



**LGMA**

An Ghníomhaireacht  
Bainistíochta Rialtais Áitiúil

Local Government  
Management Agency



## **Coordinator - Grade 9**

## **Water Services Transition Office**

2 Year Secondment Opportunity

Confined to the Local Government Sector

& LGMA Employees

**Closing date: Apply by 1pm on the 9<sup>th</sup> May 2025**

**Email fully completed applications to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie)**

# About WSTO

The Water Services Transition Office (WSTO) was created in 2013 to support the Water Sector Reform Programme and supported the delivery of Water Services by Local Authorities through a Service Level Agreement with then named Irish Water.

- It provides support to the CCMA and local authorities in the transition of water services to Uisce Eireann
- It takes an active part in managing the change transition process
- It works to protect the interests of local authorities and local authority staff

The office represents the sector in a co-ordinated manner, in working with the Department of Housing, Local Government and Heritage (DHLGH), Uisce Eireann and other stakeholders.

A Framework for Future Delivery of Water Services was published in 2022 which was developed through an engagement process facilitated by the Workplace Relations Commission between the Department of Housing, Local Government & Heritage, Irish Water, the CCMA, the LGMA, and union representatives. This Framework will assist in ensuring a stable operational environment is maintained as the water sector completes the transition to a national water services authority. Implementation will require ongoing partnership and collaboration between the parties at local, regional, and national level.

## WSTO Areas of Work

In 2023 each local authority entered into a Master Co Operation Agreement (MCA) with Uisce Éireann for the transition of management and direction of Water Services from Local Authority to Uisce Éireann. The period of the MCA transition is up to 31<sup>st</sup> December 2026

Subsequently, throughout 2024, each Local Authority entered into a support services agreement (SSA) with Uisce Éireann which outlines the shared dependencies of both parties on reaching full transition, and highlights exit periods up to 2026 that these dependencies will cease.

Existing Local Authority Water Services staff, together with Uisce Éireann direct employees, are now under the direction and management of Uisce Éireann for the duration of both MCA and SSA.

The main role of the WSTO office is to manage the transition, implement the change programme across stakeholders, and acts as an intermediary between CCMA, LGMA, DHLGH and Uisce Eireann as required. The role of WSTO in respect of the above will include the management of issues arising post the MCA transition date of the 31<sup>st</sup> December 2026.

WSTO team members are responsible for representing the interests of local authorities, negotiating on behalf of the local authority sector, assisting in the management of transition and change and co-ordination and delivery of communications critical to the change programme.

## About the role

The Co-Ordinator will report directly to the Chief Executive Officer of the Local Government Management Agency (LGMA).

With a strong focus on quality service and delivering results, the Co-Ordinator will be a role model, embedding organisational values and developing capacity and resilience within the team, to adapt effectively to ongoing change and achieving high levels of performance.

The post holder will have responsibility for Pillar 5a – Water Services Transition Office.

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

- Promoting consensus across the sector over the course of the Local Authority / Uisce Éireann MCA and SSA and in the context of the Framework transition programme
- Carrying out research and data gathering on behalf of the sector to identify challenges that may remain to the Local Authority Sector post full transition
- Identifying payments due to local authorities for stranded costs arising from the Water Services Transformation Programme and collaboration on other legacy issues and participation on National Legacy Issues Working Group, and provide follow-up on outcome actions of group as required
- Supporting the CCMA and its committees in their policy making, project delivery, oversight, and representational roles.
- Attending and supporting strategic transformation groups, developing relationships with, and supporting the activities of CCMA Chief Executives on national working groups with other relevant stakeholders, including government departments, Uisce Éireann, National Unions and sector representatives.
- Providing advice, assistance, and support to local authorities on sectoral approaches to local authority business activity
- Supporting the Regional Local Authority Networks
- Progressing the WSTO work programme to 2026 to ensure full transition
- Provide oversight and governance structure to transition activities
- Provide oversight and management of WSTO operations including reporting, financial, risk, communications and staffing.

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:

- Be an existing employee of the local government sector.
- Be employed at a level not lower than grade 8 or an analogous grade.
- Have a reasonable knowledge of the Water Sector Transition Programme and / or defined experience in managing and implementing large scale change programmes
- Have defined experience in managing, negotiating and influencing across multiple stakeholders
- Have strong excellent relationship management, interpersonal and communication skills
- Have strong research and analytical skills
- Be highly organised and disciplined, driven to deliver the required results
- Have an ability to work under pressure in a complex environment and to tight timelines
- Have proven ability in report writing and editing
- Be proficient in use of IT systems, business intelligence tools, program management, business process improvement and benefits realisation
- Have a career record that demonstrates the necessary vision, leadership, innovation, and experience at a senior level within the local government sector
- Proven managerial and organisational ability
- Experience of managing change and implementing new initiatives
- An understanding of procurement, information technology, financial management, and governance and accountability
- Otherwise possess the requisite knowledge and ability and be suitable to discharge the duties of the position

### **AND**

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix 3, Candidate Information Booklet)

# Principal Conditions of Service

## General

The appointment is for a Grade 9 two-year Secondment 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 as per circular EL 03-2024 1<sup>st</sup> March 2025 is as follows;

Point No.	1	2	3	4	5
Salary	€111,940	€117,027	€122,115	€127,200	€132,291

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.

## 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).

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>