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 Executive – Research Finance

Job Ref: SEAI/2021/DS.23

Tenure: 5-year fixed term contract

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

Location: Dublin

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

Finance and Corporate Services Department
The Finance & Corporate Services Department is responsible for the overall governance of the Authority and includes Finance, Operations, Procurement, Grants, Inspections and Legal & Contracts. The Finance & Corporate Services team provides support across a number of key areas including reporting, audit (external and internal), budget management, accounts payable, grants compliance, programme governance, risk management, procurement and inspections. The Programme Executive – Research Finance will be located in the Finance & Corporate Services Department at Three Park Place and will report to the Operations and Research Finance Manager.
THE ROLE PROFILE
This position will play a key role in the Finance and Corporate Services Department. As Programme Executive – Research Finance, you will provide financial and governance support to SEAI funded research grant programmes. This includes providing financial and governance input during programme design, application review and management of awarded grants. Additionally, you will be responsible for financial administration of EU research grants applied by and awarded to SEAI. Finally, you will also work with the Operational teams and provide financial and governance oversight to the EPBD (Energy Performance of Buildings Directive) and Community Programme.

Key Functions of the role of Programme Executive – Research Finance;

The key responsibilities of the Programme Executive – Research Finance will include but are not limited to the following:

**SEAI Awards**
- Process applications for funding to point of decision in a timely and efficient manner ensuring compliance with scheme guidelines.
- Manage timely issue of Grant Agreements and Amendments to successful applicants.
- Advise client companies on SEAI grant claim procedures and assist in meeting requirements.
- Review requests for grant payment to ensure sufficient financial documentation has been provided and all grant conditions are complied with prior to payment.
- Facilitate on site financial documentation verification.
- Support the efficient implementation of the Grant management system.
- Identification of areas for systems and process improvements.
- Develop reports and indicators to ensure quality and timeliness of all aspects of grant management.
- Assist in the updating of application guidelines and scheme terms and conditions to ensure that appropriate levels of compliance in place.
- Input into the development of new programmes.
- Present at workshops for grant applicants on the financial and documentation requirement for successful drawdown of funds.

**EU Grants**
- Coordination and preparation of research sponsor financial claims and related follow-up queries.
- Assisting with regular review and follow-up on research grant balances and budgets.
- Ongoing liaison with programme teams and resolution of financial issues on their research grants.
- Maintenance of research grant files to an acceptable audit standard.
- Collation of documentation in preparation for audit review.
- Assisting with application budgets.
- Income and banking management.
- Any other duties as assigned.
EPBD (Energy Performance of Buildings Directive) and Community Programme

- Provide financial and governance oversight to ensure the financial sustainability and efficiency of the EPBD and Community programme.
- Management of all financial aspects of the EPBD and Community programme including financial reporting, budgeting and overseeing issuing of invoices, bank account management.

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 Finance and Corporate Services Department.

To ensure that activity peaks within the Finance and Corporate Services Department (eg grant administration life cycle, financial month end, annual budget, project deadlines etc) 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:

- Strong organisational skills, be able to co-ordinate and progress the posts’ tasks
- Excellent written and oral communication skills and ability to represent SEAI.
- A capacity to build positive working relationship with colleagues and external stakeholders; to work in multi-disciplinary teams and to network effectively.
- Strong proactive project management approach to achieving results and demonstrated ability to deliver projects end to end.
- Strong leadership and organisational skills.
- Good numeracy skills, a strong attention to detail and commitment to quality.
- Ability to multitask, manage competing demands and work effectively to deadlines.
- Ability to effectively manage a team.
- Well-developed IT skills.
- A clear understanding and commitment to confidentiality.
- The ability to work on own initiative and display sound judgement.
Experience and Personal Qualities Required

Essential Requirements

The successful candidate must be able to demonstrate;

- Third level qualification, or equivalent professional qualification ideally in related discipline.
- Minimum of three years’ experience and proven expertise/knowledge in finance or grants management.
- Experience of ensuring compliance to financial controls and procedures.
- Strong attention to detail and ability to meet deadlines.
- Strong team-player skills and flexible.

Desirable Requirements

- Experience of managing a research portfolio.
- Knowledge/Experience of working in the public sector.

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 Executive – Research Finance will report to the Operations and Research Finance Manager or his/her nominee.

GRADE LEVEL D – 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 D grade. The key competencies that have been developed for roles at this grade level are as follows;

![Level D Competencies Diagram]

- Team Leadership
- Analysis & Decision Making
- Management & Delivery of Results
- Drive & Commitment to Public Sector Values
- Interpersonal & Communication skills
- Specialist Knowledge, Expertise and Self-Development
Each of the key competencies is supported by a list of key performance indicators which are available [here](#).

**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 Executive – Research, Development & Demonstration 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 D salary scale for this position effective from 1st October 2020 is as follows:

- €43,907 to €64,817 (inclusive of one Long Service Increment (LSI1) which applies after three 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 Executive - Research Finance 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 Executive – Research Finance 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 29 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 Executive – Research Finance 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 1st 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. 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.23 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 Authority 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 for the duration of this contract term. Failure to submit the required evidence will result in the application and/or contract of employment being rendered void.

(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 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 Tuesday September 21st 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 Executive – Research Finance. 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 if 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>
</tr>
</thead>
<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</td>
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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.

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