



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

ENERGY OFFICER - PERMANENT WHOLETIME - COMP ID 011328

OIFIGEACH FUINNIMH, BUAN LÁNAIMSEARHA, U.A. AN CHOMÓRTAIS 011328

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON 15TH AUGUST 2024**

The Role:

The Energy Officer will report to the Energy Performance Officer, currently in the Architects Department, or any other person designated by the County Architect or Director of Service.

The Energy Officer will lead the Local Authority Energy Team and support the Energy Performance Officer and Significant Energy Users by providing technical and operational support in managing and maintaining the Energy Management System, ISO50001:2018.

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QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application forms:

Each candidate must, on the latest date for receipt of completed application forms:

- a. hold at least an honours degree (level eight in the National Framework of Qualifications*) in Engineering, Planning, Science, Environmental Science, Environmental Policy, Architecture or equivalent.
- b. have at least five years satisfactory experience and a minimum of two years energy management experience
- 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 conclusion on time and budget.
- d. possess a high standard of administrative experience and ITC skills.
- e. has the ability to lead a team demonstrating a successful track record in managing and motivating staff and stakeholders and work on own initiative.
- f. have satisfactory knowledge of local authority operations and an understanding of local authority responsibilities in relation to energy efficiency, carbon reduction and climate action.
- g. have excellent interpersonal, communication and technical report writing skills and ability to communicate and present findings to a non-technical audience.

* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

It is desirable that each candidate:

- (a) has previous experience in the design, project management, energy efficiency and renewable energy projects.
- (b) has a full understanding of ISO50001 energy management system ideally with previous experience in implementation and maintaining certification in a large organisation.
- (c) possesses certification in ISO50001 lead internal auditor training, SEAI certified auditor and ideally a registered non-domestic BER assessor.
- (d) possesses an Energy Officer Certified Energy Officer accreditation and ideally holds an honours degree in Electrical Services & Energy Management.
- (e) possesses certification as a Measurement & Verification professional applying IPMVP, CMVP accreditation.
- (f) has previous experience in generating Display Energy Certificates (DECs) and Building Energy ratings (BERs) for public buildings.
- (g) has previous experience in energy data management, energy consumption M&R and reporting methods to SEAI.
- (h) has an understanding of public sector obligations in relation to energy efficiency and carbon reduction targets, climate change and how energy use impacts it.
- (i) possesses knowledge of Energy Performance Contracting (EPC)
- (j) has the ability to produce technical reports, energy surveys, energy auditing, energy reviews.
- (k) has facilities management or property management experience.
- (l) has strong analytical skills and good problem-solving experience in contributing to the operations and strategic planning processes
- (m) has experience of building strategic relationships with internal and external stakeholders at all levels and be capable of working in close collaboration with key partners and in seeking cooperation and consensus with a range of bodies and representative groups.

ENERGY OFFICER COMPETENCY FRAMEWORK

This is a competency based competition and the interviews will be competency based. Candidates will be expected to demonstrate **sufficient evidence within their application form** of competence under each competency. **Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.**

COMPETENCY	BEHAVIOURS
Delivering Quality Outcomes and Ensuring Compliance	<ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties; • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively; • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks; • Critically evaluates outcomes and processes used to achieve them; • Is aware of and understands relevant legislation, regulations and policies; • Refers to relevant professional documents as required.
Communicating Effectively	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills; • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience; • Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication; • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance; • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Managing Resources	<ul style="list-style-type: none"> • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste; • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives; • Ensures best value and efficiency in service delivery; • Intervenes in a timely manner if work activities go over budget; • Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively; • Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.
Knowledge and Understanding of Local Government	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of local government; • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

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PARTICULARS OF THE POSITION

1. The office is permanent, whole-time and pensionable.

2. **SALARY:**

Salary Scale is as follows;

€57,336, €59,423, €61,509, €63,599, €65,688, €67,776, €69,866, €71,944, €74,044, €76,126, €78,526 1st LSI; €79,701 2nd LSI. (1st June 2024 rate)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers / employees 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 Local Authority at 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 social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

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 / employees of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age is linked to the State Pension age which is currently 66 but may be subject to change.

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department 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.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

5. ANNUAL LEAVE

Annual leave entitlement for the position of Energy Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service Ireland and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at his or her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. DUTIES

The Energy Manager may be required to undertake the following duties and any other duties that may be required to assist delivery of the Local Authority energy management services or as directed by the Energy Performance Officer or Director of Services:

- Act as lead Auditor for ISO50001 Energy Management System.
- Provide on-going support to Executive Management in the development of the Local Authority energy strategy with periodic review of energy policy, energy manual and an energy review presentation to Executive Management on an annual basis.
- Coordinate the preparation of energy reviews, generation of Display Energy Certification for Local Authority premises, development of annual work programmes by identifying potential energy efficiency and low-carbon projects and working with Executive Management and the Energy Team to bring them to reality.
- Keep the Local Authority up-to-date with energy efficiency and renewable energy developments, policy goals and legal obligations for the Public Sector.

- Liaise directly with the SEAI to fulfil the Local Authority annual Monitoring and Reporting (M&R) requirements.
- Assist in the implementation and management of the Local Authority existing Energy Performance Contracts. Identify and develop any opportunities for future EPCs.
- Undertake or organise BER assessments of Local Authority premises.
- Take the lead role in project and contract management within the Local Authority to achieve 2030 GHG reduction and other relevant targets for the Local Authority.

The duties of the office are to give the local authority and

(a) such other local authorities or bodies, for which the Chief Executive for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and

(b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such engineering services of an advisory, administrative, supervisory or executive nature as may be required by any Local Authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

7. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

8. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competency based interview conducted by or behalf of the Local Authority. Please note that the interview may be held in person or on online. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Energy Officer as outlined above.
- ii. DLRC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form against the competencies listed.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iv. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that ‘any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting’.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on 15th August 2024. Applications received after the closing time and date will not be accepted.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate’s favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.