seai SUSTAINABLE ENERGY AUTHORITY OF IRELAND

Rialtas na hÉireann
Government of Ireland

IT Solutions Architect

Eng 11 Level

Reference: DS.12

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.

We are committed to enhancing our customers' experience, ensuring we understand our customers and deliver best-in-class services that meet their needs and expectations. We aim to deliver an easy, excellent and accessible customer experience and place our customers at the heart of everything we do.

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.

Position Profile

Title of Position: 2026/DS.12 IT Solutions Architect

Starting Salary: €76,202pa

(Other arrangements may apply if you are currently a serving civil or public servant)

Blended Working: Details available within booklet.

Tenure: 5-year fixed term contract.

Head Office: 3 Park Place, Hatch Street Upper,
Dublin 2, D02 FX65, Ireland
www.seai.ie

Work Location: Dublin office.

Role Profile: We have an exciting opportunity in SEAI for a Solutions Architect in the IT Department which is part of the Corporate Services Directorate.

The IT Department provides support across all aspects of SEAI operations, with teams focused on several areas: IT Project and Business System Programmes (PMO), Enterprise Architecture, Data Governance, IT Operations including IT Helpdesk, IT Governance, IT Change Management, and Cyber and Information Security.

The successful candidate will join the current Enterprise Architect and support them in defining, maintaining, and governing the SEAIs IT systems architecture to ensure that business strategy objectives, and cost-effective technology are aligned.

Reporting to the Chief Information Officer (CIO), the successful candidate will work across the IT Department and third-party vendors to develop and integrate ICT systems, reviewing existing systems to identify areas for improvement and monitoring the outcome of new and upgrades business systems.

The successful candidate will join an enthusiastic and innovative team who are committed to the high-quality delivery of SEAI's ambitious ICT Strategy and customer centric digital services.

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.

SEAI invites applications from people from diverse background and under-represented groups including ethnic minorities and people with disabilities, providing equal opportunity to all candidates.

If reasonable accommodation is needed to participate in the job application or interview process, please contact Clare Anoopa on 01-808-2044 or clare.anoopa@seai.ie .

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.

They will include, but not limited to, the following:

- Develop high-level and low-level architectural documentation, including diagrams, design patterns, and technical specifications.
- Partner with Business Analysts, business stakeholders, and third-party vendor teams to understand service delivery needs and translate them into technical solutions.
- Support IT Projects from conception to delivery to ensure product meet the requirements and is aligned with IT Strategy (including Cyber Security and Data), and market standards.
- Support the development and documentation of a standardised Enterprise Architecture.
- Support the evolution of the Enterprise Architecture (EA) teams' services and help define the strategy for the EA discipline.
- Support the creation of business architecture deliverables that clarify strategic intentions, identify business outcomes, explore implications, impacts and risks.
- Conduct feasibility studies and risk assessments for proposed solutions.
- Evaluate emerging technologies and assess their relevance to business and service delivery.
- Identify and evaluate risks and devise plans to eliminate or mitigate them in IT systems.
- Manage the architecture governance process and ensure compliance with standards.
- Ensure system solutions align with cybersecurity, data protection, and records management obligations.
- Evaluate technology vendors and present evaluations to stakeholders.
- Evaluate new technologies, emerging tools and trends, identifying ways to improve performance, reduce costs, and streamline operations.
- Support audits and assurance activities as required.
- Any other duties that may be assigned by Chief Information Officer (CIO).

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:

- Track record in managing and collaborating with multiple internal and external stakeholders with proven ability to manage complex stakeholder environment using change management skills.
- Experience of budget management.
- Strong leadership skills to include managing cross-functional teams and driving collaboration across diverse stakeholder groups.
- Knowledge of Enterprise Architecture governance structures and frameworks.

Experience and Qualifications

ESSENTIAL REQUIREMENTS

The successful candidate must be able to demonstrate:

- A degree (minimum Level 8 on the NFQ or higher) in IT, Computer Science, or other relevant discipline.
- A minimum of 5 years directly relevant experience working in IT Architecture design and implementation within large complex organisations (a master's degree may account for 1-years' experience).
- Demonstrated proficiency in system architecture principles and frameworks, software development practices, cloud platforms (Azure) and service orientated architecture (SOA), data architecture and software development practices.
- Experience in establishing and operating architecture frameworks and governance.
- Significant experience in stakeholder management involving a diverse range of internal and external stakeholders with complex interdependencies.
- Proficiency in development methodologies such as DevOps.

DESIRABLE REQUIREMENTS

- Certificate in architecture frameworks such as TOGAF.
- Experience in enterprise-level systems design.
- Experience in microservices and API first architectures.
- Proficiency in the Irish Language.
- Experience or knowledge of delivering positive customer experiences.

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

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 **Thursday 2nd July 2026**.

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.

Persons with disabilities invited to interview who anticipate needing accommodations or who have questions about physical access may call Clare Anoopa on 01.8082044 or email clare.anoopa@seai.ie.

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 Eng 11/Prof Acct 11 grade (aligned with Assistant Principal level competencies). The key competencies that have been developed for roles at this grade level are as follows.

- Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- 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 **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.

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.

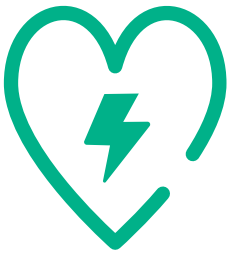
Feedback

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

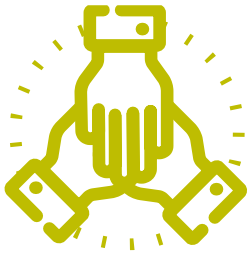
We know that existing technologies and processes alone will not allow us to realise a fully sustainable energy society. We are continually learning, seeking new solutions, and constantly adapting to meet the demands of our fast-changing environment.

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

Benefits	• 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).
Culture	• 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.
Compensation	• 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.
Career	• 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:

The Eng11/Prof Acct 11 salary scale for this position effective from 1st June 2026 is as follows: €76,202 to €92,931 (inclusive of two Long Service Increment which applies after three- and six-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.

Location:

The place of work will be based at one of the SEAI offices as listed on cover page. 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 **27 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. SEAI Recruitment Privacy Notice is available **here.**

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.

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**

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#EnergyRevolution

Play your part in Ireland's ambitious climate action.
Ireland needs your energy