



Information Booklet

Water Services Transition Office (WSTO)
Project Manager Grade 8
(Secondment Position for 2 years)

Please submit applications by
5pm on Friday, 11th August, 2023

Applications should be emailed
to 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 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.

- **Housing Delivery Co-ordination Office**
Co-ordinating and supporting the local government sector to meet housing needs, including social and affordable housing, by investigating and advising on best practice for housing delivery, including in relation to non-traditional delivery channels and the streamlining of existing delivery methods.
- **National Town Centre First**
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 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.
- **National Waste Management**
Co-ordinating 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)**
Supporting the transition of Local Authority Water Services to Irish Water.

Find out more about the LGMA at www.lgma.ie

About the role

The Water Services Transition Office (WSTO) was established in 2013 to support the Water Services Reform Programme. WSTO works in collaboration with Uisce Eireann, local authorities 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.

The Water Service Transition Officer (WSTO) Project Manager Grade 8 is a senior post within the LGMA management structure and will report to the WSTO National Coordinator. The post holder will be responsible for leading and managing the delivery of business services to local authorities and other stakeholders in support of public sector reform in the delivery of Water Services. The WSTO Project Manager will be required to pro-actively contribute to the development, support and implementation of LGMA Strategies and the LGMA Corporate Plan 2023-2025, promoting the LGMA Vision, Mission and Values.

This secondment opportunity will particularly suit local authority employees currently working within water services and who, under the choices available within the Water Framework Agreement, have chosen to remain working within the local government sector. The role will also suit water staff who are currently assigned less than 50% to Uisce Eireann headcount and who are expected to revert fully to local authorities after the effective date.

Key Duties and Responsibilities

- Support the implementation of the Uisce Eireann Master Framework Agreement across the local government sector.
- Carry out research and data gathering on behalf of the sector to support the transition to Uisce Eireann.
- Support the CCMA and its committees in their policy making, project delivery, oversight, and representational roles in relation to Water Services.
- Work with the Water, Waste Management, Environment and Emergency Planning CCMA Committee on the implementation of the transformation plan.

- Develop relationships with and support the activities of the CCMA on the Joint Leadership Team, the National SLA Team, the PWSTG and other relevant stakeholders, including government departments and Uisce Eireann.
- Provide advice, assistance, and support to local authorities on sectoral approaches to local authority business activity as it relates to Water Services.
- Attend and support Water Services strategic transformation groups.
- Provide financial management to Water Service projects, including management of purchase orders, invoices and burn-rate on projects.
- Manage contracts and vendors for existing and future requirements.
- Support positive stakeholder management with local authorities, the Department of Housing Local Government and Heritage and Uisce Eireann and other stakeholders as required.
- Develop, implement and report on project plans and risk management plans.
- Maintain direct communication with business sponsors, escalating significant issues/risks to enable project commitments to be met and exploring and proposing alternatives where appropriate.
- Implement and deliver projects to the highest standard using a full range of project management disciplines in line with LGMA Project Management Standards.
- Support the National Coordinator in fulfilling the statutory role of the LGMA and contribute to the development and delivery of the long-term vision and management of the Agency.
- Manage and supervise staff up to grade 7 or analogous grades.
- Undertake any other duties of a similar level and responsibilities as may be required from time to time.
- Providing advice, assistance and support to local authorities on sectoral approaches to local authority business activity.

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:

- Be an existing employee of the local government sector in a Water Services role.
- Be employed at a level not lower than grade 7 or an analogous grade.
- Have a good knowledge of the Water Services Reform Programme.
- 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 presentation.
- Be proficient in use of IT systems, business intelligence tools, program management and business process improvement methodology.
- Proven managerial and organisational ability.
- Experience of managing change and implementing new initiatives.
- An understanding of procurement, information technology, financial management, governance and accountability.

And

- Hold a third Level Qualification of at least degree standard.

And

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

Strategic 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 Performance
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation, Initiative and Achievement

Application and selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on 11th August 2023**. 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.

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

A panel(s) may be formed on the basis of the outcomes of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for temporary posts. The placement on a panel does not necessarily lead to a job offer. 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 in regard to 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 and secondees are required to satisfactorily complete a probationary period.

In accordance with the 'Terms and Conditions of Employment' in their employment contract employees will be required to serve an initial 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/secondee 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 Secondment post 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 at 1st March 2023:

Point No.	1	2	3	4	5
Salary	€ 74,236	€ 74,899	€ 77,810	€ 80,742	€ 83,679
Point No.	6	7	LSI 1	LSI 2	
Salary	€ 86,584	€ 89,508	€ 92,825	€ 98,109	

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.

Tenure and Contract

The position of WSTO Project Manager - Grade 8 is full-time temporary secondment.

Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 35 hours per week.

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, the LGMA have 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. All Employees are entitled to apply for blended working. For more information on the Blended working policies please contact 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 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).

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

Appendix - Grade 8 Level Competencies

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 & Welfare at Work						

