



**Information Booklet for the role of
Housing Delivery Co-Ordination Office (HDCO) Project Co-
Ordinator Housing Stock Management
(2 x Posts: 3-year Secondments)**

Apply by Friday 10th September 2021 @ 5pm



About the LGMA

The organisation

The Local Government Management Agency (LGMA) is a state agency that provides a range of services and supports to the local government sector. We are an agency of the Department of Housing, Local Government and Heritage, primarily funded by local authorities. Through our work with local authorities and other stakeholders, we support the co-ordinated and effective delivery of local government services and policy.

Our work is guided by the local authorities and geared towards helping them to improve efficiency across their services; to implement change; and, to make use of leading practice from inside and outside the sector.

Working for the LGMA gives you the opportunity to gain experience at the heart of local government and to make a real difference for local authorities and citizens in Ireland.

What we do

The LGMA's work extends across a number of diverse areas in order to meet the changing needs of the local government sector.

- We drive, monitor and maintain shared services projects across the local government sector
- We advise and support on strategy and policy development across the local government sector
- We provide professional Human Resources (HR) and Industrial Relations (IR) guidance, advice and support to local authorities
- The LGMA develops, procures, maintains and provides support for several internal ICT systems in use in the local government sector
- Our Libraries Development section is the national advisor and development agency for public libraries in Ireland
- Our Water Services Transition Office (WSTO) supports the Water Services Reform Programme and the transition of services to Irish Water
- The LGMA provides research and communications support to the local government sector
- We provide programme management and innovation support to local authorities

Find out more about the LGMA at www.lgma.ie

Overview of the HDCO and Project Co-Ordinator Role

Housing Delivery Co-Ordination Office

Local authorities are tasked with the delivery of Social and Affordable Housing in partnership with the Department of Housing, Local Government & Heritage (DHLGH), Irish Water, the AHB sector and the private sector.

The Programme for Government has committed to delivering 50,000 new social housing units by 2026 and 6,000 affordable homes in the same time period. Each local authority has a social housing delivery target, set on a yearly basis to deliver the overall objectives of the plan. A new Housing for All multi annual programme will be published in mid-2021 and will outline specific targets and objectives for the following 5-year period.

The Housing Delivery Co-ordination Office (HDCO) was approved in 2019 and established in 2020. To date the office has concentrated its activities on the social housing delivery programme, however the Programme for Government commits to retrofitting at least 500,000 homes to a Building Energy Rating (BER) of B2/Cost Optimal by 2030. On a pro rata basis, the number of local authority homes to be retrofitted to 2030 is 36,500 dwellings costing €1 billion between now and 2030.

Secondly, the CCMA Housing, Building and Land Use Committee and the Department of Housing Local Government & Heritage (DHLGH) have been progressing the overall transition from a primarily reactive-based approach to a planned maintenance/asset management methodology for the improved maintenance of local authority housing stock.

The Role of Project Co-ordinator

This competition is being held to recruit two Project Co-ordinators at Senior Executive level to the Housing Delivery Co-ordination Office on a secondment basis for a minimum period of 3 years. Both posts will have specific responsibility for assisting and co-ordinating the Energy Retrofit Programme and the transition to planned housing maintenance across local authorities.

Both Project Co-ordinators will report directly to the Programme Co-ordinator of the HDCO and will be tasked with co-ordinating the overall strategic approach to housing asset management/maintenance.

The successful candidate will be required to work with local authorities and the various stakeholders to provide oversight on sectoral performance with particular reference to management, collection, co-ordination and provision of advice on best practice approaches to the housing energy retrofit programme, stock condition assessment and planned housing asset maintenance. The role of the office includes but is not limited to the following:

- Advising the sector on best practice in the procurement and delivery of energy retrofit works and planned maintenance, including associated ICT Systems

- 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 external stakeholders such as SEAI and Obligated Parties
- Ability to collect and collate real time credible data on asset management and messaging of same, including advising sector on associated ICT requirements
- 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 & Land Use Committee, Housing Agency, DHLGH, SEAI and other stakeholders

The post holder will have responsibility for the implementation of best practice in project management of the delivery programme including procurement, programme tracking, management of the critical path of construction/maintenance programmes and interaction with the various utilities/ contractors/sub-contractors who deliver schemes as part of the sectors overall approach to stock management and asset maintenance.

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

1	Ascertain the current approach to maintenance across all local authorities, including levels of funding and other resources currently available for housing stock maintenance.
2	Assist in the development and use of the stock condition and inspection IT system to allow standardised condition surveys across all 31 local authorities.
3	Develop and co-ordinate a stock condition survey programme to enable a phased or risk-based assessment of priority maintenance items. Develop metrics in relation to the timeframes for completion and maintenance of a comprehensive and up to date stock condition data.
4	Develop a common or uniform approach to housing maintenance based on individual component lifetime and replacement cycle.
5	Assist all local authorities in developing an individual asset management plans, which with the assistance of stock condition data, will allow for the maximum level of larger scale contracts for component replacement.
6	Establish cost databases for use by the sector in assessing and demonstrating value for money and ensure procurement efficiencies are maximised.
7	Assist the local authority in implementing the agreed recommendations of NOAC Report No.17 "A Review of the Management and Maintenance of Local Authority Housing."

8	Work with DHLGH to review existing stock improvement funding programmes such as Voids, DPGs, Remedial Works Schemes and Regeneration funding programmes to ensure they are responsive to the transition to an informed and strategic planned maintenance approach to stock maintenance based on stock condition surveys
9	Establish a network of contacts with staff in each local authority with responsibility for Energy Retrofit and Maintenance Management.
10	In conjunction with DHLGH develop and disseminate best practice approach to energy retrofit programme, with particular regard to: <ol style="list-style-type: none"> 1. Programme management and timeframes 2. Scoping of surveys and cost analysis 3. Procurement and use of Dynamic Purchasing Systems 4. Contact management
11	Develop and implement a sector wide real time project management information system utilising current HDCO technologies, pending the wider DHLGH ICT system due in 2022.

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 for the HDCO Project Co-ordinator

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 5 years relevant post graduate experience
- A Level 8 qualification in project management/quantity surveying/engineering/building construction/architecture or a related discipline to the LGMA satisfaction
- A keen understanding of housing asset management/maintenance practices including condition surveying and principles of pro-active/planned maintenance.
- Have a proven track record of project management at appropriate level, including staff and consultant management and advanced knowledge of public procurement legislation
- A working knowledge of the Capital Works Management Framework (CWMF) rules and parameters including Capital Appraisal, CBA, Public Spending Code etc.
- Working knowledge of the Government Construction Contracts Committee (GCCC) contracts
- An understanding of the structure/context of social and affordable housing and Government funding mechanisms
- Demonstrate excellent capability in working with democratic structures and consultative models
- Have proven experience in management of teams and resources 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
- Ability to deliver results on time, on budget and to the highest standards
- Experience of managing change and implementing new initiatives
- 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
- 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

Other Eligibility Criteria

Candidate must be an existing employee of a local authority.

and

Demonstrate the following competencies as set out in the LGMA Competency Framework (see Appendix)

Management and Change
Bringing about Change
Influencing and Negotiating
Delivering Results
Problem solving and decision making
Performance Through People
Managing Performance
Communicating Effectively
Managing Conflict
Personal Effectiveness
Personal Motivation, Initiative, and Achievement

Application and Selection

How to apply for secondment

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Friday 10th September 2020**.

Applications must be made on the official application form and all sections must be completed in full. 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.

Shortlisting

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.

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. Candidates at interview must demonstrate relevant experience and job-related achievements and the following key competencies as set out in LGMA Competency Framework available in the Appendix.

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 within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will be one year.

Candidates should note that canvassing will disqualify their application.

Principal Conditions of Service

Tenure

The position of Project Co-ordinator HDCO is on secondment basis for an initial period of three years.

Remuneration

The salary scale applicable to this position is analogous to local government sector Senior Executive Engineer/Architect/Quantity Surveyor post as at 1st July 2021:

Point No.	1	2	3	4	5	6
Salary	€66,992	€ 69,048	€70,719	€72,819	€74,926	€ 77,025

Point No.	7	LS 1	LS 2
Salary	€ 79,140	€ 81,796	€ 84,446

The salary shall be fully inclusive and shall be as determined from time to time.

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 will be given to co-location in existing local authority or remote working with attendance in Dublin on agreed days.

The Local Government Management Agency is committed to a policy of equal opportunity.

Appendix – HDCO Project Co-Ordinator Grade 7 Level Competencies

Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission and Vision and Values	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 & Welfare at work						