirms local government as the primary means of public service at local level and identifies the sector as key to promoting local community, social and economic development. The current structure of local government in Ireland comprises 31 local authorities with separate responsibility for the delivery of a wide range of services in their local area with a focus on making their respective towns and cities attractive places to live, work and invest.

These services generally include housing, planning, roads, water supply, local economic development, environmental protection, provision of recreation and amenities and community infrastructure. The Local Government Management Agency is a vehicle of the local government sector, working for local authorities with local authorities.

The LGMA conducts its business in accordance with the rules, regulations and accountabilities which govern State Agencies in Ireland. In that regard a Council of the Board of the Agency has oversight through the Board and its committees. The Council of the Board, comprising the Chief Executives of the 31 local authorities appoint 8 members to the Board and the Minister for Housing, Planning and Local Government can appoint up to 4 members. The business of the Agency is facilitated by a series of sub-committees, detailed below, recognising the obligations of the Performance Delivery Agreement with the Department of Housing, Planning and Local Government.
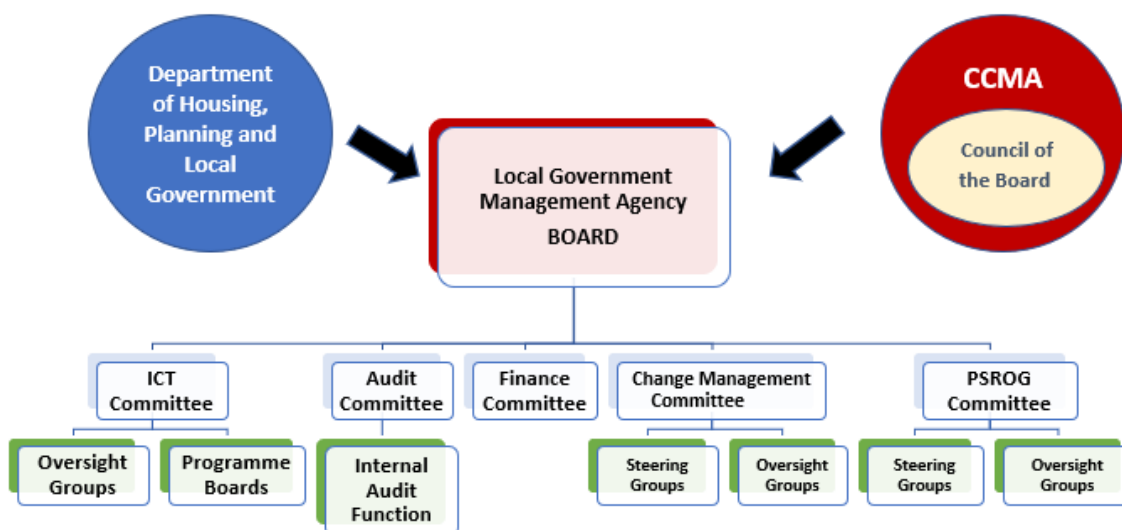
2. Overview of the HDCO and ICT Project Manager role

Housing Delivery Co-Ordination Office

Local authorities are tasked with the delivery of the Rebuilding Ireland – Action Plan for Housing and Homelessness in partnership with the Department of Housing, Planning and Local Government (DHPLG), Irish Water, the AHB sector and the private sector. The five pillars of the Rebuilding Ireland – Action Plan, expects the sector to, Address Homelessness, Accelerate Social Housing, Build More Homes, Improve the Rental Sector and Utilise Existing Housing.

The Rebuilding Ireland – Action Plan has committed to delivering 50,000 new social housing units by 2021. Each local authority has a social housing delivery target, set on a yearly basis to deliver the overall objectives of the plan. The scale of the targets has increased from a build target of 2,260 in 2016 to 6,545 in 2019.

Budget 2020 allocated over €1.1billion of capital funding to support the delivery of over 11,000 new social homes in 2020 and a further 12,000 units in 2021. Following the completion of the Rebuilding Ireland – Action Plan, the National Development Plan to 2027 and Project Ireland 2040 will continue to drive an ambitious plan for the Housing Sector.

To date the local government sector has relied upon the CCMA Housing & Building Committee to co-ordinate the actions and responses required to deliver the Rebuilding Ireland – Action Plan as well as inputting to policy development with the DHPLG to establish best practice and to highlight innovation across the sector.

The local government sector, recognising that they are reaching the targets as set out by Rebuilding Ireland with significant progress made to date, still face several challenges namely:

- While Rebuilding Ireland sets out an ambitious six-year plan that calls for substantial acceleration of provision of social housing, the trend of increased demand continues to mean high pressure on local authorities, even where targets are being met.

- There is a lack of consistency and confidence across the sector in systems and data analytics to support housing delivery.

- There is insufficient appropriate expertise available to the whole of the sector to deliver across a range of diverse and complex schemes.

- The Homeless figures and those presenting as homeless continue to rise.

In the context of the increased delivery ambition in terms of social and affordable homes, which the Government has committed to support, the CCMA has been working with the DHPLG in terms of enhancing, restructuring and augmenting the Housing Delivery Office that was established in 2016. It has been agreed at Ministerial level that the Housing Delivery Coordination Office (HDCO) will be established, led by the local government sector and positioned within the LGMA structures.

The Role of HDCO ICT Project Manager

This competition is being held to recruit a Project Manager for the Housing Delivery Coordination office for a minimum period of 3 years. There are 2 Project Manager posts available – one of which is a 3-year secondment opportunity from the local authority sector and one is a fixed term 3-year contract.

The ICT Project Manager will report directly to the Programme Coordinator of the HDCO and will be tasked with coordinating, advising, and implementing the ICT requirements for the delivery of elements of the Rebuilding Ireland Action Plan and any subsequent programmes. There will be two ICT project managers recruited to the team to work with all local authorities, Government departments, Approved Housing Bodies, external stakeholders including the LDA, HA, utility companies and joint venture partners to maximise the efficient real-time data capture and analytics associated with the delivery of sustainable housing solutions aimed at achieving the targets set out in the Rebuilding Ireland Action Plan programme.

The successful candidate will be required to work with the 31 local authorities and the various stakeholders to provide oversight on sectoral performance with particular reference to the management, collection, coordination and dissemination of comprehensive information and data on all aspects of housing delivery. The role of the HDCO in general terms includes but is not limited to the following:

- Advising the sector on best practice in the delivery of housing

- Supporting local authorities with appropriate and specialised skill sets such as programme/project/contract management, technical advice, economic and financial guidance

- Supporting local authorities in their engagement and collaboration with Approved Housing Bodies

- Have the ability to collect and collate real time credible data on delivery and messaging of same

- Have a clear understanding of the ask of the sector and related challenges/blockages/deficits and how to address these directly or in collaboration

- Work closely with the CCMA Housing & Building Committee, Housing Agency, LDA, DHPLG, Irish Water and other stakeholders

The post holder will have responsibility for the implementation of best practice in ICT project management for the delivery and operation of ICT infrastructure, systems and protocols that will include programme tracking, real time data capture, risk assessment and management of communication with various utilities related to the Rebuilding Ireland Action Plan and any other programmes for delivery of public housing.

Within this overall remit and under the general direction of the Project Coordinator of the HDCO, specific duties of the ICT Project Manager posts post will include:

1	Work collaboratively with the 31 local authorities on the Housing Building Programmes to ensure that Programmes are managed and delivered.
2	Explore, recommend, implement and operate data capture and management systems for all housing delivery channels including rapid build, leasing and licencing etc.
3	Input to social housing data capture and programme management for 2020, 2021 and beyond in conjunction with the DHPLG and ongoing oversight of delivery against targets on a national basis.
4	Determine the needs for development of best practice in relation to ICT systems for Housing delivery within the sector.
5	Carry out or commission capital cost project appraisal for ICT Projects in line with government guidelines.
6	Provide support and advice on the conceptual scoping of ICT projects and the procurement of any preliminary supporting reports of a technical, or financial nature where necessary and any supports needed for design team services.
7	Advise on the preparation of effective project management, project governance, risk management, financial management, budgetary controls and procedures and produce a project "Risk Register" and "Risk Mitigation Plans" for all potential high impact risks.
8	Support ongoing review of the delivery programme through the design and development of appropriate ICT reporting tools and key performance indicators to further enable continuous improvement in the quality and long-term operation and management of the Programme.
9	Liaising and collaborating with relevant personnel in local authorities, CCMA, DHPLG, AHBs other government departments and agencies on matters of mutual interest with particular reference to streamlining reporting processes, data collation and analysis and to inform the development of policy positions on issues relating to sectoral ICT strategies and reduce barriers to delivery.

10	Assist in the operation of the office and manage the deployment of resources (including human and financial resources) within the area of responsibility to ensure the delivery of optimal results with the available resources.
11	Adhering to the highest corporate governance standards in line with the Code of Practice for Governance of State Bodies and to comply with the standards set down by all statutory and governance requirements
12	Keeping abreast of relevant external developments, trends and opportunities which may be beneficial to the functions and the role of the HDCO, the Agency and the sector
13	Undertaking any other duties as considered appropriate by the CEO, CCMA and/or the Board of the LGMA

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.

3. Essential Requirements for the HDCO ICT Project Manager

General Eligibility Criteria

Character

Each candidate must be of good character.

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Experience, etc.

The ideal candidate shall have:

- Have 7 years relevant experience

- A Level 7 qualification in ICT / GIS, Research or data/statistical analysis or a related discipline to the satisfaction of the LGMA

- Have a proven track record of ICT Project Management at appropriate level, including staff and consultant management and knowledge of public procurement legislation

- An understanding of capital projects and the information required to monitor, track and report on a large number of separate housing delivery projects

- Ability to quickly understand and engage with the technical, contextual and socio-economic elements of a project

- Knowledge and expertise in Project Management software and Microsoft Office programs

- Experience and understanding of the use of workshops to gain an understanding of issues and agree solutions

- An understanding of the structure/context of social housing and Government funding mechanisms

- Have proven experience in management of teams and resources of significant scale

- Ability to deliver results on time, on budget and to the highest standards

- Experience of business process review methodologies, managing change and implementing new initiatives

- Ability to work within and lead multi-disciplinary teams

- Will 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

Other Eligibility Criteria

- Candidates for the 3-year secondment must be an existing employee of a local authority at a suitable grade.
- Candidates for the 3-year fixed term contract must meet all the other eligibility criteria

Candidates must demonstrate the following competencies as set out in LGMA Competency Framework:

Strategic Management and Change
▪ Bringing about Change
▪ Influencing and Negotiating
Delivering Results
▪ Problem Solving and Decision making
Performance Through People
▪ Managing Performance
▪ Managing Conflict
▪ Communicating effectively
Personal Effectiveness
▪ Personal Motivation, Initiative and Achievement

4. The Application and Selection Process

How to Apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Friday 26th June 2020.**

Applications must be made on the official application form and all sections must be completed in full. When completing the application form accuracy is essential. The information you supply in the application form will play a central part of the selection process.

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your junk/spam folders as email notifications may be filtered into your junk/spam email folders. Any other queries regarding your application form should be emailed to jobapplications@lgma.ie

Shortlisting Exercise

The Agency reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the Interview Board will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

Competitive Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date.

The onus is on all applicants to make themselves available for the obligatory interview on the date specified by the LGMA and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form.

Virtual interviews are taking place over MS Teams. Instructions and guidance and links will be sent to you in advance of interview should you be shortlisted for interview.

Interviews will be conducted by an Interview Board set up by the LGMA. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Candidates must demonstrate relevant experience and job-related achievements and the following key competencies as set out in LGMA Competency Framework attached:

Strategic Management and Change
▪ Bringing about Change
▪ Influencing and Negotiating
Delivering Results
▪ Problem Solving and Decision making
Performance Through People
▪ Managing Performance
▪ Managing Conflict
▪ Communicating effectively
Personal Effectiveness
▪ Personal Motivation, Initiative and Achievement

Panels

Panels may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the LGMA that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may with the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year.

Candidates should note that canvassing will disqualify their application.

5. Principal Conditions of Service

Remuneration

The salary scale applicable to this position is analogous to Local Government sector Grade 8 Senior Executive Officer.

Point No.	1	2	3	4	5	6
Salary	€67,909pa	€68,516pa	€71,096pa	€73,677pa	€76,263pa	€78,820pa

Point No.	7	LSI 1	LSI 2
Salary	€81,394pa	€84,314pa	€87,225pa

Tenure

The positions of ICT Project Manager HDCO:
- One post is on a secondment basis for an initial period of three years
- One post is available as a 3-year fixed term contract

Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 37 hours per week. The position holder will be required to work a five-day week.
Working hours will be determined based on the current terms of the successful candidate.

Location

The Primary location for the Housing Delivery Coordination Office will be the LGMA offices in Dublin, however consideration may be given to co-location in existing local authority or remote-working with attendance in Dublin on agreed days.

Senior Manager – Grade 8 Level Competencies

	Pillar One			Pillar Two			Pillar Three			Pillar Four
	Strategic Management and Change			*Delivering Results*			*Performance Through People*			*Personal Effectiveness*
1.1	Mission and Vision	2.1	Problem Solving and Decision Making		3.1	Leading and Motivating		4.1	Qualifications and Knowledge	
1.2	Strategic Ability	2.2	Operational Planning		3.2	Managing Performance		4.2	Resilience and Personal Well Being	
1.3	Political Awareness	2.3	Managing Resources		3.3	Managing Conflict		4.3	Integrity	
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance		3.4	Communicating Effectively		4.4	Personal Motivation, Initiative and Achievement	
1.5	Networking and Representing	2.5	Delivering Quality Outcomes							
1.6	Bringing About Change									
1.7	Influencing and Negotiating									
1.8	Safety, Health and Welfare at Work									