



# Information Booklet

## Housing Delivery Project Manager

### Grade 8

#### Housing Delivery Co-Ordination Office

#### 3-Year Contract/Secondment

Please note: If you are an employee of a Local Authority, pursuing this role as a secondment opportunity and are shortlisted for interview, the LGMA may request confirmation that you have sought and received pre-approval from your local authority to take up this post on secondment.

Apply by 13<sup>th</sup> January 2023 @ 5 pm



**LGMA**

Local Government  
Management Agency

# 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 coordinated 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](http://www.lgma.ie)

# About HDCO

## 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 47,000 new social dwellings by 2026 and to placing affordability at the heart of our housing system. Each local authority has a social housing delivery target, set on a yearly basis to deliver the overall objectives of the plan. Housing for All is a multi-annual programme that outlines specific targets and objectives for both social and affordable housing provision to 2030.

In addition, 18 Local Authorities have been given targets to deliver over 8,900 affordable homes either for affordable purchase or cost rental. Affordable homes will be delivered under one of the three delivery strands which have been provided for in the Affordable Housing Act 2021:

1. Local Authority Affordable Purchase Scheme
2. Cost Rental (LA's, AHB's & LDA)
3. Expanded Part V Affordable Delivery

The local authority sector will play a key role in delivering homes under these schemes, utilising their land banks in conjunction with ongoing provision for social housing and allowing larger-scale mixed-tenure sites to be delivered more effectively.

The Housing Delivery Co-ordination Office (HDCO) was approved in 2019 and established in 2020. The office has concentrated its activities on Local Authority social and affordable housing delivery programme. However, the HDCO also has a role in co-ordinating the social housing Energy retrofit program and the sectors migration to planned housing maintenance.

## About the role

This competition is being held to recruit a Project Manager in the Housing Delivery Co-ordination Office on a secondment basis for a minimum period of 3 years, with specific responsibility for assisting in delivery of social and/or affordable housing.

The Project Manager will report directly to either the Programme Co-ordinator or 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, National Development Finance 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 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 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 role of the office includes but is not limited to the following:

- Act as a two-way conduit between departmental national policy for social & affordable housing and local authority operational delivery of housing
- Support local authority capital delivery teams, and their partners in the approved housing Body Sector, with delivery of social housing schemes under the various funding streams provided by central government.
- Support local authorities in developing 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 procurement and delivery of both mono-tenure social & affordable projects and mixed tenure housing projects.
- Supporting local authorities with appropriate and specialised skill sets such as programme/project/contract management, technical advice, economic and financial guidance
- 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, Housing Agency etc
- 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 with the housing development and construction sector to identify opportunities and liaise with local government
- Work closely with the CCMA Housing, Building & Land Use Committee, Housing Agency, LDA, DHLGH, Irish Water 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 projects and interaction with the various utilities/contractors/sub-contractors who deliver schemes as part of Housing for All.

## Key Duties and Responsibilities

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:

1	Work collaboratively with local authorities on the delivery pipeline to ensure that the national delivery programme perspective is managed, with a particular focus on social and affordable housing (Affordable Purchase and Cost Rental)
2	Provide advice on delivery channels and provide technical and managerial support and practical advice on non-traditional delivery channels including joint ventures and partnerships with other organisations such as the LDA and Approved Housing Bodies
3	Input to housing delivery in conjunction with the DHLGH and CCMA and provide ongoing reporting and oversight of delivery against targets on a national basis
4	Determine the needs for development of best practice in project management within the sector, including training, information seminars/webinars and workshops
5	Carry out or commission on behalf of a local authority, capital cost project appraisal in line with government guidelines

6	Provide support and advice on the conceptual scoping of projects and the procurement of preliminary supporting reports of a technical, socio-economic 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 reporting tools and key performance indicators to further enable continuous improvement in the quality and long-term operation and management of affordable housing delivery
9	Liaising and collaborating with relevant personnel in local authorities, CCMA, DHLGH, AHBs other government departments and agencies on matters of mutual interest with particular reference to streamlining delivery channels and reporting processes, data collation and analysis and to inform the development of policy positions on issues relating to sectoral strategies and reducing barriers to delivery
10	Adhering to the highest corporate governance standards in line with the Code of Practice for the Governance of State Bodies and to comply with the standards set down by all statutory and governance requirements
11	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
12	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.

# 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:

- 7 years relevant experience
- A keen understanding of housing delivery channels including traditional, design/ build, PPP and JV structures for both mono and mixed tenure housing schemes
- 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 programmes
- Ability to work within and lead multi-disciplinary teams
- Have their 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 following competencies as set out in the LGMA Competency Framework (see Appendix)

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



# Application and selection

## How to apply

All applications should be emailed directly to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie) no later than **5pm on Friday 13<sup>th</sup> January 2023**. 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](mailto:jobapplications@lgma.ie)

## 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. 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 interview will be considered for selection. 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

A panel(s) may be formed on the basis of the outcomes of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise. The placement on a panel does not necessarily lead to a job offer. Candidates whose names are on the panel may be offered a similar role at the same level within the Agency. The life of the panel will be one year.

The selection process will not be concluded until such time as references have been sought and clearance checks, i.e. Garda vetting, occupational health, verification of education qualifications have been carried out.

## **Feedback & Review**

Candidates have the right to seek feedback from their interview. Should a candidate be unhappy with an action or decision in relation to their application for appointment, they have the right to seek a review of the process. This request must be made within 5 working days of receiving notification of the decision on their application.

## **Deeming of Candidate to be Withdrawn**

Candidates who do not attend for interview as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

## **Offer of Appointment**

The LGMA shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month. If they fail to take up the appointment within such period, or such longer period as the Agency in its absolute discretion may determine, the Agency shall not appoint them. All appointments are subject to receipt of satisfactory references and candidates may be required to produce documentary evidence of qualifications or experience claimed in their applications.

## **Probationary Period**

All new employees are required to satisfactorily complete a probationary period. In accordance with the 'Terms and Conditions of Employment' in their employment contract employees will be required to serve an initial probationary period. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a decision on whether the employee has completed their probation satisfactorily.

**Candidates should note that canvassing will disqualify their application.**  
**The Local Government Management Agency is committed to a policy of equal opportunity.**

# Principal Conditions of Service

## General

The appointment is to a Temporary post 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 is as follows as at 1st October 2022:

Point No.	1	2	3	4	5
Salary	€72,780	€73,430	€76,284	€79,159	€82,038
Point No.	6	7	LSI 1	LSI 2	
Salary	€84,886	€87,753	€91,005	€96,185	

The salary shall be fully inclusive and shall be as determined from time to time. 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. Subject to satisfactory performance increments may be payable in line with current Government Policy.

## Tenure and Contract

The position of Housing Delivery Project Manager- Grade 8 is on a Secondment basis for a period of 3 Years.

## Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 35 hours per week. The LGMA operate a Blended Working model. Each blended working application and the appropriate office attendance will be considered on an individual basis, giving due consideration to the agency's wider organisational, functional and team requirements. Specific days of workplace attendance and remote working will be determined by the executive. Workplace attendance is based on a three day per week pattern. The LGMA currently have a flexible working hour attendance scheme in operation.

## **Location**

At present the LGMA has offices at two locations in Dublin. When absent from home or headquarters on official duty appointees will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations.

## **Annual leave**

The Annual Leave allowance for New Entrants is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the LGMA, is based on a five-day week and is exclusive of the usual public holidays.

## **Confidentiality**

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process.

## **Freedom of Information**

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.

## **Data protection**

The information submitted with an application is used in processing the candidature and subsequent employment (if successful) and such information is held subject to the rights and obligations of the Data Protection Acts.

## **Important Notice**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

**Please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland.**

# Appendix - Grade 8 Level Competencies

Strategic 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						