



**Information Booklet for the role of
Housing Delivery Co-Ordination Office (HDCO) Project
Manager – Procurement Co-ordinator
3-year Secondment**

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 Manager 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.

Serviced Site Funding (SSF) has been provided to deliver 6,000 affordable homes and to date funding has been allocated to local authorities to provide over 4,000 affordable homes.

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 given the importance of affordable housing delivery there is now a requirement to co-ordinate the affordable housing delivery programme as well.

The Role of Project Manager

This competition is being held to recruit a Project Manager, with specific responsibility for co-ordination of procurement activities associated with Social and Affordable housing, in the Housing Delivery Co-ordination Office on a secondment basis for a minimum period of 3 years.

The Project Manager will report directly to the Programme Co-ordinator of the HDCO and will be tasked with co-ordinating and advising on the various procurement processes, including the use of appropriate frameworks, for use by local authorities in the delivery of social and affordable housing elements of the Housing for All programme. The successful candidate will join a team of project managers in the HDCO to work with all local authorities, Government departments, Approved Housing Bodies, external stakeholders including the LDA, HA, and the Office of Government Procurement and joint venture partners to maximise the efficient delivery of sustainable housing solutions aimed at achieving the targets set out in the Housing for All programme.

The successful candidate will be required to work closely 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 procurement of 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:

- Advising the sector on best practice in the procurement and delivery of :-

- (i) social housing
- (ii) affordable and mixed tenure housing

including design consultants, design and build tendering processes and public works contracts

- Supporting and assisting local authorities with appropriate and specialised skill sets such as procurement frameworks, dynamic purchasing systems and legal advice regarding procurement
- Supporting local authorities in their engagement and collaboration with joint venture partners, public private partnerships
- 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 & Land Use Committee, Housing Agency, LDA, DHLGH, OGP and LGOPC and other stakeholders

The post holder will have responsibility for the implementation of best practice in procuring 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.

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:

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| 1 | Work collaboratively with local authorities on the delivery pipeline to ensure that the national perspective is managed, with a particular focus on efficient and effective procurement of social and affordable housing in accordance with the Public Spending Code and other relevant criteria |
| 2 | Provide advice on delivery channels and provide technical and managerial support and practical advice on non-traditional procurement channels including joint ventures, PPP's, leasing and licencing. |
| 3 | Evaluate, develop and implement appropriate frameworks for all aspects of housing delivery in conjunction with the DHLGH, OGP, LGOPC and CCMA and provide ongoing reporting and oversight of procurement strategies on a national basis |
| 4 | Determine the needs for development of best practice in procurement within the sector, including training, information seminars/webinars and workshops with particular reference to the Public Spending Code and Public Works Contracts. |
| 5 | Obtain or commission on behalf of local authorities, specialist procurement legal |

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| | advice services to ensure timely decision making on procurement issues as they arise |
| 6 | Provide support and disseminate best practise on the conceptual scoping of projects and the procurement strategies for all aspects of housing delivery. |
| 7 | In conjunction with the team in the HDCO advise on the preparation of effective project management, project governance, risk management, financial management, budgetary controls and procedures associated with housing delivery |
| 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 the Programme |
| 9 | Liaise and collaborate 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 reduce barriers to delivery |
| 10 | Adhere 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 | Keep abreast of relevant external developments, trends and opportunities which may be beneficial to the functions and the role of the HDCO, local authorities and the DHLGH |
| 12 | Undertake 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 for the HDCO 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 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 Procurement and Project Management at appropriate level, including staff and consultant management and advanced knowledge of public procurement legislation
- Experience and understanding of the principles of establishing and utilising frameworks for consultants and contractors for efficient public sector procurement
- 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 and compliance requirements in accordance with the Public Spending Code.
- 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 and reporting 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.

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

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| 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 |

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 Manager 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 Officer at 1st July 2021:

| Point No. | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|---------|---------|---------|---------|---------|---------|
| Salary | €69,267 | €70,568 | €73,329 | €76,092 | €78,860 | €81,598 |

| Point No. | 7 | LS 1 | LS 2 |
|-----------|---------|---------|---------|
| Salary | €84,353 | €87,480 | €90,595 |

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 Manager – 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 | | | | | | |