



Information Booklet

Project Lead, Grade 7

Local Government Digital and ICT Strategy

(3-year Contract - Secondment/Confined)

Applications to be submitted by 5th September 2024 @1pm.

Fully completed applications to be emailed to
jobapplications@lgma.ie

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
- We are at the forefront in leading several national projects including:
 - Housing Delivery Co-ordination Office
 - Driving and supporting the local government sector to meet social and affordable housing needs, by overseeing the pipeline of delivery, investigating, and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.
 - Town Centre First Office
 - Co-ordinating and supporting the local government sector in the delivery of 'Housing for All' and 'Our Rural Future' to tackle vacancies and combat dereliction in town centres through the Town Centre First programme.
 - Emergency Vacant Housing Delivery (Ukraine) Unit
 - Co-ordinating and supporting local government actions to identify and repurpose vacant property to meet emergency housing needs as part of the Emergency Housing Delivery (Ukraine) National Coordination Unit.
 - Local Authority Circular Economy Co-ordination Office
 - Coordinating and supporting the delivery of the local government commitments under the Waste Action Plan for a Circular Economy by re-aligning governance and coordinating the already established national shared services waste programmes to ensure the efficient delivery of local, regional, and national waste targets.

Water Services Transition Office (WSTO)

WSTO works in collaboration with local authorities, Uisce Éireann and other stakeholders to progress the transition and implementation of the Water Services Change Programme in local authorities. A key focus of the Water Services Transition office is to support the implementation of the Water Services Master.

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

Project Background

Digital Local Government: Working for Everyone is Ireland's Local Government Digital and ICT Strategy 2030. The strategy was adopted in September 2023. The strategy has been designed as a business strategy for the sector, with the aim of using technology to support the delivery of the sector's business objectives. The strategy is comprised of several sections –

Foreword sets out the role of local government and achievements to date with ICT in the sector; outlines the potential for the strategy to support various priorities in the sector; identifies the potential for the use of new and emerging technology; describes the need to support our staff with tools and training; sets out our ambition for the strategy.

Part 1: Context outlines existing European and national strategies which provide a context for this strategy.

Part 2: Vision sets out a vision for modern local government services powered by digital technology.

Part 3: Themes and Enablers sets out the four core strategy themes of –

Digital Services; Digital Communities; Digital Workforce; Digital Systems

Seven key enablers are also set out which will support the four key themes.

Part 4: Statements of Intent is the main body of the strategy; it consists of 38 statements of intent grouped under each of the four core themes; these statements of intent set out our aspirations and what we intend to achieve over the lifetime of the strategy; a case study is also included for each of the core themes to provide examples of best practice in the sector to date.

Part 5: Delivery Approach outlines how we intend to turn this strategy and the statements of intent into reality, including an implementation plan, flexibility/adaptability, measurement and phasing; an indicative timeline for the first phase of the implementation plan is included.

Part 6: Road Ahead – describes what the future will look like and what we will achieve through the implementation of this strategy.

The following are the benefits envisaged by 2030 as a result of implementing the strategy –

- 90% of applicable local government services will be online.
- our communities will have the connectivity, facilities and support that they need to take part in digital society.
- our staff will have the tools and skills to enable modern, digital working; and
- We will have secure, modern, linked systems that will make sure our service provision is efficient and effective.

A draft action plan has been developed in parallel with the development of the strategy. The plan includes 73 actions grouped into Now (1-2 years), Next (3-4 years) and Later (5-6 years) actions. The action plan will be reviewed annually. Progress will be assessed with quantitative measures such as usage of online services which will be published annually. Qualitative measures will also be gathered through feedback from members of the public, businesses, and staff. These quantitative and qualitative measures will be analysed, and that analysis will be an input to the annual review. Following the review process the action plan will be amended as required.

A funding proposal has been approved by the LGMA Board for strategy actions to be delivered in 2024. The funding proposal includes provision for the recruitment of a small team to manage the implementation of the strategy.

A Programme Board has been established to provide appropriate governance

arrangements in relation to the implementation of the Local Government Digital and ICT Strategy and to oversee and guide the successful implementation of the action plan.

About the role

The Project Lead – Grade 7 (Temporary) will work as part of the Digital and ICT Strategy team which manages the implementation of **Digital Local Government: Working for Everyone** – Ireland’s Local Government Digital and ICT Strategy 2030. The Digital and ICT Strategy team is part of the Digital, ICT and Cybersecurity pillar of the LGMA. The team is responsible for managing the programme of work to deliver the actions in the action plan, manage the strategy implementation team, manage the tender process for consultancy support services to implement the strategy action plan, and work with successful tenderers and stakeholders to deliver the actions in the strategy action plan.

The Project Lead will promote the Digital and ICT Strategy through specific actions that are included in the Digital and ICT Strategy Action Plan. The Project Lead will work as a member of the Digital and ICT Strategy team and will report directly to the Project Manager Grade 8 – Local Government Digital and ICT Strategy. The Project Lead will work closely with colleagues in the Digital and ICT Strategy team in relation to the performance of their duties. They will also work with local authorities, external service providers, external agencies, and other stakeholders to deliver the actions set out in the Digital and ICT Strategy Action Plan. The Project Lead will have an important communication and collaboration role both internally within the Digital and ICT Strategy Team and within the LGMA, and also with local authorities and wider sectoral interests.

Key Duties and Responsibilities

Within this overall remit, specific duties of the post will include:

- To support the Project Manager Grade 8 – Local Government Digital and ICT Strategy in managing the implementation of the Digital and ICT Strategy action plan;
- To be responsible for managing work areas relating to the implementation of the Digital and ICT Strategy;
- To be responsible for the day-to-day operations of these work areas;
- To work collaboratively with the 31 local authorities to deliver the actions in the strategy action plan and to develop business cases for actions which will include the identification of options, a recommendation and a clear implementation plan;
- To implement and deliver projects to the highest standard using a full range of management disciplines;
- Promote and utilise best practice in project management methodologies, governance, standards & protocols;
- To identify and agree work programmes, targets and deadlines and ensure their subsequent implementation;
- Be highly organised and experienced in administration and managing multiple elements of project delivery within agreed timeframes;
- To provide programme reports as required;
- To prepare budgets and ensure that work programmes are implemented within allocated budgets;
- To provide financial management of work programmes including management of Purchase Orders, invoices, etc.;
- To provide contract and vendor management with successful tenderers to deliver consultancy services to the LGMA;
- To manage and supervise employees up to the position/grade of Grade 6 or analogous grades and to ensure the training and development of such employees;
- To develop and maintain relationships with stakeholders to ensure successful implementation of the strategy including the CCMA; Department of Housing, Local

Government and Heritage; HIS Group; LGMA; Government Departments; and Office of the Government CIO; and

- 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.

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 have on the latest date for receipt of completed application forms:

A) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), in a relevant computing discipline and at least 4 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

- (i) B) A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award (i.e. honours degree), or higher, with computing taken in the final year and at least 5 years directly relevant, recent ICT hands-on experience from your employment to date*

OR

- (ii) C) A qualification at Level 7 on the National Framework of Qualifications (NFQ) major award (i.e. ordinary degree), in a relevant computing discipline and at least 5 years directly relevant recent ICT hands-on experience from your employment to date*.

OR

- (iii) D) A Level 6 NFQ major award qualification in a relevant computing discipline and at least 6 years directly relevant recent ICT hands-on experience from your employment to date.*

AND

- (iv) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

*Relevant ICT hands-on experience should include, but is not limited to: areas such as managing delivery of digital solutions, enterprise architecture, software and applications development projects involving a range of technologies and platforms covering web development, data management, database administration, business analysis/discovery, business intelligence and data analytics, DevOps, enterprise architecture, technical infrastructure service design and delivery, server and client operating systems and architecture stacks, telecommunications and networking infrastructure delivery support, technical support, ICT service management, operations and server support, ICT/ cyber security, mobile device management, virtualisation delivery support, database and application support, cloud computing, etc.

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5th September 2024 @1pm**. 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

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. 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 for temporary posts. 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., 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.

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

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview as requested or do not furnish such

evidence as requested regarding 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 for 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 Grade 7 is as follows (as of 1st June 2024):

Point No.	1	2	3	4	5	6
Salary	€57,675	€59,086	€60,734	€62,387	€64,040	€65,517
Point No.	6	7	8	9	LS1	LS2
Salary	€65,517	€67,030	€68,494	€69,956	€72,460	€74,978

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. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure

The contract duration for the position of Project Lead, Grade 7 – Local Government Digital and ICT Strategy is for a two-year period from date of appointment.

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 position holder will be required to work a five-day week. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector. The LGMA currently have a flexible working hour attendance scheme in operation.

Blended Working

LGMA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, LGMA has implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. Applications for blended working will be considered under the terms of the blended working policy. For more information on the Blended working policy please contact jobapplications@lgma.ie

Location

An officer's headquarters shall be such as may be designated from time to time. 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 7 Level Competencies

Strategic Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission, 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 Performing	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						

