



**Summer Internships – 3 positions**

**Candidate Information Booklet**

**May 2024**

# THE POSITION

<b>Title of Position:</b>	Summer Internship – 3 Positions
<b>Office:</b>	SEAI Head Office, 3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland
<b>Location:</b>	Dublin
<b>Organisation Website:</b>	<a href="http://www.seai.ie/">http://www.seai.ie/</a>

## Sustainable Energy Authority of Ireland (SEAI)

SEAI is Ireland’s national energy authority with a mission is to be at the heart of delivering Ireland’s energy revolution. We drive the reduction and replacement of fossil fuel usage. We are a knowledge led organisation. We partner with citizens, communities, businesses and Government. We are trusted collaborators, innovators, funders and educators.

SEAI’s strategy for 2022 to 2025 is our response to the challenging targets set by Government, particularly in the Climate Action Plan. It is firmly focused on delivery, and on driving Ireland’s sustainable energy transformation for the benefit of all society. Aside from meeting our targets, decarbonization will deliver enormous benefits to Irish society, including healthier environments in which to live, employment opportunities, and increased efficiencies and competitiveness. Reporting to the Department of the Environment, Climate and Communications, in 2023, SEAI will operate an annual budget of circa €500m.

Our role is to transform the way we all use energy by moving to more efficient and clean sources, and by leading innovation in Ireland’s approach to energy. If you are interested in working in an organisation that has a real and measurable impact on tackling our climate challenges, then consider a career with SEAI. Find out more about us and learn more about our values as an organisation [Home - Sustainable Energy Authority Of Ireland | SEAI](#)

## WE HAVE AN EXCITING OPPORTUNITY FOR AN INTERN IN

- RESEARCH, DEVELOPMENT AND DEMONSTRATION
- INTERNATIONAL ENERGY RESEARCH
- EDUCATION AND YOUTH PROGRAMME

## THE ROLES

We are offering opportunities to enthusiastic and motivated students to join one of SEAI teams to contribute to the overall goals of the SEAI, as well as building their own experience and development within the organisation. The opportunities we currently have available are as follows:

SEAI Department & Team	Directorate
<ul style="list-style-type: none"><li>• Research, Development &amp; Demonstration (RD&amp;D), Research &amp; Technology</li></ul>	Research & Policy Insight
<ul style="list-style-type: none"><li>• International Energy Research, Research &amp; Technology</li></ul>	Research, Policy & Insight
<ul style="list-style-type: none"><li>• Education &amp; Youth Programme, Community Energy Strategy &amp; Education, Community &amp; National Retrofit</li></ul>	National Retrofit

### Research & Policy Insight – Research & Technology, Research, Development & Demonstration (RD&D)

The Research, Development & Demonstration (RD&D) Team are part of the wider SEAI Research & Technology Department which includes teams in the areas of RD&D, Offshore Energy, Electricity & Wind and International Research.

RD&D is made up of an innovative team who are committed to the high-quality delivery of SEAI's roles and responsibilities in respect to research and innovation, mandated in the Sustainable Energy Act 2002. These include coordinating, promoting and assisting research, development and demonstration of technologies related to sustainable energy. This is achieved through the SEAI National Energy Funding Programme, collating national data on a publicly available repository, enabling energy funded research dissemination such as through an annual conference, seminar series, national energy funding coordination and working closely with colleagues across the Department, SEAI, government departments and the EU. Since 2018 over 240 national research projects have been funded through the expanding SEAI National Energy Funding Programme and further details can be found at the [National Energy Research Database](#) and on our webpage - <https://www.seai.ie/grants/research-funding/>

## Key Responsibilities:

- Working with the RD&D team to maximise opportunities for identifying impact pathways for funded research projects in for example:
  - Policy & Society
  - Community Engagements & Development
  - Culture & Enterprise
- Identifying and collating gender dimensions of research projects funded by the RD&D programme.

## Research & Policy Insight – Research & Technology, International Energy Research

The SEAI Research and Technology Department includes teams that cover areas such as National Research, Offshore Energy, Electricity and Wind, Heat and Bioenergy and International Energy Research coordination. The Research and Technology Department develops the evidence base upon which important energy policy decisions are based, and both informs and supports energy research priorities. It also supports market development within the energy sector and contributes to wider public information on sustainable energy. The Department plays a significant role representing Ireland abroad at the European Commission and the International Energy Agency (IEA) as well as in National fora. The International Energy Research (IER) team manage Ireland’s engagement in the IEA Technology Collaboration Programmes, the IER team acts as a National Contact Point for Horizon Europe Cluster 5 (Energy) and represents Ireland on the Horizon Europe Clusters 5 Programme Committee, in conjunction with Enterprise Ireland. The IER team also manages approvals within SEAI for, and supports, externally funded research projects.

## Key Responsibilities:

- Supporting the International Energy Research (IER) team with Irish activity in the International Energy Agency (IEA), in particular with regard to collating research outputs.
- Supporting the development of an approach for evaluating Ireland’s involvement in certain international research activities.
- Working with the IER team and stakeholders to create communication and dissemination materials.

# National Retrofit, Community & National Retrofit, Community Energy Strategy & Education, Education & Youth Programme

SEAI's Education & Youth Programme involves developing and facilitating the delivery and implementation of a programme to teach young people (up to 18 years) about sustainable energy as a key pillar of climate action. The specific aims are to:

- Be leaders in sustainable energy and climate change education for young people;
- Offer supports for educating young people in school and in the community; imparting knowledge to young people on the latest technology & government policy, locally & globally;
- Supporting & encouraging youth voice & action so we have a young population who are informed and motivated to live sustainably.

The above are achieved through a range of curricular aligned resources for teaching energy at all primary and post primary levels of the school system.

## Key Responsibilities:

The key responsibilities of the Intern for the Education & Youth programme at SEAI will include but not be limited to:

- Supporting the Programme Executives in the planning and delivery of a series of online promotional activities to publicise the programme. Activities will range from content creation such as blogs and case studies for SEAI's website to videos and posts on social media channels and ezines.
- Assist in all aspects of the organisation of information dissemination activities such as events and courses for teachers, stakeholders and others involved in SEAI's Education & Youth programme. For example, attend and assist in the delivery of a Teacher Summer Course which will take place outside Dublin during the first week in July.
- Contribute and support the Programme Executives developing a data mapping plan using available datasets
- Assist on the analysis and evaluation of the use of SEAI's teaching resources, liaising and working with staff from other departments within SEAI.

## Key Knowledge and Skills

- Excellent written and oral communication and ability to represent SEAI
- Good analytical and creative approach to problem solving

- Strong organisational skills
- Ability to deal with multiple demands and competing priorities to tight deadlines
- Ability to initiate, foster and maintain effective working relationships and networks with a variety of other internal and external contacts relevant to the position.
- High level of computer literacy, developed IT and social media skills
- Strong numeracy skills, attention to detail and commitment to quality

## EXPERIENCE AND PERSONAL QUALITIES REQUIRED

### Essential Requirements

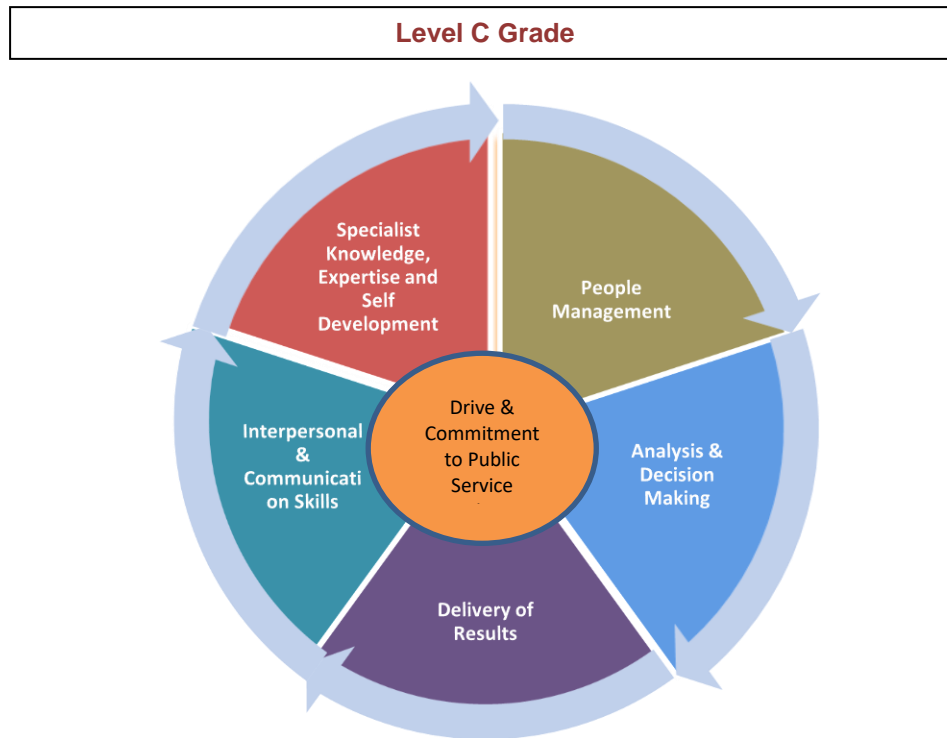
The successful candidate must be able to demonstrate the following:

- Currently undertaking a 3<sup>rd</sup> level qualification

Specific examples below:

- **Research, Development & Demonstration:** Social Science or similar
- **International Energy Research:** no particular subject required
- **Education & Youth Programme:** Media, Marketing Communications, Film Studies, Climate / Science Communications
- A broad understanding and interest in environmental sustainability and the area of the business you are applying for.
- Strong organizational and communication skills and ability to represent SEAI.
- Ability to work effectively as part of a team.
- Able to work on own initiative
- Relationships building and networking.
- Flexibility, creativity and innovation
- Influencing and negotiating skills
- For the **Education and Youth Programme**, an appreciation of the Irish Education System particularly on points of intersection with the topic of sustainability and climate change is also required

## Key competencies for effective performance at Level C grade;



### Effective Performance Indicators

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet its objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

<b>Delivery of Results</b>	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results
	Ensures proper service delivery procedures/protocols/reviews are in place and implemented

<b>Interpersonal &amp; Communication Skills</b>	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing

<b>Specialist Knowledge, Expertise and Self Development</b>	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

<b>Drive &amp; Commitment to Public Service Values</b>	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/teamwork
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others

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## **CONDITIONS OF SERVICE**

### **CONTRACT ARRANGEMENTS**

These positions will commence in June 2024 and run for a period of 4 months.

### **SALARY**

The salary for this post is the standard Level C scale; €29,438 per annum in accordance with National Pay Agreements.

### **LOCATION**

The place of work for the Internships will be in SEAI Head Office, 3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland.

### **WORKING WEEK**

Working hours will be in accordance with the standard arrangements for SEAI and will equate to no less than 35 hours (net of rest breaks) per week.

### **ANNUAL LEAVE**

The annual leave allowance for this post will be 23 working days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays. Annual Leave per annum is to be taken at a time or times convenient to SEAI.

### **THE ORGANISATION OF WORKING TIME ACT 1997**

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

## HOW TO APPLY

SEAI invites applications from students studying a relevant 3<sup>rd</sup> level qualification and will be undertaking an interview process for this role.

Please submit a cover letter (maximum of two pages) demonstrating your suitability for the role and a CV to [recruitment@seai.ie](mailto:recruitment@seai.ie)

If you have any queries in relation to this process please contact:

[orla.aherne@seai.ie](mailto:orla.aherne@seai.ie)

[marie.joyce@seai.ie](mailto:marie.joyce@seai.ie)

### Closing Date

Your application must be submitted by **5pm on Thursday, 23<sup>rd</sup> May 2024**. Applications will not be accepted after this time. An acknowledgement email will be issued for all applications received.

Candidates should make themselves available on the interview date(s) specified by the Authority and should make sure that the contact details specified on their application form are correct.

### Selection Process

The Selection Process may include the following;

- Shortlisting of candidates based on the information and demonstrated competencies contained in their application
- Competency based interview

### Outside Employment

These roles are whole-time, and the appointed candidates must avoid involvement in outside employment/ business interests in conflict or in potential conflict with the business of the SEAI. Clarification must be provided by the appointed candidate where any doubt arises.

### Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Candidates should however note that all application material will be made available to those with direct responsibility for the recruitment process within the SEAI.

Please note that candidate information provided by you as part of this process may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

### Legal Compliance

SEAI are committed to complying with all relevant legislation applicable to this recruitment campaign including the Employment Equality Acts 1998-2015, the Data Protection Acts 1998-2018, and the Freedom of Information Acts 1997, 2003 and 2014.

