

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

ENERGY EFFICIENCY OFFICER – EXECUTIVE POST
5 YEAR CONTRACT POSTS

Closing Date: 4.00 p.m. on 2nd February 2023

Kildare County Council is committed to a policy of equal opportunity.

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JOB DESCRIPTION

THE JOB: ENERGY EFFICIENCY OFFICER – EXECUTIVE POST

Kildare County Council is now seeking applications for the post of Kildare Energy Efficiency Officer who will capitalise on opportunities and support the local authority and the Mid-East Energy Unit to deliver on the ambitious targets of 50% improvement in energy efficiency and 51% absolute reduction in carbon emissions, set for 2030 with a trajectory for net zero by the end of 2050.

The office is whole time and pensionable on a 5 year contract basis.

Context

Strengthened national climate policy responses to help tackle the global phenomenon of climate change call for a reduction in emissions of 51% by 2030, with a trajectory towards achieving net-zero emissions by the end of 2050.

The role of local government is considered significant at the forefront of climate action. This is reflected in the local government sectoral strategy published in April 2021; ***Delivering Effective Climate Action 2030 (DECA 2030)***, where an overarching commitment on leadership is highlighted to ensure a coherent approach to climate action across the administrative and political structures of all 31 local authorities with the support and assistance of the four Climate Action Regional Offices (CAROs). This is further reinforced at the regional and local levels through the **Local Authority Climate Action Charter** that commits local authorities to both adaptation and mitigation actions to help deliver on sectoral and national climate obligations.

As part of national obligations on climate action, local authorities are also prescribed to develop and implement a **Local Authority Climate Action Plan**, of a five year duration, to bring forward mitigation and adaptation measures in an integrated manner. As part of the climate action plan each individual local authority will be responsible for reducing greenhouse gas emissions from across its own assets, infrastructure and operations, whilst also taking on a broader role of influencing and facilitating others to meet their own targets. In addition, each local authority must bring forward plans to develop a **Decarbonisation Zone (DZ)** as a demonstrator for what is possible for decarbonisation and climate action in a place-based manner.

Guidelines to support local authorities in the development of their climate action plan will be issued by the Minister and all local authorities are obliged to adhere to the provisions of these guidelines.

Kildare County Council has a well-established and ambitious role on climate action. In addition to maintaining strong advocacy for the leadership role of local government on climate action, it hosts the Eastern and Midlands CARO which works across the largest climate action region in the country with 17 local authorities, to drive the climate action agenda at local, regional and national levels. Kildare County Council is a signatory of the **EU Covenant of Mayors** platform for local climate and energy actions. It also fulfils all requirements relating to the delivery and reporting on public sector energy obligations as part of the SEAI M&R system.

More recently, Kildare County Council has entered a working partnership with adjoining local authorities of Wicklow and Meath to establish the **Mid-East Energy Unit** that will utilise Pathfinder support from the SEAI to address combined climate mitigation ambitions and identify, progress and deliver prescribed energy efficiency and carbon reduction projects in the local authority and the region.

Advanced work in Kildare has commenced on building the evidence base for the local authority climate action plan in line with the requirements of the Climate (Amendment) Act 2021 and the draft guidelines as published. Work is also ongoing in Maynooth, identified as the DZ within the county.

RESPONSIBILITIES/DUTIES:

Working as part of the Energy Management Team and reporting to the Climate Action Coordinator in Kildare County Council, the Energy Efficiency Officer will be responsible for a range of projects and initiatives to advance both the local authority's and the Mid-East Energy Unit's commitments on energy efficiency and emission reductions.

The Energy Efficiency Officer is responsible for the following specific duties:

Kildare County Council obligations:

- Lead a strengthened Energy Management Team of the local authority to deliver on energy/emission targets and objectives, including:

- Developing and maintaining relationships with key energy/emission departments within the local authority and developing a knowledge of their activities and energy/emission project needs.
- Working with all local authority departments and collaborating with others as is necessary to ensure deadlines are met and any barriers to deadlines are highlighted early.
- Lead in the development and implementation of ISO 50001 Energy Management System, including:
 - Convening energy dedicated meetings and workshops with Significant Energy Users (SEU) owners in each of the relevant local authority departments.
 - Generating energy performance reports for SEU's in line with ISO 50001 requirements
 - Identifying energy and emission saving projects that can be evaluated by the energy team and incorporated into the Energy & Emission Investment Strategy 2030, a Register of Opportunities & Annual Action Plans.
- Monitor and Report on requirements for the local authority which involves the
 - Maintenance of M&R database for SEAI (MPRNs, GPRNs, Unmetered Public Lighting, Fleet fuel, other machine fuels etc.)
 - Supporting local authority departments in collecting and sorting of all data annually to meet monitoring and reporting requirements.
 - Annual Monitoring & Reporting to SEAI & data verification.
 - Identification of potential energy efficiency projects on an ongoing basis
- Mentor local authority departments in ensuring all energy/emission statutory obligations of the local authority are met; M&R, DEC's, NDBERs, Building Audits, Organisational Audit, including
 - Assist in the generation of DEC's (Display Energy Certificates) for public buildings
 - Supporting the local authority in priorities and addressing the gaps in meeting their energy/emission statutory obligations
 - Assist and/or support the procurement of services to carry out feasibility studies and energy audits of local authority facilities
- Assist in the implementation of energy efficiency and emission reduction measures across the local authority, including
 - Investigating and identifying potential solutions to data gaps in developing evidence-based analyses.

- Supporting the local authority departments to implement and/or procure energy audits
- Energy/emission project design, specification and implementation.
- Help identify and develop EU and national level funding applications for energy/emission planning research and projects.
- Support the Energy Management Team and the Climate Action Office of the local authority to meet implementation and reporting commitments of the Covenant of Mayors and the delivery of energy, emission reductions and climate actions of the Local Authority Climate Action Plan.
 - Take a lead role in the development and implementation of the Maynooth DZ.
 - Active involvement in translating guidelines for local authorities on developing the climate action plan to the context of Kildare County Council.
 - A key role in supporting and leading communities in the development of Sustainable Energy Communities (SEC).
 - Collaboration with a range of local and regional stakeholders, Municipal Districts, Public Participation Networks, Strategic Policy Committees and Community Groups.
 - Building organisational capacity to mainstream mitigation actions across all services and functions.
 - Support the local authority to integrate low-carbon energy policy requirements into local authority policies and strategies (e.g. Local Authority Climate Action Plan, County and Local Development Plans, Local Economic and Community Plans, Corporate Plan etc.)
- Undertake any other duties as may be required to support the implementation of the local authority's agenda on energy efficiency and emission reduction.

Mid-East Energy Unit obligations:

- Build effective relationships with the Mid-East Energy Unit energy representatives from Wicklow and Meath County Councils to help integrate and embed energy and emission reduction across the region.
- Work constructively as part of and within the governance arrangements established for the Mid-East Energy Unit to which Wicklow County Council is lead authority.
- Work collaboratively as an active member of the Mid East Energy Unit, with Wicklow and Meath County Council, SEAI, Energy Agencies and other relevant partners to define, develop and implement aggregated projects of

scale across the region and innovative solutions to delivery meaningful energy efficiencies and emission reductions.

- Encourage and lead stakeholder engagement and collaboration through the Mid East Energy Unit with Government Departments, SEAI, Energy Agencies and other relevant partners in the development of the local authorities energy and emission projects and ensure maximum benefit from EU and national funding opportunities.
- Build and maintain senior level stakeholder relationships across the region with other public and private bodies and relevant networks, associations and service providers to support the objectives of the Energy Unit.
- In partnership with Wicklow and Meath County Councils, lead the development and implementation of Energy and Emission Investment Strategies to 2030 ensuring a coordinated, cross-organisational approach that supports delivery of local authority targets.
- Support the Mid-East Energy Unit to identify and progress targeted actions and appropriate supports that will deliver measurable progress towards local authority energy and emission targets.
- Any other duties as may be required to support the implementation of the Mid-east Energy Unit on energy efficiency and emission reduction.

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Good interpersonal skills and the ability to establish positive relationships with staff of the Council, Councillors, partners, external agencies and suppliers etc.
- Well-developed presentation and negotiation skills: able to communicate clearly, pleasantly and confidently with staff and stakeholders both orally and in writing.
- Confident in their technical abilities, can work under pressure and to tight deadlines. Able to work on your own initiative and be a self-starter, prioritising work with minimum supervision.
- Must be committed to self-development and be enthusiastic about acquiring new skills.

Driving Licence

Applicants should at the date of appointment hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence,

(Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

QUALIFICATIONS

The qualifications for the position of Energy Efficiency Officer are:

CHARACTER: Each candidate must be of good character.

HEALTH Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION/EXPERIENCE, ETC.:

Essential Requirements:

Candidates shall on the latest date for receipt of completed application forms for the office: -

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering, Planning, Science, Environmental Science, Architecture or related discipline.
- (b) have at least five years satisfactory relevant experience of town planning, engineering, environmental science, architecture or other relevant discipline.
- (c) possess a high standard of technical training and experience and demonstrate a record of excellent project management skills resulting in successful outcomes, simultaneously managing and coordinating multiple projects of differing scale, nature and complexity, bringing them to a conclusion on time and on budget.
- (d) possess a high standard of administrative and management experience

- (e) have satisfactory knowledge of Local Authority operations, particularly in respect of their responsibilities for and enhancing their capacity on Energy Efficiency, Emission Reduction and Climate Action.
- (f) Have a high level of technical competence and experience in delivering successful outcomes, formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement.
- (g) Demonstrate a successful track record in managing and motivating staff including strong judgement and problem-solving skills.
- (h) have excellent interpersonal, communication and influencing skills;
- (i) Have an excellent knowledge of health and safety legislation and regulations and their application in the workplace and competence and experience of financial and budget management.

Desirable Requirements:

- (a) Possess excellent knowledge of local government functions, services and activities.
- (b) Demonstrate a high level of IT competence;
- (c) Demonstrate knowledge and experience in climate change adaptation and mitigation, an understanding of Irish climate action policy at national, regional and local levels with particular reference to prescribed emission reduction targets and energy efficiency improvements.
- (d) Demonstrate robust knowledge of the Covenant of Mayors framework, ISO 50,001, M&R and accountability of the local authority for delivering on targets for energy efficiency and emission reductions.
- (e) Demonstrate a high level of technical knowledge and experience in project appraisal, delivering projects on time and on budget.
- (f) Demonstrate knowledge of working with communities to deliver projects and other interventions, including involvement of experience of working with all forms of media.
- (g) Have a knowledge of the Sustainable Energy Authority of Ireland (SEAI) and the various energy efficiency campaigns and funding schemes ongoing nationally, regionally and locally.

- (h) Have experience of building strategic relationships with external stakeholders at all levels including local, regional and national and be capable of working in close collaboration with key partners and in seeking co-operation and consensus with a whole range of external bodies and representative groups.
- (i) Demonstrate experience of working closely with Elected Members and have a knowledge of existing Local Government structures and 'Putting People First'.
- (j) have experience of managing and coordinating multi-disciplinary and cross sectional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/her control.
- (k) have experience of maintaining sound employee relations and conflict resolution.
- (l) be experienced in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation.
- (m) be experienced in contributing to the operations and strategic planning processes and in the implementation of the agreed aims of same.
- (n) Have a knowledge of Local Government funding streams with a particular focus on the availability of climate action funds at a national and European level.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, fixed term contract posts may be filled.

SALARY:

€53,626 per annum to €71,200 per annum (maximum)
 €73,445 per annum (LSI 1) (after 3 years satisfactory service at maximum)
 €74,544 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants, who are not currently working in the Public Sector, will commence at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be six months but the Chief Executive may, at his discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be assessment(s) during the probationary period;

Working Hours (35 Hour Week)

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time

Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Eligibility To Work In Ireland

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 2nd February 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

Strategic Management and Change	Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes. Political Awareness Has a clear understanding of the political reality and context of the organisation. Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.
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	<p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>
Performance through People	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups and communities.</p>
Personal Effectiveness	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being</p>

	<p>Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.</p>
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APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.