



# Information Booklet

## 3 Year Secondment

**Programme Coordinator Housing  
Delivery Coordination Office (HDCO)**

**Confined to the Local Authority  
Sector and LGMA Employees**

Applications to be submitted by 5pm on 20th of February 2024  
Applications to be emailed to [jobapplications@lgma.ie](mailto: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 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 several 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.
- We develop, procure, maintain, and provide support for several internal and managed 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.

- We provide 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 vacancy, 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 Coordination 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 Eireann 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

Cooperation agreement and the development of the associated governance structures.

Find out more about the LGMA at [www.lgma.ie](http://www.lgma.ie)

## About the role – HDCO Programme Coordinator

This competition is being held to recruit a Programme Coordinator to lead the Housing Delivery Coordination office on a secondment basis for a minimum period of 3 years.

Local authorities are tasked with the delivery of Housing for All – A new Housing Plan for Ireland in partnership with the Department of Housing, Local Government & Heritage (DHLGH), the AHB sector and the private sector. The plan includes measures and pathways to support home ownership and affordability, eradicate homelessness, increase the supply of social housing, increase new housing supply, address vacancy and efficient use of existing stock and enable a sustainable housing system.

The Housing for All Plan has committed to delivering 47,600 new build social housing units between 2022 and 2026. Each local authority has a social housing delivery target, set on a multi-annual basis to deliver the overall objectives of the plan. In addition, the Local Authority sector has been tasked with delivering 7,300 affordable dwellings within the same time period.

In addition to the above the plan also contains objectives to complete a programme of energy retrofitting of 36,000 social housing units by 2030 and migration towards a planned and programmed maintenance regime for social housing in all Local Authorities.

In 2020 the local government sector in conjunction with the CCMA Housing, Building and Land Use Committee and the Department of Housing, Local Government and Heritage, established the Housing Delivery Co-ordination Office (HDCO) to bring an overall sectoral approach to the actions and

responses required to deliver the Housing for All plan by Local Authorities and to establish best practice and highlight innovation across the sector.

The Programme Coordinator will report directly to the Chief Executive Officer of the Local Government Management Agency and the Chair of the CCMA Housing, Building and Land Use Committee. S/he will be required to lead a multi-disciplinary team tasked with coordinating and advising on the delivery of elements of the Housing for All programme. The current HDCO team consists of an Assistant Programme Coordinator, five project Managers and two Project Coordinators for Housing Stock management. The team works with all local authorities, Government departments, Approved Housing Bodies, external stakeholders including the LDA, HA, utility companies 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 Plan.

The successful candidate will be required to work collaboratively with the 31 local authorities, with the Department management and housing delivery teams and with the various stakeholders to provide oversight on sectoral performance with reference to the management, collection, analysing and collating the data on progress. S/he will bring an overall sectoral approach to maximising social and affordable housing delivery in line with Government targets through (i) advice on best practice approaches to delivery and (ii) the provision of expert guidance to the sector to help overcome any obstacles and barriers to maximising delivery, with a particular focus on increasing the proportion of "own build" delivery by the sector. The role of the office includes but is not limited to the following:

- With a strong focus on Government's social and affordable housing targets, advising the sector on best practice in the delivery of social and affordable housing and working closely with the LA and DHLGH housing delivery teams to maximise the impact of the HDCO team on delivery.
- Supporting local authorities to develop appropriate and specialised skill sets such as programme/project/contract management, technical advice, economic and financial guidance.

- Supporting local authorities and DHLGH in their engagement and collaboration with Approved Housing Bodies and Utility Companies.
- Working with the LA sector to collect and collate real time credible data on social/affordable housing delivery pipeline, (e.g. realistic milestones, completion dates), LA housing landbank data 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, the Department, Housing Agency, LDA, Irish Water and other stakeholders.
- Oversight of the social and affordable housing delivery by Local Authorities under the Housing for All Plan and working with the Department's Social and Affordable Housing Divisions on the strategic approach to maintaining and upgrading delivery data. The office will be responsible for the existing central repository for the required delivery information and for transitioning this to a planned new ICT system (Díon) being led by DHLGH. It will further ensure whether through secondment or procurement or skills development, that expertise will be available to local authorities on best practice in project management in the delivery of houses and will provide oversight on the delivery programme at national level.
- S/he will be responsible for teams dedicated to continuous improvement initiatives, fostering innovation and providing strategic support to the sector.

## Key Duties and Responsibilities

Within this overall remit and under the general direction of the Chief Executive Officer of the LGMA and the CCMA, specific duties of the post will include:

- Work collaboratively with the Department management and housing delivery teams, Chair, Vice-Chair and Executive of the CCMA and CCMA

Housing, Building & Land use Committee, integrating the work of the HDCO with the CCMA objectives to assist in delivery of social and affordable housing objectives;

- Provide advice on delivery channels and provide technical and managerial support and practical advice on newer forms of social / affordable housing delivery channels including design and build, MMC, leasing, PPP and JV;
- Input to social and affordable housing target setting in conjunction with the DHLGH and ongoing oversight of delivery against targets on a national basis;
- Liaising and collaborating with relevant personnel in local authorities, CCMA, the Department, AHBs other government departments and agencies on matters of mutual interest with reference to streamlining delivery channels and reporting processes, data collation and analysis and informing the development of policy positions on issues relating to sectoral strategies to reduce barriers to delivery.
- Support the continuing development of systems and processes to ensure appropriate data is available to inform effective decision making, drive continuous quality improvement and provide policy input on emerging and existing issues on social and affordable housing delivery, with a key focus on transitioning existing systems to work alongside the new 'Dion' ICT system being implemented by DHLGH.
- Continue to maintain and enhance existing databases in the areas of Local Authority housing landholdings and general land acquisition activity to maintain required delivery across the sector.
- Provide support, advice and project monitoring and information systems for the social housing energy retrofit programme.
- Working with DHLGH, to drive the migration to preplanned /programmed maintenance regime for LA social housing stock.
- Provide support and advice on the conceptual scoping of housing-related 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.

- Leveraging best practice across the sector, advise on the preparation by LAs of effective project management, project governance, risk management, financial management, budgetary controls and procedures and the production by LAs of project Risk Register and Risk Mitigation Plans for all potential high impact risks. Ensure ongoing advances, as required, in the delivery programme through supporting 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 housing delivery and stock improvement programmes.
- Have executive responsibility for the operation of the Office and manage the deployment of resources (including human and financial resources) within the area of responsibility to ensure the delivery of optimal results with the available resources.
- Adhering to the highest corporate governance standards in line with the Code of Practice for Governance of State Bodies and complying with the standards set down by all statutory and governance requirements.
- 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.
- 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

### **Character**

Candidates shall be of good character.



## **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **Education, training, experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms, have the following:

- Have a proven track record of Housing Delivery Project and Programme Management, including staff and consultant management and advanced knowledge of public procurement legislation.
- A keen understanding of housing delivery channels including traditional design/ build, modern methods of construction, PPP build and JV structures.
- An understanding of Public Capital Programme rules and parameters including Capital Appraisal, CBA, Public Spending Code etc.
- 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.
- Excellent data management, collation and analytical skills.
- 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 understanding of data management and display systems.
- Ability to work within and lead multi-disciplinary teams.

- Will have his/her own transport with a full clean driving licence.
- Possess the requisite knowledge and ability and be suitable to discharge the duties of the position.
- Candidates must be an existing employee of a local authority.

**AND**

- Hold a third level qualification of at least degree level in a related field.

**AND**

- Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix A below)

### **Membership**

With the support of the LGMA, the successful applicant will be required to become a member and maintain membership of the Chartered Institute of Housing (CIH).

## 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 20th February 2024. 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 these 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. Interviews will be in person. 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 key competencies as set out in LGMA Competency Framework.

## **Panels**

A panel(s) may be formed based on the outcome of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for both temporary and permanent posts. 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 about 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. 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.

As per the Department of Housing, Local Government and Heritage Local Authority Chief Executive (Remuneration) (No. 2) Order 2023, the salary applicable to the

position is €154,134 per annum.

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.

## **Tenure and Contract**

The position of Programme Coordinator is a temporary full-time role for 3 years.

## **Hours of Attendance**

Hours of attendance will be as fixed from time to time. Typically, hours will be in the order of 35 hours per week, however, the position of Project Coordinator may involve additional hours in excess of the standard working week, without additional remuneration.

## **Blended Working**

The 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](mailto:jobapplications@lgma.ie)

## **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 a comprehensive list of all terms and conditions of employment. The Secondment Agreement will include the full list of terms and conditions.

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

# LGMA Competency Framework

## Senior Manager Framework

Section One			Section Two		Section Three		Section Four
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 and Welfare at Work						