



EEOS Alternative Policy Measures – Programme Manager

Programme Manager – Level E

Reference: DS.23

Candidate
Information
Booklet

We're interested in you becoming involved in SEAI. We want people who are driven towards climate action in this country.

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About Us

SEAI is Ireland's national energy authority with a mission 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.

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.

To find out more about us as an organisation, click [here](#).

Our culture in SEAI is defined by our values. These values define the way in which we strive to behave and act. SEAI's values include being **Passionate, Innovative, Courageous, Collaborative**, respecting the **Trust** you placed in us and recognising the importance of technical **Expertise**.

SEAI invites applications from suitably qualified candidates for this role. Full details of the role and how to apply are set out in this booklet.

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, 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.

Canvassing will disqualify.

Position Profile

Title of Position: 2024/DS.23 Programme Manager – EEOS Alternative Policy Measures

Starting Salary: €78,303
(Other arrangements may apply if coming directly from another civil or public service body)

Blended Working: Details available within booklet.

Tenure: 5-Year term contract.

Head Office: 3 Park Place, Hatch Street Upper,
Dublin 2, D02 FX65, Ireland
www.seai.ie

Work Location: Dublin.

Role Profile: We have an exciting opportunity in the Public Sector and Regulatory Programmes Department, a dynamic team within the Business, Public Sector and Transport Directorate. We are delivering actions within the Climate Action Plan related to public sector target and delegated by Minister Environment, Climate and Communications to implement regulatory programmes.

Regulatory Programmes include:

1. **Energy Efficiency Obligation Scheme (EEOS):** We ensure energy suppliers meet their energy savings targets in line with the Energy Efficiency Directive.
2. **Market Surveillance Authority:** We ensure compliance with Energy Labelling regulation and the Ecodesign Directive.
3. **Triple-E Product Register:** We maintain a list of top-performing energy-related equipment to encourage the purchase of efficient equipment and influence procurement behaviour.

Public Sector Programmes include:

1. **Public Sector Partnerships:** We provide tailored supports to fit the needs of public bodies. Aim is to support development of project pipeline to develop carbon emission and energy savings.
2. **Public Sector Pathfinder:** We provide financial support on match-funding basis for capital project implementation.

As Programme Manager the successful candidate will be part of Energy Efficiency Obligation Scheme (EEOS) and at the forefront of new National energy efficiency policy.

This position under the EEOS encompasses analysis, oversight, monitoring of energy savings through Alternative policy measures, as well as ensuring the validity, substantiation, and reporting of the outcomes. This position will work alongside the current EEOS Programme Manager.

The EEOS is a key requirement of the EU Energy Efficiency Directive. The EEOS places a legal requirement on larger energy companies and distributor, known as 'obligated parties', to develop energy saving against a target. The EEOS policy is designed such that 60% of the energy saving target will be achieved through energy supplier obligations, while 40% will be achieved through Alternative policy measures.

As the administrator of the EEOS, the scope of our work is comprehensive and multifaceted. It includes thorough analyses of energy savings achieved. We use sophisticated tools and methodologies to determine energy savings accurately and reliably, including outcomes of Alternative policy measures under the EEOS. This will involve verifying the authenticity of the results and substantiating them with concrete evidence. We are also required to prepare comprehensive reports detailing the outcomes that serve as official records of the energy savings achieved under the EEOS.

This position reports directly to Head of Department Public Sector and Regulatory Programmes.

Throughout SEAI, we believe in being welcoming, diverse and inclusive in our workplace, and in the services that we deliver, where we are respectful and value different experiences and perspectives. We are committed to achieving this for the benefit of all who work with SEAI and for all whom we support through our services'.

Key Responsibilities, Knowledge and Skills

Responsibilities

The responsibilities of the role outlined in this job description are indicative of the currently envisaged scope and may be added to or altered as required, in line with the requirement of SEAI across Business Units/Department.

Responsibilities will include, but not limited to, the following:

- Internal coordination across SEAI Programmes of each Directorate having interplay with EEOS Alternative policy measures, influence programme changes and/or capabilities required to be implemented to ensure complementarity with the desired outcome of alternative action.
- Liaise closely with Department of Environment, Climate Action, and Communications (DECC) and other government departments to leverage opportunities and interactions.
- Programme support and assessment of implementation, evaluation, and management of the Alternative policy measures' performance, including but not limited to Carbon Tax, Home Retrofits, Industrial & Commercial initiatives, Public Sector Energy Efficiency Programme, Incentives for EV deployment, and Incentives for Modal Shift.
- Methodology development for validation of eligible savings and support ongoing policy with respect to development through next transposition.
- Evaluate and optimise interplay of alternative policy measures with wider SEAI programmes.
- Stakeholder engagement, working in tandem with the existing EEOS programme manager and interact with obligated parties as stakeholders. Also, liaise with key stakeholders such as DECC and other relevant bodies.
- Analysis entailing the supervision of modelling work and analysis of policies.
- Expand sectoral or new opportunities that could be developed as Alternative policy measures within the EEOS.
- Support the development of new policy actions that may be funded from the established National Energy Efficiency Fund. These actions could take the form of investment funding, grant scheme, reform, or other.
- Monitoring and verification of energy savings as per the EEOS guidelines. This includes assessment of gap to target and ensuring compliance with EED and Annex V requirements.
- Risk management associated with the implementation of Alternative policy measures, including policy pathway uncertainties and calculation estimate uncertainties.
- Network and research amongst member states on actions that may have applicability or learnings for Ireland.
- Other responsibilities as requested by the Head of Department.

To ensure that activity peaks within the Department are addressed in a proactive manner, it is expected that the candidate appointed to this role will need to be flexible in terms of working hours during these periods.

Knowledge & Skills The knowledge and skills required include but are not limited to the following:

- Strong understanding of energy policies, regulations, and the Energy Efficiency Directive and Alternative policy measures.
- Knowledge of energy efficiency measures and energy saving strategies.
- Excellent analytical and problem-solving abilities, proficiency in data analysis and interpretation, with the ability to translate technical data into actionable strategies.
- Strong stakeholder management skills and effective communication
- Experience in policy analysis and implementation in the energy sector.
- Capability to develop and implement strategic plans.

Experience and Qualifications

ESSENTIAL REQUIREMENTS

The successful candidate must be able to demonstrate:

- A degree (minimum NFQ level 7 or greater) in any relevant technical discipline including Science, Economics, Energy, Environmental, or equivalent qualification that could provide a strong foundation for understanding the policy aspects of the role.
- Minimum 5 years' experience working in this or a related sector or in a similar role.
- Excellent project management skills, with experience in managing complex projects involving multiple stakeholders.
- Strong written and verbal communication skills including report writing, presenting, public speaking and the ability to represent SEAI in a public forum.
- Ability to work independently and as part of a team.
- Excellent organisational and time-management skills, with a keen eye for detail.

DESIRABLE REQUIREMENTS

- New programme development experience.
- Experience in the sustainable energy sector, energy efficiency, renewable energy, or related fields would be advantageous.
- An understanding of the Irish energy market would be beneficial.
- Experience of measurement and verification methodologies and related analytical methods.

How to Apply

SEAI invites applications from suitably qualified candidates for this role, as set out in this booklet. SEAI is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minorities and people with disabilities.

Submission Applications should be submitted in the form of a cover letter (max of two pages) demonstrating how the applicant meets the requirements for this role as set out in this booklet together with an up-to-date Curriculum Vitae (CV). Both documents should be submitted via the candidate portal on the SEAI careers [website](https://www.seai.ie/careers/open-roles) www.seai.ie/careers/open-roles

Eligibility to Work The SEAI has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. To qualify, candidates must hold a valid visa on the date of application and where applicable to support a candidate's application, candidates must submit a valid work permit/visa confirming permission to work in Ireland when requested. Failure to submit the required evidence, and failure to hold a valid permit/visa during the period of the contract, will result in the application and/or contract of employment being rendered void.

Note in respect of UK citizens: Information regarding the Common Travel Area is available [here](#).

Closing Date Your application must be received by **midnight on Tuesday 13th August 2024**.

Applications will not be accepted after this time and date. All applications will be acknowledged by email within three working days. If you do not receive an acknowledgement within three working days, please contact recruitment@seai.ie

Shortlisting Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the requirements of this role as contained in this booklet. It is important that applicants consider the information contained in this Information Booklet in presenting and demonstrating their relevant qualification, skills and experience for this role. The candidates whose applications, in the expertise of the interview panel, appear best suited to the position will be shortlisted for interview.

Interview An interview process will be held with an interview panel in accordance with SEAI arrangements for posts at this level. Shortlisted applicants will be invited to attend for a competency-based interview. A presentation may be required on a topic of relevance to the role and/ or other such assessment methods as deemed appropriate. The SEAI may invite candidates to a second-round interview and to undergo

further assessment, including the use of psychometric assessment if so required. Interviews may take place in person or online, as appropriate.

Candidates are not permitted to use any type of recording equipment at any stage of the selection process unless written permission has been provided in advance of the process. This applies to any form of sound recording and any type of video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Prior to recommending any candidate for appointment to this position, SEAI will make all such enquiries deemed necessary to find that candidate's suitability. Until all stages of the recruitment process have been fully completed; a final decision cannot be made.

Key Competencies

At interview, candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the general skills and competencies required at Level E grade (Assistant Principal Officer level). The key competencies that have been developed for roles at this grade level are as follows.

- Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

Each of the key competencies is supported by a list of key performance indicators which are available [here](#)

Candidates are strongly encouraged to prepare in advance of the interview, clear and relevant examples of how they have previously demonstrated these specific competencies.

Deeming of Candidate to be Withdrawn

Candidates who do not attend for interview or other tests when and where required, or who do not, when requested, furnish such evidence, as the SEAI require regarding any matter relevant to their candidature, will have no further claim to consideration.

Feedback

Feedback will be provided to interviewees on written request.

Code of Practice

This campaign is being organised in accordance with the existing Code of Practice 'Appointment to Positions in the Civil Service and Public Service' published by the Commissioners for Public Service Appointments (CPSA).

SEAI Values



Passionate

We are enthusiastic about our role in working towards a sustainable energy society. We channel our passion and commitment into the way we operate to ensure that we will deliver for all of Irish society



Courageous

We understand the scale of Ireland's energy challenge and accept our role in meeting this challenge. We understand that every one of us has a part to play in delivering the energy changes that Ireland needs.



Innovative

We know that existing technologies and processes alone will not allow us to realise a fully sustainable energy society. We are continually learning, seeking new solutions, and constantly adapting to meet the demands of our fast-changing environment.



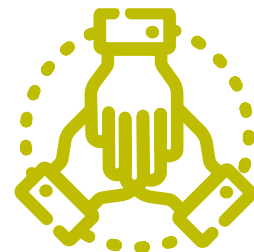
Trusted

We appreciate the trust placed in us by citizens, communities, business and Government. Without it we could not deliver on these objectives. We respect this trust and seek to maintain it by obtaining transparently, working with integrity, holding ourselves accountable and functioning independently.



Experts




We recognise the importance that technical expertise lays in achieving a sustainable energy future. We seek to further enhance this expertise within SEAI through research, critical thinking, consultation, listening, analysis and delivery.



Collaborative

We will not succeed by operating in isolation. We actively look to work with all those in Irish society; listening to ideas and concerns, incorporating feedback and looking to support every individual, community and business in Ireland to be a part of the sustainable energy revolution.

Employee Value Proposition

<p>Benefits</p> 	<ul style="list-style-type: none"> • Modern Dublin HQ, located centrally and accessible with many transport options. • Regional office in Cork, Dundalk, and Sligo. • Hybrid working model (up to two days in office, three days remote with option for 1-month remote p/annum). • Employee Assistance Programme. • Cycle to work scheme. • Range of 23-30 days annual leave, depending on role & company date (Good Friday).
<p>Culture</p> 	<ul style="list-style-type: none"> • Purpose led organisation with passionate experts invested in making an impact. • Employee centred, value driven team environment. • Strong focus on Equality, Diversity, and inclusion (EDI). • Employee driven committees including Green Team, EDI, Social etc. • Focus on work life balance and flexibility.
<p>Compensation</p> 	<ul style="list-style-type: none"> • Competitive and transparent salaries and salary scales. • Annual increments. • Obligatory pension schemes with Additional Voluntary Contribution option. • Financial support towards further education and study and exam leave. • Supportive illness policies and pay for different circumstances including Income Continuance Plan. • Good Gender pay balance.
<p>Career</p> 	<ul style="list-style-type: none"> • Successful track record of internal promotions. • Numerous different career paths across the organisation. • Training and mentoring programmes. • Investment in individual learning and development. • Leadership training and development.

Conditions of Service

Tenure:	This position will be offered on a 5-year Fixed Term contract basis.
Salary Payment Arrangements:	<p>The Level E salary scale for this position effective from 1st June 2024 is as follows: €78,303 to €102,085 (inclusive of two Long Service Increment (LSI1) which applies after three and after 6 years additional service at Max of grade). Incremental progression will be subject to satisfactory performance.</p> <p>Important Note: Candidates should note that entry will be at the first point of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.</p> <p>Different terms and conditions may apply if you are currently a serving civil or public servant.</p>
Location:	The place of work will be based at one of the SEAI offices as listed on cover page. SEAI offer the option to work in a hybrid working arrangement, in line with the SEAI Blended Working Policy. SEAI reserves the right, at its discretion, to change working location within reason on any future date.
Blended Working Arrangements:	As an employer, SEAI operates a blended working policy that facilitates access to remote working options having regard to work-life balance/integration, mental health, and the need for a safe and productive working environment. Blended working arrangements will be operated under SEAI's Blended Working Policy, which currently requires staff to work from the office a minimum of two (2) days per week. Availability and patterns of blended working will be based on business needs and the suitability of the role and may be subject to change should the business needs dictate.
Probation:	On appointment, the appointee will serve a six (6) month probationary period. In certain circumstances, the probation period may be extended, in line with the SEAI's Probationary Policy and Procedures.
Working Week:	Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 hours per week (35 hours net of rest breaks). Pro-Rata will apply in the case of part-time role. Additional hours may from time to time be reasonably required to meet the requirements of the position. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.
Annual Leave:	The annual leave allowance will be 30 working days a year, based on a five-day week and is exclusive of public holidays. Pro-rata will apply in the case of part-time role. Annual Leave is to be taken at a time or times convenient to SEAI.
Eligibility to Work:	The SEAI has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support a candidate's application, candidates must submit a valid work permit/visa confirming

permission to work in Ireland. Failure to submit the required evidence, and failure to hold a valid permit/visa during the period of the contract, will result in the application and/or contract of employment being rendered void.

Those not eligible to apply for the role.

Former Irish Public Service Employees - Certain Restrictions on Eligibility. Eligibility to apply for a position may be affected where applicants were formerly employed by an Irish Public Sector body and previously availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme including the below. For details on restrictions click [here](#).

- Collective Agreement: Redundancy Payments to Public Servants
- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013).

Declaration: Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment.

Other Conditions of Employment: 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 appointee.

Standard Checks: Any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications. [SEAI commits to treat all the information or documents received under GDPR guidelines](#)

Garda Vetting: SEAI is set up with a registered organization for Garda vetting purposes. You may be asked to make an application to be vetted.

Superannuation and Retirement: The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Full details of the Scheme are at <http://www.per.gov.ie/pensions>

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W: www.seai.ie

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#EnergyRevolution

Play your part in Ireland's
ambitious climate action.
Ireland needs your energy.