



Information Booklet

Project Lead - Grade 7

1 Year Temporary contract

Apply by 5pm on Friday 29th April 2022



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 co-ordinated and effective delivery of local government services and policy.

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.

You can find out more about the LGMA at www.lgma.ie.

About the role

The Local Government Management Agency is responsible for the introduction of the Online Planning Portal, which will enable Online Planning Applications, Online Submissions on planning applications and Part 8 applications to be managed electronically by all Irish local authorities.

The Online Planning Portal is now live and can be found at <http://planning.localgov.ie>. We are currently looking for a Project Lead to join the Online Planning Portal Project Team.

This is a temporary role for an initial 1-year contract. If the successful applicant is already an employee of a local authority, the post can be filled on a secondment basis.

About The Online Planning Portal

The continued development and rollout of the Online Planning Portal is being managed by the Local Government Management Agency.

Currently, the Portal is in the pilot phase and allows for Online Planning applications to be submitted to two local authorities: Tipperary County Council and Galway County Council. The capacity to submit applications to the remaining local authorities will be added on a phased basis place over 2022 and 2023.

Over the coming months, the website will also allow users to make submissions on planning applications and will facilitate Part 8 planning applications and submissions. The LGMA will be working with vendors while the remaining functionality is

completed.

The functionality of the website is being developed by two primary vendors and is hosted on servers within the LGMA Campus. The Portal consists of a Drupal front-end which the public will be using, and a Sugar CRM system which manages the transitioning of Planning Applications data and documentation from the public facing website to the individual Local Authorities' Planning Management Systems (iPlan/APAS/Odyssey) and Document Management Systems.

The role of the LGMA is to manage the development of the project, to liaise with Local Authorities and key stakeholders to ensure the smooth rollout of the Portal and to act as first-line support for both applicants and local authority staff using the Portal.

The Role

This is an exciting opportunity to be part of the Online Planning Portal Project Team and make a meaningful contribution to the delivery of an online solution which will transform how Planning services are delivered to the public. The role will offer the potential candidate the experience of working on a high-profile, large-scale nationwide government project.

The role of Project Lead is a pivotal role and will involve liaison with multiple stakeholders, influencing at all levels. It provides an excellent opportunity to gain experience of working closely with local authorities from all over Ireland and with experienced Software Development vendors. You will work closely with the Online Planning Portal Project Team, the Project Board, Project Working Groups, and colleagues across the LGMA and the entire local government sector.

The Project Lead will report to the Online Planning Portal Project Manager and will be a key member of the Project Team. You will also work with other teams across the LGMA, including the Project Management Office, Networks Operations Centre, Communications Team, and others.

Please note that although the Portal is to be rolled out across all Local Authorities, it is envisaged that most of the stakeholder engagement will be online, via MS Teams. Deployment will also be performed remotely.

Key responsibilities

- Work with local authorities to assist staff in managing the change required to transition from receiving applications and submissions by paper to receiving these electronically.
- Liaise with the rollout team in each local authority ahead of rollout to ensure that all necessary pre-requisites are in place to enable rollout to proceed.
- Liaise with vendors to develop remaining functionality and to have any issues arising during pilot addressed.

- Liaise with the Networks Operations Centre in the LGMA to ensure that all necessary connectivity is in place.
- Provide first-Line support of the Portal for those local authorities that have already gone live. Please note that this is not an overly technical role, it involves diagnosing issues and referring these to the relevant party for resolution.
- Engage with local authority teams in the pilot local authorities to discuss any issues that arise and refer these on to the appropriate party for resolution.
- Produce documentation/videos for use by applicant, agents, local authority staff.
- Conduct training of local authority staff ahead of rollout.
- Engage with the local team in each local authority during the rollout stage, to ensure all necessary tasks are completed.
- Conduct testing in each local authority prior to go-live.
- Engage with stakeholders as required.
- Highlight potential risks and act proactively to resolve issues.
- Other duties as required.

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. A proven track record in leading projects, motivating teams to complete tasks within defined timelines, and reporting on progress.

And

- II. A good understanding of the Irish Planning Process and related legislation

And

- III. A strong technical ability and aptitude.

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
Operational Planning
Performance through People
Leading and Motivating
Managing Conflict
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation and Initiative and Achievement

Desirable but not essential

- Experience of managing change and implementing new initiatives.
- An appreciation and understanding of the Irish local government sector.
- Ability to pro-actively identify the tasks that need to be undertaken in order to reach a goal and to complete these tasks in a timely manner.
- Ability to be flexible and adaptable enough to react to changing circumstances.
- Ability to quickly understand and engage with the technical, contextual, and practical elements of a project.
- Strong initiative, communication, presentation, relationship building and planning skills
- Strong time management, goals setting and task prioritisation abilities
- Teamwork – able to work with others as part of a team, to take and to give direction and to provide assistance to team-mates as and when required.

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than 5pm on Friday 29th April 2022.

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 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

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.

Feedback and 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 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.

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

This is a temporary post in the Local Government Management Agency and is subject to general terms and conditions relating to appointments in the Agency.

Remuneration

The salary scale for this position is as follows as at 1st February 2022:

Point No.	1	2	3	4	5	6
Salary	€51,853	€53,122	€54,605	€56,089	€57,577	€58,903

Point No.	7	8	9	LSI 1	LSI 2
Salary	€60,264	€61,582	€62,894	€ 65,147	€67,410

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.

Important Note for applicants from a Local Authority/Public Body:

A successful current Grade 7 candidate from a Local Authority/Public Body, if offered the position, shall remain on their current annual salary.

A successful candidate from a Local Authority/Public Body who is in a role that is currently lower than Grade 7, will be offered a promotional opportunity and salary will be determined in accordance with Circular E/L. 5/67 – Starting Pay on Appointment or Promotion.

Tenure

The contract duration for the position of Project Lead – Grade 7 is for a one-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 37 hours per week. The position holder will be required to work a five-day week. The LGMA currently have a flexible working hour attendance scheme in operation. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector.

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).

Appendix – 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 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						