



Rialtas na hÉireann
Government of Ireland

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:	National Retrofit and Business, Public Sector and Transport Programme Executive – Multiple (19) Roles
Job Ref:	2023/DS.14
Tenure	5-year fixed term contract
Head Office:	3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland
Work Location:	Dublin/Cork/Dundalk/Sligo

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, decarbonisation 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 a range of exciting opportunities in our National Retrofit and Business, Public Sector and Transport Directorates with nineteen Programme Executive roles available. Candidates can express a preference for specific areas of SEAI's activities (see below) in their cover letters. Candidates will be shortlisted into panels under the two directorates below on the basis of their CV and stated preference. However, candidates may be offered any of the available roles in either directorate following the conclusion of the selection process.

National Retrofit Directorate

The National Retrofit Directorate is delivering energy efficiency and retrofit programmes in the residential and community sectors, aimed at delivering on Ireland's target of upgrading 500,000 homes to a BER B2 by 2030. Key programmes in this area include the National Home Energy Upgrade Scheme (One Stop Shop), individual grants and fully funded upgrades. Community supports including Sustainable Energy Communities, Community Energy Grant, and Community Renewable Energy support also form part of our offering in this Directorate. The Directorate is also responsible for developing and implementing the technical and quality standards required to deliver our programmes at the highest level.

Business, Public Sector and Transport Directorate

The Business, Public Sector and Transport Directorate is delivering a range of energy efficiency and emissions reduction programmes across several distinct non-domestic sectors; business, public sector, transport and regulatory programmes. The aim of the programmes in this directorate is to support decarbonisation of industry, commercial and public buildings, and transport, and delivery regulatory programmes which support both domestic and non-domestic objectives. Key programmes in this area include energy network and knowledge supports such as the Large Industry Energy Network, Public Sector Partnership, and SME Energy Academy. Capital programmes such as the Public Sector Pathfinders, EXEED, SSRH, Support Scheme for Energy Audits, and Non-Domestic Microgeneration Scheme support a wide cohort of non-domestic clients with investments. In the transport sector we deliver grants for private and commercial electric vehicles, and grants for home and apartment EV charging, demand generation and information campaigns, as well as providing advice and support to Zero Emissions Vehicles Ireland (ZEV). A sub-section of the Directorate is designated as a Regulatory Body and Authority. Regulatory areas currently include Market Surveillance Authority relating to energy labelling and ecodesign, and the Energy Efficiency Obligation Scheme (EEOS).

THE ROLE PROFILES

There are nineteen (19) positions available that will play a key role in the above Directorates. The successful candidates will join an enthusiastic and innovative team who are committed to the high-quality delivery of SEAI's supports and grants to domestic and non-domestic clients, driving vital national retrofit delivery and emission reduction targets, and supporting SEAI's regulatory functions.

Programme Executive Roles are available in the following programmes within the National Retrofit Directorate:

Programme Area	Available Roles	Description
Community Energy Grants Scheme	2	The Communities Energy Grants scheme supports cross community and cross sectoral energy upgrades, in both domestic and non-domestic. Domestic retrofit projects are supported alongside not for profit and business energy projects and the engineering solutions are wide and varied. The positions advertised will be to support in the evaluation and delivery of projects awarded funding and will have both governance and technical aspects.
One Stop Shop and National Retrofit	2	The National Home Energy Upgrade scheme (One Stop Shop) supports a fully project-managed solution for homeowners upgrading their home to at least a BER B2. Programme executive is required to support the continued growth of the scheme, supporting new One Stop Shop registration, management and OSS delivery. Our programmes are continuously developing and implementing new technical and high performance retrofit solutions, a programme executive will work on developing and deploying and supporting this programme to achieve national retrofit objectives.
Retrofit Business Development	1	This programme executive role will work on developing the value chain within the home retrofit market, working with and reporting to the programme manager for the area. Home retrofit is a relatively new market and requires support in encouraging participation by and developing organisations to participate in this market. The focus will be on developing resources both in terms of people and products in the market.
Quality Management	2	The Technical Standards and Quality team ensure that the SEAI has the technical knowledge and expertise needed to meet the Authority's energy upgrade targets as outlined in the Climate Action Plan and other Government policies. Two positions are available to support the team in developing and implementing a quality assurance scheme for the National Retrofit Directorate. One role will support the Quality Programme Manager to introduce an ISO 9001 quality management system for the National Retrofit Directorate that will apply to the delivery of all the Directorate's grant programmes. The second role will support the Technical Standards Manager in the revision of SEAI's Domestic Technical Standards and Specifications and see their application to all measures supported by the Directorate's schemes.

Programme Executive Roles are available in the following programmes within the Business Public Sector & Transport Directorate:

Programme Area	Available Roles	Description
Large Industry	1	This programme executive role will work on delivering networking and best practice supports via our Large Industry Energy Network (LIEN). This will involve coordination of supports to Ireland’s largest energy users, focused on energy efficiency and decarbonisation. Role includes managing our network of relationship managers, managing the annual review, developing initiatives and special working groups, and supporting decarbonisation roadmap development.
EXEED	1	The EXEED programme provides grant support to deliver high impact projects via an Energy Efficiency Design approach. The programme executive will support the programme manager on grant evaluation, training and mentoring, client engagement and support, and programme reporting and development.
Support Scheme for Renewable Heat	1	The SSRH provides support for renewable heating in the non-domestic sector. This is a dual support including a grant for heat pump systems and a 15 year tariff for biomass and biomethane systems. The programme executive will support the programme manager on grant and tariff evaluation, client and stakeholder engagement, programme reporting and development.
Smart Networks and Transport Charging Infrastructure Programmes	2	<p>The transport and electrical energy sectors are growing and overlapping and the links to the grid , storage, smart systems and smart energy networks and services are critical elements of the future energy system. This is a growth area for SEAI. Linkages with alternative sectors and transport fuels are also a key part of this new Smart Networks and Transport Department.</p> <p>One programme executive role will focus mainly on the provision of grant support for EV Domestic and Apartment Charging Infrastructure with a multi-million euro budget provided by Department of Transport and Zero Emission Vehicle Ireland (ZEV) – including monitoring safety standards.</p> <p>The second programme role will focus mainly on the development of smart energy services for citizens and the role of home area networks enabled by the national smart meter programme.</p>
Public Sector Programme	1	SEAI’s public sector programme supports 350 public bodies and almost 4000 schools in improving energy efficiency and reducing emissions in line with national targets. The programme executive will support the programme manager on the annual Monitoring and Reporting (M&R) cycle including developing and maintaining the emissions methodology and the M&R IT system, and producing the annual Public Sector report.

Public Sector Pathfinders	2	<p>SEAI's public sector pathfinders support key public bodies in developing retrofit and decarbonisation approaches of scale. This is a large capital partnership programme closely engaged in retrofit activities in schools, higher education, central government, healthcare and local authority sectors.</p> <p>The programme executive will support teams from across the public service to identify, develop and deliver high impact retrofit programmes in their area.</p>
Energy Efficiency Obligation Scheme	2	<p>Energy Efficiency Obligation Scheme (EEOS) places obligations on energy suppliers to deliver energy efficiency savings across both domestic and non-domestic sectors. Programme executives will manage aspects of compliance and targets delivery across cross-sectoral areas.</p>
Market Surveillance Authority	2	<p>As Programme Executive – Market Surveillance Unit, you will support the operation and on-going development of SEAI's market surveillance activities, and the Triple E Register, working alongside the programme manager, other programme executives, and contractors providing technical advisory services to SEAI.</p>

Key Responsibilities of the role of Programme Executive

The responsibilities of the Programme Executive 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. They will include, but not limited to, the following:

- The Programme Executive will support the delivery of the key objectives of their programme. This will typically involve supporting the delivery of programme related activity including service delivery and grant management, application and payment processing, client and supplier engagement, and ongoing programme evaluation and enhancement.
- Providing project management, technical and operational support to the programme manager.
- Development and management of SEAI and third-party resources as required by the programme.
- Undertaking detailed analysis on all aspects of programme support and outcomes.
- Preparation of reports relating to Programme uptake, performance and trend analysis.
- Initiating and maintaining relationships with stakeholder organisations.
- Providing guidance and support to SEAI clients
- Representing SEAI at meetings and events (including presentations and speaking engagements).
- Supporting the communication and marketing of the programme.
- Inputting to the ongoing development of the programme strategy and work programme.
- Supporting programme efficiency and effectiveness through contributing to the development and continual improvement of new and existing processes, as well as ensuring transparency and simplicity for both technical and non-technical audiences.
- Participating in strategic policy development supporting both national policy (including the Climate Action Plan) and SEAI priorities, within the team and other programme areas as required.
- Providing clear concise best practice, guidance and case study materials to be utilised across government and state agencies in the promotion of viable emission reduction pathways in domestic and non-domestic sectors.
- Keep informed of and disseminate relevant policy in the programme area at EU and national levels.
- Programme executives assigned to Regulatory programmes will support the effective delivery of annual objectives and targets. These may include areas of a technical evaluation, stakeholder engagement, campaign management, data & analysis, promotion.
- Any other duties that may be assigned by the Programme Manager or 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.

Key Knowledge and Skills

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

- Project management/organisation of concurrently running work and competing demands.
- Strong proactive approach to setting and achieving results, including managing scope, time, risks, cost and quality.
- Flexibility to deliver short term and long term goals.
- Ability to work on own initiative and to deadlines/milestones.
- Analysis and problem-solving skills with strong attention to detail and ability to think strategically and use sound judgement on complex issues
- Strong written and verbal communication skills, including report writing, presenting, public speaking, and the ability to communicate technical information (written and oral) to non-technical audiences.
- Commitment to quality and continual improvement
- Strong interpersonal skills, including ability to foster positive working relationships and work collaboratively with internal colleagues (multi-disciplinary), third party experts and external stakeholders.
- Knowledge of wider context, including broader policy goals for the energy sector at EU and national level.
- Awareness of key challenges for successful sustainable energy policy including the need to ensure lifecycle sustainability, stakeholder acceptance and value for money.
- Well-developed IT skills.

EXPERIENCE, QUALIFICATIONS & PERSONAL QUALITIES

Essential Requirements

The successful candidate must be able to demonstrate;

- Degree level (or greater) or equivalent professional qualification in a relevant technical discipline such as engineering or science, or in business, arts or social sciences
- A good understanding of the energy sector, or energy efficiency, or renewable energy, or sustainability, or industry, or environmental, or building construction and retrofit.
- A minimum of three years' work experience in a related discipline. Post graduate studies may be included.
- Strong Project Management and Organisation Skills.
- Excellent team-player skills, with experience of managing projects involving a diverse range of internal and external stakeholders.
- Ability to work proactively on own initiative, overcoming issues to achieve objectives
- Ability to communicate complex concepts to non-technical audiences.

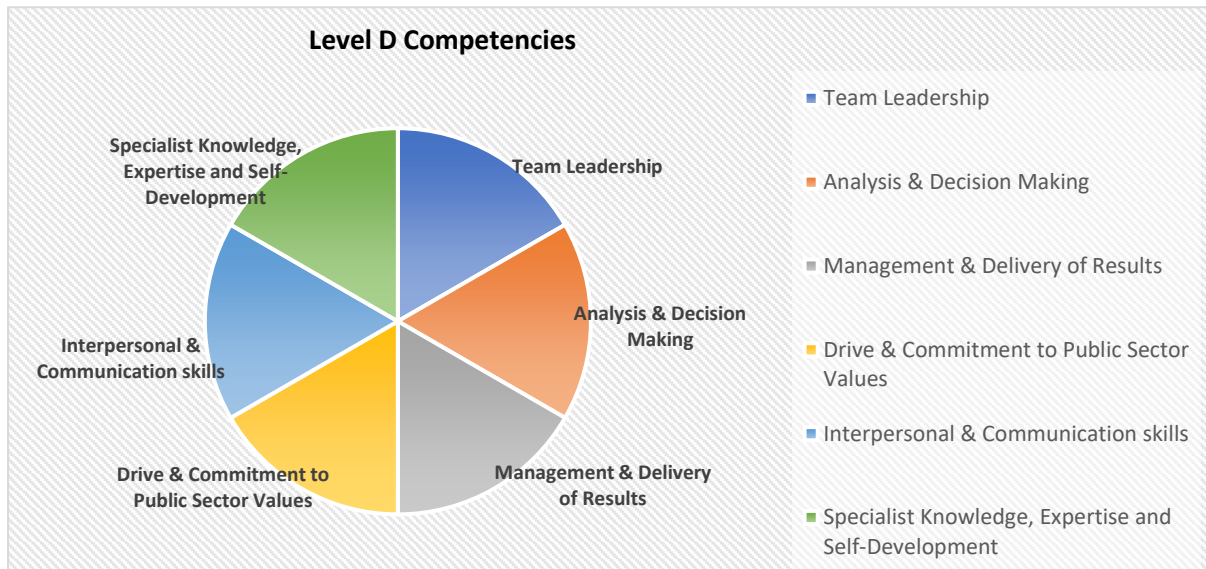
Desirable Requirements

- Experience in working in building energy retrofit activities.
- Experience in working in industry energy efficiency, or business sustainability.
- Experience of working in energy-related policy environment across the public sector, academia or industry.
- Experience in delivering high volume grant programmes, or other high volume client facing services.
- Experience in managing regulatory compliance programmes.
- Experience with energy / environmental / quality management systems
- Experience with energy efficient design management and / or measurement and verification protocols

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.

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;



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.

APPLICATION PROCESS

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 minority and people with disabilities.

Please note that on the SEAI careers page you will have the option to apply for roles in National Retrofit AND/OR in Business, Public Sector & Transport.

This will necessitate you making two separate applications to be considered for roles in each directorate.

HOW TO APPLY

- (A) Applications should be submitted in the form of a cover letter (max 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 submitted via the candidate portal and instructions outlined on the careers page of the SEAI <https://www.seai.ie/careers/>
- (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, 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.
- (D) **Closing Date:** Your application must be received by **midnight on 28th February 2023**. Applications will not be accepted after this time and date. All applications will be acknowledged by email within five working days. If you do not receive an acknowledgement within five working days, please contact Recruitment@seai.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 this role of as outlined above 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 in their application.

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 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, 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.

SELECTION PROCESS

SEAI will be undertaking a competency-based selection process in identifying suitable candidates for this role. The selection process may include shortlisting of candidates, based on 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.

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 in person, remotely using Video-Conferencing software or other tools.

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.

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.

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).

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 2022 is as follows:

- €46,697 to €68,783 (inclusive of one Long Service Increment (LSI1) which applies after three years additional service at Max of grade)

Incremental progression will be subject to satisfactory performance.

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. For any candidate who joined the public sector pre 1995, the non-contributory pay scale may apply.

LOCATION

SEAI's Head Office is based at Three Park Place, Hatch Street Upper, Dublin 2. D02 FX65, Ireland though 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. SEAI have locations in Cork, Dundalk and Sligo.

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, 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 **29** 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.

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>

THOSE NOT ELIGIBLE TO APPLY FOR THE ROLE

Anyone who the following schemes are applicable to is not eligible to apply for this role.

Those who availed of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09

Those who availed of the Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS) under the Department of Health Circular 7/2010 dated 1 November 2010 for a period of 7 years.

Those who availed of the Collective agreement: Redundancy payments to Public Servants who 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.

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.

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

Please note that Garda clearance will be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of six 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 with this information being provided and being in order.

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 with 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.

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.

Legal Compliance

SEAI are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Data Protection Acts 1988 and 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

Expenses

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

Canvassing

Canvassing will result in disqualification from the competition.

SEAI commits to treat all the information or documents received under GDPR guidelines.

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:

Recipient	Reason
HR (internal)	Storing application, acknowledging responses and corresponding with applicants
HR (external Service provider)	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
Interview Panel	The Interview Panel will receive your applications to conduct shortlisting and assessing applicants
Referees	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.
Company Doctor	We will use your personal details to refer you to the company doctor if considered for appointment for a pre-employment medical

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

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferrable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complaint	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.

Contact Details

Name: Data Protection Officer

Email: dataprotection@seai.ie