







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.

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:

 <p><b>We are passionate</b></p> <ul style="list-style-type: none"> <li>We are enthusiastic about our role in working towards a sustainable energy society.</li> <li>We channel our passion and commitment into the way we operate to ensure that we will deliver for all of Irish society.</li> </ul>	 <p><b>We are courageous</b></p> <ul style="list-style-type: none"> <li>We understand the scale of Ireland’s energy challenge and accept our role in meeting this challenge.</li> <li>We understand that every one of us has a part to play in delivering the energy changes that Ireland needs.</li> </ul>	 <p><b>We are innovative</b></p> <ul style="list-style-type: none"> <li>We know that existing technologies and processes alone will not allow us to realise a fully sustainable energy society.</li> <li>We are continually learning, seeking new solutions, and constantly adapting to meet the demands of our fast-changing environment.</li> </ul>	 <p><b>We are trusted</b></p> <ul style="list-style-type: none"> <li>We appreciate the trust placed in us by citizens, communities, business and Government, without it we could not deliver on our objectives.</li> <li>We respect this trust and seek to maintain it by operating transparently, working with integrity, holding ourselves accountable and functioning independently.</li> </ul>	 <p><b>We are experts</b></p> <ul style="list-style-type: none"> <li>We recognise the importance technical expertise plays in achieving a sustainable energy future.</li> <li>We seek to further enhance this expertise within SEAI through research, critical thinking, consultation, listening, analysis and delivery.</li> </ul>	 <p><b>We are collaborative</b></p> <ul style="list-style-type: none"> <li>We will not succeed by operating in isolation.</li> <li>We actively look to work with all those in Irish society; listening to ideas, acknowledging concerns, incorporating feedback and looking to build strong relationships to support every individual, community and business in Ireland to be a part of the sustainable energy revolution.</li> </ul>
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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

<b>Title of Position:</b>	Transformation Management Office - Programme Manager
<b>Job Ref:</b>	2023/DS.41
<b>Tenure:</b>	5-year fixed term contract
<b>Head Office:</b>	3 Park Place, Hatch Street Upper, Dublin 2, D02 FX65,
<b>Work Location:</b>	Dublin

## THE ROLE PROFILE

### RESTRUCTURE AND GROWTH

In line with the ambitions articulated in the most recent Climate Action Plan and the Programme for Government, SEAI has been growing the scale and scope of its activities. It is envisaged that SEAI will continue to experience further considerable growth in its reach and the breadth of activities and services it provides over the remaining years of this decade.

This organisational growth requires substantial structural and operational changes such that the scope and scale of the change management programme is transformative rather than adaptive. Against this background SEAI has established a Transformation Management Office (“TMO”) and is now seeking a Programme Manager to head up this office.

### JOB FUNCTION

The primary function of this role is to manage the delivery of the TMO’s projects and activities. Reporting to the Director of Corporate Services, the Programme Manager will:

- Support an organisational-wide programme of change management activities working with management, external advisers and staff to drive outcomes across projects and workstreams.
- Ensure stakeholders are brought together to make decisions, produce deliverables and to find solutions for challenges and issues as they emerge.
- Liaise closely with external advisers in ensuring the delivery of key outcome for all workstreams within specific Projects/Programmes .
- Provide the tools, templates, and techniques to enable and coordinate effective programme and project delivery.
- Collate data, present insights, monitor and report on KPIs and key deliverables.
- Reduce risk of programme failure by effectively managing risks and issues.
- Provide guidance and advice to support complex and/or high impact projects and programmes to ensure outcomes are successfully delivered and embedded within SEAI.

## KEY RESPONSIBILITIES

The responsibilities in addition to those outlined in the job function above will include but not be limited to the following:

- Collate, analyse and provide recommendations to the Project Governance Groups to support key decisions on the direction of the transformation portfolio
- Ensure programme governance and reporting structures are working effectively.
- Provide on-going support and assurance to relevant management and board committees.
- Ensure projects are prioritised and aligned with the short and long term goals of SEAI
- Resolve issues, identify impediments and issues facing delivery and ensure that appropriate mitigation actions are in place which can include issues being escalated to the Project Sponsor/Steering Group where required.
- Ensure the right people have access to the right information to make timely decisions.
- Map and plan for the management of dependencies and liaise with Workstream Leads to ensure that dependencies are effectively managed.
- Ensure there are ongoing risk assessments and mitigations across all projects
- Manage project resources reporting on project timelines and budgets
- Assist in implementing best practice project management tools and techniques in the organisation.
- Facilitate change management activities with cross-functional team members and stakeholders to ensure full adoption of and engagement with new practices and standards.
- Ongoing identification of opportunities for new and innovative ways of working, to drive process improvement initiatives and oversee delivery of these initiatives
- Any other duties that may be assigned from time to time in the context of the overall programme.

## KEY KNOWLEDGE AND SKILLS

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

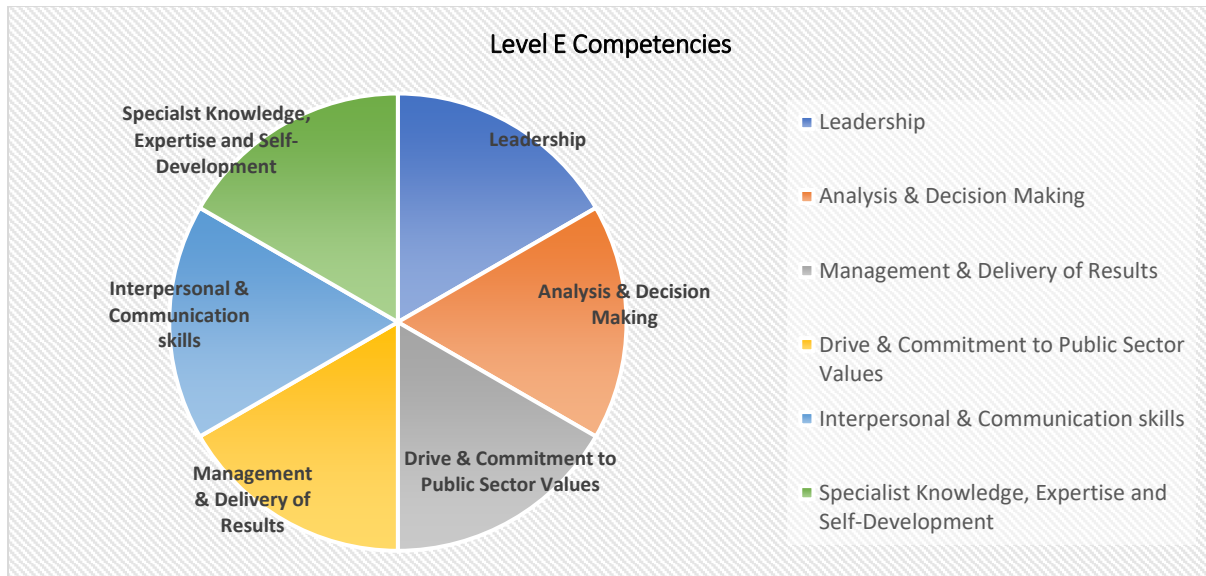
- Be a strong leader with the ability to lead the commissioning, delivery and communication of the change management programme.
- Have the skills and techniques to gain an understanding of end-to-end processes, document as required, identify gaps and working with teams propose solutions.
- Have the ability to foster a mind-set of anticipating and avoiding problems and the practical steps that are required to reduce or remove them.
- Be able to interpret organisational needs, think and act strategically and put ideas into practice
- Have an ability to strike the right balance between action and decision centred governance.
- Demonstrate strong motivation to develop and optimise the performance and contribution of the SEAI in delivering its core objectives.

To ensure that activity peaks within this Change Management Programme 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 certain periods.

# EXPERIENCE, QUALIFICATIONS & PERSONAL QUALITIES

## KEY COMPETENCIES

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



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

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

## ESSENTIAL REQUIREMENTS

The successful candidate must be able to demonstrate:

- Hold a qualification at Level 8 on the National Framework of Qualifications or an equivalent professional qualification in a discipline relevant to this position, such as Project Management, Business Process Reengineering, Data Analytics, Finance or other relevant discipline
- Ability to create and communicate a vision and 'stories'
- Proven track record of delivering change management programmes
- Effective stakeholder management, communication and interpersonal skills
- Knowledge and expertise of project management tools and techniques
- An ability to plan, organise and use resources and budgets effectively and efficiently
- An ability to build and successfully motivate teams in order to deliver project goals
- Excellent writing and presentation skills
- Ability to build valued relationships with stakeholders and colleagues to assist in delivery of transformation and continuous improvement

## 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.

### 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 requirements for this role as detailed 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](http://www.seai.ie/careers)

(B) **Eligibility to Work:** 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](#).

(C) **Closing Date:** Your application must be received by **midnight on Monday 30<sup>th</sup> October 2023**. Applications will not be accepted after this time and date. If you do not receive an acknowledgement please email [recruitment@seai.ie](mailto: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 of as outlined above as contained in this booklet.

### 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 recruitment process.

Prior to recommending any candidate for appointment to this position, SEAI will make all such enquiries deemed necessary to find that candidate's suitability including submission of relevant documentation such as VISA, qualifications etc. No offer will be made, or inferred, until all checks have been completed,

## DEEMING OF CANDIDATURE TO BE WITHDRAWN

Candidates who do not attend for interview or other assessments when and where required, or who do not, when requested, furnish such evidence, as the SEAI require regarding any matter relevant to their candidature, or who do not engage in communications with the SEAI, will be considered to have withdrawn from the process.

## FEEDBACK

Feedback will be provided to interviewees as part of the recruitment process.

## 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 E salary scale for this position effective from 1<sup>st</sup> October 2023 is as follows:

- €75,822 to €98,850 (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:** 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.

## LOCATION

The place of work will be based at our Dublin SEAI office. Office Locations. 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.

## 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. leave is prorated for part time.

## WORKING WEEK

Weekly working hours will be, on average, not less than 41.25 hours per week (**35 hours net of rest breaks**). Pro-Rated for part-time roles. Additional hours may occasionally be required within reason to meet the requirements of the role. The salary for this role incorporates payment for any additional hours, and therefore no additional payment will accrue. The SEAI Blended working policy allows for flexible start and finishing hours, currently start times between 8 –10am, and finish times between 3:30 – 6pm.

## BLENDED WORKING ARRANGEMENTS

As an employer, SEAI operates a flexible blended working policy that facilitates access to remote working options to promote employee work-life balance, wellbeing and 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. The days consist of 1 team day and 1 day of the employee's choice. 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 organisation require.

## 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.

Normally, 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>

**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

## STANDARD CHECKS WHICH AN OFFER OF EMPLOYMENT IS DEPENDENT UPON

- References checks
- Verification of academic and professional qualifications.
- Garda clearance may be required for this position. It is the candidate's responsibility to apply for this and provide in a timely manner for all countries they have resided in.
- Garda Vetting - Depending on the role, the candidate may be required to make an application to be vetted.
- Pre-employment medical assessment as arranged by 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)

**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

## LEGISLATIVE COMPLIANCE

**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).

**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. Information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics

**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.

**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/transferable 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](mailto:dataprotection@seai.ie)