

Programme Manager – Mayoral Programme

**Fixed Term Contract for the term of
the Mayor of Limerick
(June 2029)
(Senior Executive Officer Analogous)**

Candidate Information Booklet

Closing Date: Monday 15th June 2026



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Programme Manager - Mayoral Programme

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The Position:

Limerick City and County Council is inviting applications from suitably qualified persons for the role of Programme Manager to oversee the key projects within the Mayoral Programme and ensure progress in a timely and cost-effective manner. The successful candidate will be responsible for identifying and managing risks, dependencies, benefits, stakeholders and monitoring performance, scheduling, budgeting, organisation, co-ordination, and implementation of the projects.

The successful applicant will report to the Directly Elected Mayor or a nominee of the Director General and will require significant programme management experience. It would be ideal although not essential if some of that experience was with or within the public sector.

Duties and Responsibilities of the Post:

The Programme Manager will be required to work on all elements of Programme Definition and Delivery including:

- Provide strategic leadership and oversight for overall delivery within the Mayoral Programme.
- Ensure programme objectives align with the Mayor's vision and deliver intended benefits.

- Develop and maintain a comprehensive programme plan, including governance structures, timelines, and resource allocation.
- Monitor interdependencies between projects and manage risks at programme level.
- Engage with senior stakeholders, funding bodies, and government agencies as required to secure resources and approvals.
- Prepare and present regular programme status reports to senior management and elected members.
- Support the appropriate control functions of Limerick City and County Council to monitor compliance with public spending code and relevant legislation across all projects.
- Support the appropriate control functions of Limerick City and County Council to manage programme-level risks and implement mitigation strategies.
- Coordinate procurement strategies and oversee adherence to procurement regulations across the Programme.
- Oversee the programme budget in line with financial controls put in place across all projects by the Accounting Officer.

The appointed person may undertake other duties connected to the Mayor's Programme as may be assigned by the Directly Elected Mayor or a nominee of the Director General.

Specific Responsibilities:

Programme Governance & Strategic Alignment:

1. Lead the governance framework for the Limerick Mayoral Programme, supporting compliance with statutory and policy requirements.
2. Align programme objectives and milestones with the Mayor's strategic vision and Council priorities.
3. Develop and maintain a comprehensive programme plan, including timelines, milestones, and resource allocation.

Stakeholder Engagement & Communication:

4. Engage with and manage the relationship with elected members, senior officials and relevant agencies to ensure transparency, collaboration and relevant reporting.
5. Provide any necessary support for public consultation processes undertaken by senior managers and project owners for programme initiatives.

Programme Oversight & Delivery:

6. Oversee multiple projects within the programme, ensuring interdependencies are managed effectively.
7. Monitor progress against programme objectives, reporting regularly to senior management and governance committees.

Financial & Risk Management:

8. Prepare and manage the overall programme budget in close collaboration with the staff of the Finance Directorate, supporting project managers with financial controls, compliance with the Public Spending Code and other relevant regulations that are in place across all projects within the Programme.
9. Maintain a programme-level risk register in line with council policy, implementing mitigation strategies for high-impact risks.
10. Ensure alignment with senior managers and project owners on financial allocations on individual projects.
11. Support Project Managers in developing appropriate procurement strategies for the programme office.
12. Manage allocation of resources across projects, ensuring the Mayor's vision is effectively represented.

Performance & Reporting:

13. Review monthly programme performance reports, including financial and risk updates.
14. Chair programme steering group meetings as required and maintain accurate records of decisions and actions.
15. Conduct any relevant post-programme reviews to evaluate outcomes and lessons learned.

Leadership & Team Management:

16. Manage performance, conduct, and attendance of any direct reports within the Programme team.
17. Promote continuous improvement and innovation in programme delivery.

Essential Requirements:

Candidates must;

- (a) have satisfactory experience at an appropriate level in leading teams and managing resources;
- (b) possess a high standard of administrative and management experience at an appropriate level;

Desirable Requirements:

Ideally the Programme Manager will possess some or all of the following;

- a) Minimum Level 6 qualification in Programme/Project Management, or a related discipline.
- b) Experience in managing complex programmes or multiple large-scale projects.
- c) Experience of policy/strategy implementation in a political or government/public body type environment.
- d) Have knowledge and understanding of programme governance, public procurement legislation, and compliance frameworks.
- e) Proven leadership and stakeholder management skills at a senior level.
- f) Excellent communication, negotiation, and interpersonal skills.
- g) Experience in financial management and reporting.

* Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

Terms and Conditions:

1. The Post

Fixed term contract.

2. Annual Leave

The successful candidate will have the standard public sector leave allowance for a post of this seniority.

3. Salary

Salary scale: **€81,777 - €108,074** per annum. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. The terms of the Public Service Agreements 2024-2026 shall apply.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently **€81,777**).

4. Location

Merchant's Quay, Limerick City.

5. Hours of Work

The working hours at present provide for a five day, thirty five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post will require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

6. Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

7. Superannuation

The relevant Superannuation Scheme will apply.

8. Travel

Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Limerick City and County Council Travel, Subsistence and Expenses Policy.

9. Citizenship

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

10. References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

11. General Data Protection Regulation

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

Application Process:

Completed application forms must be e-mailed to recruitment@limerick.ie no later than **Monday, 15th June 2026**.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date. CV's will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

Selection Process:

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

Limerick City and County Council is an Equal Opportunities Employer.