Information Booklet

Promotional Opportunity

Water Services Transition Office (WSTO)

Administrative Assistant Grade 4

1 year Secondment

Apply by Friday 30th July 2021@ 5pm

LGMA
Local Government
Management Agency

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

About WSTO

The Water Services Transition Office (WSTO) was created in 2013 to support the Water Sector Reform Programme.

- It provides support to the CCMA and local authorities in the transition of water services to Irish Water
- It takes an active part in managing the change 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, Irish Water and other stakeholders.

WSTO Areas of Work

In 2013 each local authority entered into a 10-year Service Level Agreement (SLA) with Irish Water for delivery of water services.

Each year local authorities go through an Annual Service Plan process with Irish Water where budget, headcount and performance targets are set out.

In 2014 a 3 Year Transformation Plan was agreed between the CCMA and Irish Water and contains 27 individual change projects. Many of these change projects have been completed.

- The Minister for Housing, Local Government and Heritage published the policy paper "Irish Water – Towards a national, publicly-owned, regulated, water services utility" in February 2021. WSTO is supporting the sector to meet the requirements set out by the Minister and the DHLGH for the transformation process.

- The WSTO participates in the National SLA Governance group and in the top-level Joint Leadership Team (JLT) along with CCMA representatives and senior managers in Irish Water/Ervia.
- WSTO team members participate in regional SLA management meetings with Directors of Services, in Project Delivery Teams (PDTs) and the Transformation Programme Team (TPT) with Irish Water and Local Authority representatives.
- The work of WSTO is supplemented by input from 4 Regional Directors of Service (Water) who chair the regional SLA meetings and are members of the TPTs and ASP & Budget Group.
- A network of change managers from the water services section of each local authority works closely with WSTO and Irish Water in the transition process.
- 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 change and co-ordination and delivery of communications critical to the ongoing change programme and the operation of the SLA.

About the Secondment

This is an exciting opportunity to work in a team which is delivering on a national transition project. This post is supporting the Water Services Reform Programme.

Key Functional Responsibilities

The key responsibilities of the role are as follows:

- To work with the Change Manager (SEO) and/or appropriate officer in developing and overseeing the implementation of the work programme for the section.
- To be responsible for the provision of a comprehensive high-quality administrative support, to the section.
- To assist in the running of regular online meetings, minute taking and follow up on actions.

Eligibility

This is a promotional opportunity for a Grade 4 position, and candidates must be at Grade 3 level or analogous grade or at an existing Grade 4 (or analogous grade) to be eligible to apply for this role. Candidates must be an existing employee of the local government sector.

Knowledge and experience of working in a Water Services role is desirable.

Candidates must:
- Have a satisfactory knowledge of public service organisations in Ireland
- Have strong interpersonal and communication skills
- Have proven ability in minute taking, report writing and editing
- 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
- Experience in office administration and of online meetings

AND

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

Purpose **and Change**
Knowing the purpose of your section and its priorities
Co-operating with change
Delivering Results
Implementing work programmes
Identifying problems and contributing to solutions
Personal Performance
Performing effectively
Communicating effectively

Personal Effectiveness
Skills, experience and knowledge
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 30th July 2021.** 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. The life of the panel will not be more than one year.

Principal Conditions of Service

Tenure

The position of Administrative Assistant Grade 4 is on **secondment basis** for a

1 year period.

Remuneration

The salary scale applicable to this position is as follows as at 1st October 2020:

Point No.	1	2	3	4	5
Salary	€28,753	€30,718	€33,507	€35,339	€36,942

Point No.	6	7	8	9	LSI 1
Salary	€38,491	€40,582	€42,096	€43,633	€45,046

Point No.	LSI 2
Salary	€46,465

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

An officer's headquarters shall be such as may be designated from time to time. At present the LGMA has offices at two locations in Dublin one office on Conyngham Road, Dublin 8 and one office on Usher's Quay Dublin 8 and you may be required to work from either office. When absent from home or headquarters on official duty appointees will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations. However, due to COVID-19 restrictions a combination of office and home working each week will be facilitated until we return to full time office-based working.

The Local Government Management Agency is committed to a policy of equal opportunity.

Appendix – Administrative Assistant – Grade 4 Level Competencies

Purpose and Change		Delivering Results		Personal Performance		Personal Effectiveness	
1.1	Knowing the purpose of your section and its priorities	2.1	Identifying Problems and Contributing to Solutions	3.1	Contributing Positively	4.1	Skills, Experience and Knowledge
1.2	Understanding and complying with the Code of Business Conduct for all employees	2.2	Implementing Work Programmes	3.2	Performing Effectively	4.2	Resilience and Personal Well Being
1.3	Maintaining a Positive Image of the LGMA	2.3	Taking care of LGMA Resources	3.3	Co-operating to Reduce Conflict	4.3	Integrity
1.4	Co-operating with Change	2.4	Complying with LGMA Rules	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Safety, Health and Welfare at Work	2.5	Delivering Quality Work and Services				