



Head of Mobility and Smart Networks

Head of Department – Level F

2023/DS.36

Candidate
Information
Booklet

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

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About Us

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

Our role is to transform the way we all use energy by moving to more efficient and clean sources, and by leading innovation in Ireland's approach to energy. If you are interested in working in an organisation that has a real and measurable impact on tackling our climate challenges, then consider a career with SEAI.

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

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

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

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

Canvassing will disqualify.

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

About the Department

The Business Public Sector and Transport Directorate is delivering a range of decarbonisation programmes across several distinct non-domestic sectors; small and large businesses and industry, the public sector, transport as well as the delivery of regulatory roles mandated to SEAI. The aim of the programmes in this directorate is to support decarbonisation of industry, commercial and public buildings, and transport, and deliver regulatory programmes which support both domestic and non-domestic objectives. Key programmes in this area include energy networks and knowledge supports such as the Large Industry Energy Network, Public Sector Partnerships, and SME Energy Academy. Capital programmes such as the Public Sector Pathfinders, EXEED, Support Scheme for Renewable Heat (SSRH), Support Scheme for Energy Audits, Electric Vehicle and charging infrastructure grants and Non-Domestic Microgeneration Scheme. 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 eco-design, and the Energy Efficiency Obligation Scheme (EEOS).

We have an exciting opportunity in the Business, Public Sector and Transport Directorate

The Head of Mobility and Smart Networks is a new leadership role within the SEAI Senior Management Team to enhance the organisation's strategic growth and leadership in these fast-growing sectors. As SEAI has experienced significant growth over the past five years across these programmes, the organisation is currently seeking a talented professional to take on the role of Head of Department for Mobility and Smart Networks to lead the strategic growth of the programmes and teams. Given the expansion of the roles and scope of the various programmes within the directorate there is a now an opportunity to lead, build and develop the new Mobility and Smart Networks Department within the Business, Public Sector and Transport Directorate.

SEAI receive funding direct from Department of Transport and 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 operational support to Zero Emissions Vehicles Ireland (ZEV). The area of transport and mobility is transforming rapidly as new modes of transportation and smart mobility services emerge. The work of this department in SEAI has expanded to include smart networks which is a result of the planned transitioning of the heat and transport systems to benefit from renewable electricity as the primary energy network of the future. The smart network elements are developing at domestic level through the expansion of home area networks and enabling the benefit of smart meters, smart controls and smart energy services. This is also linked to the expansion of smart local area and community networks and to the smart grid at national level. SEAI recognise the requirements and the significant energy efficiency and emissions reduction benefits that can be gained from this smart network evolution.

As this Department is new and evolving, and will lead a significant level of pilot activity, SEAI also recognise the opportunity for the inclusion of innovation and new design thinking in the way the programmes can engage with the citizens, communities and sectors as well as leverage other programmes across SEAI.

The successful candidate for this will report to Director of Business, Public Sector and Transport.

Position Profile

Title of Position:	2023/DS.36 Head of Mobility and Smart Networks
Starting Salary:	€98,665 (Other arrangements may apply if coming directly from another civic or public service body)
Blended Working Tenure:	Details available within booklet. 5-year fixed term contract.
Head Office:	3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65, Ireland www.seai.ie
Work Location:	Dublin
Role Profile:	<p>As a member of the Senior Management Team, the Head of Mobility and Smart Networks will participate in, and contribute to, the development of the overall business strategy, bringing a current knowledge and future vision of leveraging information and technology in programme design, development and deployment. This position has responsibility for the development of the overall vision and strategy of the evolving programmes including integrating the programmes. The position will lead the delivery of high-volume grant programmes across EVs, home and apartment chargers, and will also establish and evolve a range of activities to support the emerging smart networks workstreams supporting the objectives and requirements of Climate Action Plans, EU directives, and other policy, regulatory and legal requirements.</p> <p>As the Head of Department, the role holder will also be expected to play a key role in organisation-level strategic thinking, in engagement with stakeholders, and in the communication of key messages. This is an outstanding opportunity for a visionary leader to create a programme strategy and associated roadmap to drive the organization's mandate and role in the sectors. Leading a hybrid team comprised of internal staff and outsourced external service providers the Head of Mobility and Smart Networks will have extensive people leadership skills with strong motivational and influencing experience.</p> <p>The role holder will have an in-depth understanding of his/her specific professional areas including operational knowledge of transport and electrical infrastructure. They will need to be someone who can operate effectively and efficiently in a continually developing and changing context and be capable of motivating others to embrace change. It is essential that the role holder keeps their own technical knowledge current and actively seeks insights on emerging technology to ensure SEAI is continually focused on technology as a key enabler.</p> <p>The preferred candidates should have the ability to build strong relationships with both internal & external stakeholders and have a strong focus on continuous improvement of the Programmes, Team, and Culture.</p>

Key Responsibilities, Knowledge and Skills

Responsibilities

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

The responsibilities will include, but not limited to, the following:

- Lead SEAI's transport and smart networks department and programmes.
- Lead strategic initiatives to support SEAI's mission to promote and assist the development of energy efficiency and renewable energy.
- Support key government stakeholders in establishing and delivering impactful policies and initiatives to support climate action ambition across transport, and smart networks across all sectors.
- In particular manage the efficient design and deployment of programmes to accelerate uptake of electric vehicles and other sustainable mobility solutions, and smart network adoption to facilitate the transition of heat and transport to renewable electricity, while supporting the effective operation of the electrical system.
- Bring strategic, innovative and analytical expertise to bear in support of Ireland's energy policy goals.
- Support the delivery of innovative pilot projects, to demonstrate next horizon approaches and build an evidence base for policy makers, regulators, and energy users (residential and commercial)
- Oversee, and be accountable for, programme performance and reporting, team leadership and development.
- Ensure effective financial performance of programmes.
- Participate on SEAI's senior management team, contributing to the overall management and strategic direction of the organisation.
- Any other duties as may be assigned from time to time.

The functions and responsibilities assigned to this role are based on the current requirements stated above and may be changed from time to time.

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

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

- Be a strong leader with proven ability to lead the commissioning, delivery and communication of programmes.
- Demonstrated skills and techniques to gain understanding of the requirements of a project and achieve end to end project/programme delivery, including managing scope, time, risk assessment, cost and quality.
- An experienced capacity to build positive working relationships with colleagues and external stakeholders; to work in multi-disciplinary teams and to network effectively.
- Have the ability to foster a mind-set of anticipating and avoiding problems and the practical steps that are required to reduce or remove them.
- Strong analytical, problem-solving and interpretive skills with an ability to use sound judgement on complex issues.
- Demonstrated ability to think and inform strategically on behalf of the organisation.
- Excellent written and oral communication skills and ability to represent SEAI in a public forum.
- 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.

Experience and Qualifications

ESSENTIAL REQUIREMENTS

The successful candidate must be able to demonstrate

- Hold a qualification at Level 8 on the National Framework of Qualifications or equivalent professional qualification in a discipline relevant to this position such as engineering, business, or science.
- At least five years' experience in leadership, communication and strategic management at a senior level
- Understanding of the energy sector especially regarding policy and technology
- Proven track record of programme design, management and delivery
- An ability to plan, organise and use resources and budgets effectively and efficiently.
- An ability to build and successfully motivate teams in order to achieve organisational goals.
- An ability to think and act strategically on behalf of the organisation and put ideas into practice.

DESIRABLE REQUIREMENTS

- A post graduate qualification in business or related management area
- Experience working in a multi-disciplinary team and managing projects involving a diverse range of internal and external stakeholders.
- Knowledge / Experience of working in the electricity and transport sectors.
- Knowledge of electricity networks
- Knowledge of IT, IoT, and communication technology
- Effective communication and interpersonal skills

How to Apply

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

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

Both documents should be submitted via the candidate portal on the SEAI careers [website www.seai.ie/careers/open-roles](http://www.seai.ie/careers/open-roles)

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

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

Closing Date Your application must be received by midnight on 14th February 2024.

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

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

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

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

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

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

- Leadership & Strategic Direction
- Judgement & Decision Making
- Management & Delivery of Results
- Building Relationships & Communication
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

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

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

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

Feedback Feedback will be provided to interviewees on written request.

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

SEAI Values



Passionate

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



Courageous

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



Innovative

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



Trusted

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



Experts





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



Collaborative

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

Employee Value Proposition

<h2>Benefits</h2> 	<ul style="list-style-type: none"> • Modern Dublin HQ, located centrally and accessible with many transport options. • Regional office in Cork, Dundalk and Sligo. • Hybrid working model (up to two days in office, three days remote with option for 1-month remote p/annum) • Employee Assistance Programme • Cycle to work scheme. • Range of 23-30 days annual leave, depending on role & company date (Good Friday)
<h2>Culture</h2> 	<ul style="list-style-type: none"> • Purpose led organisation with passionate experts invested in making an impact. • Employee centred, value driven team environment. • Strong focus on Equality, Diversity and inclusion (EDI) • Employee driven committees including Green Team, EDI, Social etc. • Focus on work life balance and flexibility
<h2>Compensation</h2> 	<ul style="list-style-type: none"> • Competitive and transparent salaries and salary scales. • Annual increments. • Obligatory pension schemes with Additional Voluntary Contribution option. • Financial support towards further education and study and exam leave. • Supportive illness policies and pay for different circumstances including Income Continuance Plan. • Good Gender pay balance.
<h2>Career</h2> 	<ul style="list-style-type: none"> • Successful track record of internal promotions. • Numerous different career paths across the organisation. • Training and mentoring programmes. • Investment in individual learning and development. • Leadership training and development.

Conditions of Service

Tenure:	This position will be offered on a 5-year Fixed Term contract basis.
Salary Payment Arrangements:	<p>The Level F salary scale for this position effective from 1st October 2023 is as follows: €98,665 to €122,041 (inclusive of two Long Service Increments which applies after three- and six-years additional service at Max of grade). Incremental progression will be subject to satisfactory performance.</p> <p>Important Note: Candidates should note that entry will be at the first point of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.</p> <p>Different terms and conditions may apply if you are currently a serving civil or public servant.</p>
Location:	The place of work will be based at SEAI's Head Office at 3 Park Place, Hatch Street, Dublin 2, D02 FX65. SEAI offer the option to work in a hybrid working arrangement, in line with the SEAI Blended Working Policy. SEAI reserves the right, at its discretion, to change working location within reason on any future date.
Blended Working Arrangements:	As an employer, SEAI operates a blended working policy that facilitates access to remote working options having regard to work-life balance/integration, mental health, and the need for a safe and productive working environment. Blended working arrangements will be operated under SEAI's Blended Working Policy, which currently requires staff to work from the office a minimum of two (2) days per week. Availability and patterns of blended working will be based on business needs and the suitability of the role and may be subject to change should the business needs dictate.
Probation:	On appointment, the appointee will serve a six (6) month probationary period. In certain circumstances, the probation period may be extended, in line with the SEAI's Probationary Policy and Procedures.
Working Week:	Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 hours per week (35 hours net of rest breaks). Pro-Rata will apply in the case of part-time role. Additional hours may from time to time be reasonably required to meet the requirements of the position. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.
Annual Leave:	The annual leave allowance will be 30 working days a year, based on a five-day week and is exclusive of public holidays. Pro-rata will apply in the case of part-time role. Annual Leave is to be taken at a time or times convenient to SEAI.

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

Those not eligible to apply for the role.

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

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

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

Other Conditions of Employment: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee.

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

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

Confidentiality: 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.

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>

