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**
THE POSITION

Title of Position: Programme Manager – Offshore Renewable Energy Research

Job Ref: SEAI/2021/DS.45

Tenure 5-year fixed term contract

Office: SEAI Head Office, 3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland

Location: SEAI offices of Dublin, Cork or Dundalk

Organisation Website: http://www.seai.ie/

The Sustainable Energy Authority of Ireland (SEAI) was established as Ireland's national energy authority under the Sustainable Energy Act 2002. SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices.

Reporting to the Department of the Environment, Climate and Communications. SEAI is responsible for an annual budget of circa €350m.

To fulfil this mission SEAI aims to provide well-timed and informed advice to Government, and deliver a range of programmes efficiently and effectively, while engaging and motivating a wide range of stakeholders and showing continuing flexibility and innovation in all activities. SEAI's actions will help advance Ireland to the vanguard of the global green technology movement, so that Ireland is recognised as a pioneer in the move to decarbonised energy systems.

What do we do?
The SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices.

The Sustainable Energy Authority of Ireland manages programmes aimed at:

- Supporting Government decision-making through advocacy, analysis and evidence
- Driving demand reduction and providing advice to all users of energy
- Driving the decarbonisation of energy supply
- Raising standards in sustainable energy products and services
- Building markets based on quality, confidence and proven performance
- Fostering innovation and entrepreneurship
- Improving the coherence of Irish energy research and development
Research & Technology Department

The SEAI Research & Technology Department includes teams in the areas of Research & Innovation, Offshore Energy, Electricity & Wind, Heat & Bioenergy, Nearly Zero Energy Buildings; High Performance Retrofit and Standards Development and EU Energy Research. The team is composed primarily of analytical and technical experts from engineering, science or similar technical backgrounds who are focused on developing solutions to the challenge of decarbonising Ireland’s energy system. The Department plays a significant role representing Ireland abroad at the European Commission, International Energy Agency and in relation to the United Nations Framework Convention on Climate Change. The Research & Technology Department develops the evidence base upon which important energy policy decisions are based, informs & supports energy research priorities, supports market development within the energy sector and contributes to wider public information on sustainable energy.

SEAI’s roles and responsibilities in respect of research and innovation are mandated in the Sustainable Energy Act 2002 and include coordinating, promoting, and assisting research, development and demonstration of technologies related to sustainable energy.

THE ROLE PROFILE

This position will play a key role in the Research & Technology Department. As Programme Manager – Offshore Renewable Energy Research, you will also provide project support to the overall work of the Research & Technology Department.

Key Functions of the role of the Programme Manager

The key responsibilities of the Programme Manager – Offshore Renewable Energy Research will include but are not limited to the following:

- Lead and manage SEAI's offshore renewable energy research strategy
- Provide technical expertise, economic analysis and strategic advice on offshore renewable energy technologies, including but not limited to offshore wind, wave energy conversion and tidal stream conversion.
- Manage SEAI’s offshore renewable energy team
- Lead existing EU funded research projects to ensure appropriate resources are assigned to the projects and that all deliverables and financial reporting requirements are met.
- Support the DECC in the delivery of relevant actions under the Climate Action Plan and any other relevant strategic plans, including the economic analysis of deployment and support options and the development of offshore renewable technology foresight mapping in Ireland
- Support DECC in the delivery of policy development by providing evidence based advise and ensure DECC are kept informed of emerging ORE trends and technology developments.
- Manage Service Level Agreements and Memorandums of Understanding with national agencies and research institutes to support national research activities and data collection for offshore renewable energy development.
- Manage current grant commitments and support the Research funding team by providing offshore renewable energy expertise, informing on research gaps, and applicant/grant evaluation.
- Support EU programme Manager in identifying future EU project opportunities for SEAI
- Provide oversight and direction to consultants in the delivery of strategic documents such as technology foresight evaluations, environmental assessments, and technology Roadmaps.
• Represent SEAI on a number of intergovernmental and national projects relevant to offshore energy planning and potential data collection requirements
• Represent SEAI in a highly effective and professional manner at EU and international level on bodies such as International Energy Agency
• Work closely with team members in the Research & Technology Department and Heads of Department, in consultation and collaboration with Programme Managers, on supports for SMEs/industry/academy in the offshore sector
• Assist the Head of Research & Technology in ensuring they are kept informed of emerging trends for offshore renewable energy in Ireland, the EU and internationally.

The functions and responsibilities assigned to this role are based on the current requirements stated above and may be changed from time to time. The candidate appointed to this role requires flexibility to fulfil other responsibilities across the Research & Technology Department.

To ensure that activity peaks within the Research & Technology 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.

**Key Knowledge and Skills**

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

• Proven team management and experience in leading a team to successfully deliver across a multifaceted programme;
• Demonstrated proactive approach to achieving end to end project/programme delivery, including managing scope, time, risk assessment, cost and quality
• Strong analytical, problem-solving and interpretive skills with an ability to use sound judgement on complex issues
• Proven track record of delivering and communicating robust analysis and evidence in support of decision making, public debate and information
• Demonstrated ability to think and inform strategically on behalf of the organisation
• Effectiveness in mentoring teams and colleagues; and experience in delivering performance and growth management process for a team
• Excellent written and oral communication skills and ability to represent SEAI in a public forum
• A capacity to build positive working relationship with colleagues and external stakeholders; to work in multi-disciplinary teams and to network effectively
• A flexible approach to problem solving and decision making to ensure the best solution is achieved focusing on the need for greater efficiency and effective delivery
• Well-developed IT skills
Experience and Personal Qualities Required

Essential Requirements

The successful candidate must be able to demonstrate:

- A post-graduate qualification in a relevant energy-related area with a scientific, economic or engineering background, in addition to the below
- A minimum of 5 years’ recent work experience in offshore renewable energy
- Demonstrated ability to lead and manage teams
- Demonstrated expertise in offshore renewable energy technologies
- Solid knowledge of the National, EU and international offshore renewable energy research and innovation landscape
- Demonstrated ability to think strategically
- Significant understanding of the importance of stakeholder engagement along with strong experience managing and responding to stakeholder needs.
- Strong project management and organisation skills and knowledge of business process management, including change management

Desirable Requirements

- Experience in managing EU funded research projects
- Proven knowledge in offshore energy policy
- Knowledge of SEA, EIA and AA processes
- Demonstrated experience in presenting at National and EU conferences
- Experience of working in a research environment in the public sector, academia or industry and/or managing public-funded research
- Qualification at PhD level

There may be a requirement for the successful candidate to further develop specialist knowledge and expertise relevant to the role. Training will be encouraged (formal and informal) and supported where required.

REPORTING AND WORKING RELATIONSHIPS

The Programme Manager – Offshore Renewable Energy will report to the Head of Research & Technology or his/her nominee.
GRADE LEVEL E – SKILLS & 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. The key competencies that have been developed for roles at this grade level are as follows;

Each of the key competencies is supported by a list of key performance indicators which are available [here](http://www.publicjobs.ie) on publicjobs.ie.

SHORTLISTING

A shortlisting exercise will be employed when assessing eligibility of applications. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the requirements of the role of Programme Manager – Offshore Renewable Energy as outlined above.

The criteria for the shortlisting exercise will be based on the information as outlined in this Information Booklet. It is important that applicants consider the information contained in this Information Booklet in presenting and demonstrating their relevant qualification, skills and experience in their Application Form.

The candidates whose applications, in the opinion of the shortlisting panel, appear best suited to the position will be shortlisted for interview.

INTERVIEW

Shortlisted applicants will be invited to attend for an interview, which will include a competency-based interview, a presentation on a topic of relevance to the role and/or other such assessment methods as deemed appropriate. The SEAI reserves the right to invite candidates to a second-round interview and to undergo further assessment, including the use of psychometric assessment if so required.

Please note, Interviews may take place over video-conference or other remote technology where appropriate.
Prior to recommending any candidate for appointment to this position, SEAI will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

**CONDITIONS OF SERVICE**

**TENURE**

This position will be offered on a 5-year Fixed Term contract basis.

**SALARY AND PAYMENT ARRANGEMENTS**

The Level E salary scale for this position effective from 1st October 2020 is as follows:

- €69,012 to €89,233 (inclusive of two Long Service Increment (LSI1 & LSI 2) which applies after three years and after six years additional service at Max of grade)

**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. Different terms and conditions may apply if you are currently a serving civil or public servant.

Incremental progression will be subject to satisfactory performance.

Payment will be made monthly by Electronic Fund Transfer (EFT) into a bank account of the staff members choice. Payment cannot be made until a bank account number and bank sort code has been supplied to SEAI. Statutory deductions from salary will be made as appropriate.

A staff member appointed will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, SEAI will advise the staff member in writing of the amount and details of such overpayment and give at least one week’s notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

**LOCATION**

The place of work for the Programme Manager- Offshore Renewable Energy will be based at Three Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland though you will be working from your home temporarily in line with current Covid-19 measures.

SEAI reserves the right, at its discretion, to change working location within reason on any future date.
PROBATION

On appointment, the appointee will serve a 10-month probationary period in the post of Programme Manager - Offshore Renewable Energy in line with SEAI’s Probationary Policy and Procedure. No probation period will be longer than 11 months.

WORKING WEEK

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 43.25 hours per week (37 hours net of rest breaks). 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. This allowance is subject to the usual conditions regarding the granting of annual leave and it is on the basis of a five-day week and is exclusive of public holidays. Annual Leave is to be taken at a time or times convenient to SEAI.

OUTSIDE EMPLOYMENT

The role of Programme Manager - Offshore Renewable Energy is whole-time, and the appointee must avoid involvement in outside employment/ business interests in conflict or in potential conflict with the business of the SEAI. Clarification must be sought where any doubt arises.

THE ORGANISATION OF WORKING TIME ACT 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

SICK LEAVE

Payment for absences through illness will apply, during properly certified sick absence, provided there is no evidence of permanent disability for service in accordance with the provisions of SEAI’s sick leave scheme. Sick leave arrangements are subject to any changes arising in the terms and conditions of sick leave in respect of the public service generally.

Staff members paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to SEAI. Payment of salary during illness will be subject to the staff member making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

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](http://www.per.gov.ie/pensions)

**Pensionable Age**

The minimum age at which pension is payable is 66 (in line with government guidelines).

**Retirement Age**

Scheme members must retire at the age of 70.

**Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

If the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements other than the Incentivised Scheme of Early Retirement (ISER), Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 which, as indicated above, renders a person ineligible for the competition.

**Ill-Health Retirement**

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Pension treatment of Existing Public Servants**

While the default pension terms consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead, where applicable, be offered membership of the SEAI Pension Scheme and its associated Spouses’ and Children’s Pension Scheme. This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

**Pension Accrual**

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme.

**Additional Superannuation Contribution (ASC)**

The appointment is subject to the additional ASC in accordance with the Financial Emergency Measure in the Public Interest Act 2009
Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees cannot apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform (DPER) letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 June 2012, a Collective Agreement which had been reached between DPER and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.

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 and/or where they have received a payment-in-lieu in respect of service in any 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.
APPLICATION PROCESS

SEAI invites applications from suitably qualified candidates for this role. We draw your attention to the fact that Full details of the role are 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 minority and people with disabilities.

HOW TO APPLY:

(A) Applications should be submitted in the form of a cover letter (maximum of two pages) demonstrating how the applicant meets the requirement for this role as set out in this booklet together with an up to date Curriculum Vitae (CV).

(B) The cover letter and CV should be sent to recruitment@seai.ie with the job reference SEAI/2021/DS.45 in the email subject line. SEAI will not be responsible for processing applications if applicants fail to use the email this email address and job reference in the email subject line and/or if applications are received after the closing date and date.

(C) 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 will result in the application and/or contract of employment being rendered void.

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
3. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
4. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
5. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available here.

(D) All applications will be acknowledged by email within five working days. If you do not receive an acknowledgement within the five working days, please contact Gareth Walker-Ayers at Gareth.walker-ayers@seai.ie

(E) For further information on SEAI, please visit our website at https://www.seai.ie
CLOSING DATE

Your application must be received by **noon on Thursday 25th November 2021**. Applications will not be accepted after this time and date.

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

SEAI will be undertaking a competency-based selection process in identifying suitable candidates for the role of Programme Manager - Offshore Renewable Energy. The selection process may include shortlisting of candidates, on the basis of the information contained in their application, other tests or exercises that may be deemed appropriate, and/or a competitive interview which may include a presentation.

Psychometric testing may be required for candidates, who are successful in the initial screening process, prior to or post being invited forward for interview.

An interview process will be held with a selection board comprised in accordance with SEAI arrangements for posts at this level. Please note interviews may be held remotely using Video-Conferencing software or other tools.

DEEMING OF CANDIDATURE 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 in regard to any matter relevant to their candidature, will have no further claim to consideration.

FEEDBACK

Feedback will be provided to applicants on written request.
GENERAL INFORMATION

CITIZENSHIP/ELIGIBILITY

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA).

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. Eligibility should be confirmed with the Department of Jobs, Enterprise & Innovation.

Failure to supply adequate evidence that you have a right to work in the state for the duration of the contract will result in the contract of employment being rendered void.

Normal rules of the Public Service will apply as regards eligibility. In the case of the Incentivised Scheme for Early Retirement (ISER), one of its conditions at paragraph 12 of Circular 12/09 debars retirees from the Public Service under that Scheme from applying for another position in the Public Service. Therefore, such retirees cannot apply while the above restrictions continue in force.

REFERENCE CHECKS

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

SECURITY CLEARANCES/GARDA VETTING

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

If Garda Clearance is required for this position, and you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is YOUR responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- www.disclosurescotland.co.uk
- www.migrationint.com.au/office.asp (countries other than UK/NI)
- www.afp.gov.au (Australia)
- www.courts.govt.nz (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

CONFIDENTIALITY

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants 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 information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

LEGAL COMPLIANCE


EXPENSES

SEAI will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

CANVASSING

Canvassing will result in disqualification from the competition.
GDPR Privacy Statement - Recruitment Process

Purpose of Processing
SEAI conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV and Cover Letter for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address).

Legal Basis for Processing
- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

Recipients
The following shall receive your information for reasons outlined below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Reason</th>
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<tbody>
<tr>
<td>HR (internal)</td>
<td>Storing application, acknowledging responses and corresponding with applicants</td>
</tr>
<tr>
<td>HR (external Service provider)</td>
<td>If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process</td>
</tr>
<tr>
<td>Interview Panel</td>
<td>The Interview Panel will receive your applications to conduct shortlisting and assessing applicants</td>
</tr>
<tr>
<td>Referees</td>
<td>Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted, and the applicants name will need to be provided to receive the reference.</td>
</tr>
<tr>
<td>Company Doctor</td>
<td>We will use your personal details to refer you to the company doctor if considered for appointment for a pre-employment medical check</td>
</tr>
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Your GDPR Rights in Relation to this Process

<table>
<thead>
<tr>
<th>Right</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Access</td>
<td>You can request and receive access to the information requested in the process at any time.</td>
</tr>
<tr>
<td>Portability</td>
<td>You can request and receive a copy of this data, in electronic/transferable format, at any time</td>
</tr>
<tr>
<td>Erasure</td>
<td>You can request the data held be erased. We have outlined the anticipated retention period above.</td>
</tr>
<tr>
<td>Rectification</td>
<td>You can have any incorrect information, due to this being updated or otherwise, to be corrected.</td>
</tr>
<tr>
<td>Objection</td>
<td>You can object to this information being processed</td>
</tr>
<tr>
<td>Complaint</td>
<td>You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.</td>
</tr>
</tbody>
</table>

Contact Details
Name: Data Protection Officer
Email: dataprotection@seai.ie

Details of Data Transfers Outside the EU
This does not apply to this process.

Automated Decision Making
This does not apply to this process.

Retention Period for Data
For unsuccessful candidates, applications and correspondence shall be retained for 12 months. For successful candidates, their application will be placed on their employee file and retained during their employment and for an appropriate period thereafter.