



Comhairle Contae Chill Mhantáin  
Wicklow County Council

## CANDIDATE INFORMATION BOOKLET

**ENERGY OFFICER**

**(5 YEAR FIXED TERM CONTRACT)**

**REF: 13/2025**

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Closing Date for receipt of application:

**THURSDAY 19<sup>TH</sup> JUNE 2025 - 12 NOON SHARP**



**W I C K L O W**

Human Resources Department, Wicklow County Council

[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) | (0404) 20159 | [www.wicklow.ie](http://www.wicklow.ie)



# Comhairle Contae Chill Mhantáin

## Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team.

# Contents

Energy Officer .....	4
Ref: 13/2025 .....	4
Energy Officer Competencies .....	6
Education and Experience.....	7
Desirable Requirements.....	8
Principal Conditions of Employment .....	10
Probation .....	12
Salary.....	12
Location.....	12
Hours of Work.....	12
Health.....	12
Annual Leave.....	12
Travel .....	13
Garda Vetting.....	13
Retirement .....	13
Superannuation .....	13
Recruitment .....	14
Terms and Conditions .....	15
Frequently Asked Questions .....	16



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## Wicklow County Council

### **ENERGY OFFICER**

**Ref: 13/2025**

**CLOSING DATE: THURSDAY 19<sup>TH</sup> JUNE 2025**

**FOUR APPLICATION FORMS (one original and three copies)  
SHOULD BE RETURNED TO:**

DIRECTOR OF SERVICES,  
ORGANISATIONAL DEVELOPMENT  
WICKLOW COUNTY COUNCIL  
COUNTY BUILDINGS  
WICKLOW

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO  
ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

- A Curriculum Vitae will not be accepted
- It is recommended that forms are typed and not hand written.
- Before signing the form, please ensure you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of candidates in advance of the interview/examination, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Wicklow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for interview.
- Applications received after the closing date and time specified will not be accepted.
- Applications received that do not comply with the requirements set out in the booklet i.e. four fully completed signed copies of the application form, will not be accepted.

- Wicklow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Wicklow County Council.
- Interviews may be held in person or by online process through Microsoft Teams.

### **COMPLETING A COMPETENCY BASED APPLICATION FORM**

A Competency Based Application Form requires, you, as the candidate, to describe some of your personal achievements to date, to demonstrate certain competencies (necessary skills & qualities) required for the position you are applying for. All question areas must be answered; as you will be questioned on all areas should you be called for interview.

You should describe situation(s) from your own experience, which you think is the best example(s) of what you have done which demonstrates the specific competency. It is essential that you describe how you demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings, including employment, community, sporting or voluntary.

Please do not use the same example to illustrate your answer to more than two areas of competence. Please note the interview board may look for additional examples of where you demonstrated the skills required for the post.

Wicklow County Council is seeking candidates that demonstrate strong administrative and communication skills. They must also be self-motivated and committed to delivering quality public services.

The position of an Energy Officer is a front line supervisory position within the Council with responsibility for managing the performance of a section or function within a department. He/She will work as part of a multidisciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets and standards set out in the Departmental and Team development plans. An Energy Officer is expected to use initiative, work to a high standard and have excellent interpersonal and communication skills.

## Energy Officer Competencies:

- Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness

Key Competencies for the post are set out as follows:

COMPETENCY	BEHAVIOURS
<b>Management and Change:</b>	<ul style="list-style-type: none"><li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation</li><li>• Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</li><li>• Delegates work effectively, providing clear information and evidence as to what is required</li><li>• Successfully manages a range of different projects and work activities at the same time</li></ul>
<b>Delivering Results:</b>	<ul style="list-style-type: none"><li>• Translates the business or team plan into clear priorities and actions for their area of responsibility;</li><li>• Plans work and allocation of staff and other resources effectively;</li><li>• Implements high quality service and customer care standards;</li><li>• Prioritises workloads and generates effective solutions;</li><li>• Makes decisions in a timely and well informed manner.</li></ul>
<b>Performance through People:</b>	<ul style="list-style-type: none"><li>• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise</li><li>• Provides clear information and advice as to what is required of the team</li><li>• Is flexible and willing to adapt, positively contributing to the implementation of change</li><li>• Leads by example, coaching and supporting individuals as required</li></ul>
<b>Personal Effectiveness:</b>	<ul style="list-style-type: none"><li>• Takes initiative and is open to taking on new challenges or responsibilities;</li><li>• Manages time and workload effectively;</li><li>• Completes work in a timely manner</li><li>• Maintains a positive and constructive and enthusiastic attitude to their role.</li></ul>



# Comhairle Contae Chill Mhantáin Wicklow County Council

## **ENERGY OFFICER**

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### **Character**

Candidates shall be of good character.

### **Health**

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

### **Education, Experience, Etc.**

Candidates shall:

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) have at least five years satisfactory relevant engineering experience; is five years too much or is this standard
- (c) possess a high standard of technical training and experience; and
- (d) possess a high standard of administrative experience.

### **Essential Skills and Experience**

Candidates will demonstrate through their application form and at interview that he/she has/is:

- Excellent communication (written and oral) and interpersonal skills;
- Self-motivated with a record of demonstrating initiative in a work place environment;
- Sufficient knowledge and understanding of engineering works;
- Good judgement, problem-solving and decision- making skills;
- Competence in the area of information technology;
- Good technical knowledge base;
- Appreciation, understanding, knowledge and practice of health and safety issues;
- Good understanding of Local Government policy, issues, initiatives and services;

- Excellent people management skills;
- Excellent financial/budgetary skills;
- Excellent influencing and negotiating skills;
- Ability to work alone or as part of a team;
- Good planning and organisational skills;
- Ability to analyse data and formulate recommendations.

## Desirable Requirements

It is desirable that each candidate shall: -

- (a) Hold a qualification in Energy Services or Energy Management
  - a. Certified Energy Manager (CEM)
- (b) Have experience in energy data management, energy consumption Monitoring and Reporting (M&R) (and other reporting methods) to SEAI
- (c) Demonstration of knowledge and experience in implementation and maintaining ISO50001 energy management system
- (d) Have experience in the design, project management, and energy efficiency projects
- (e) Have knowledge and experience of the following: -
  - Energy auditing practices and reporting
  - Non-domestic Building Energy Rating (BER) assessment and modelling
  - Display Energy Certificates (DECs) and (BERs) for public buildings
- (f) Have experience in the design, funding and project management, of renewable energy projects, electrical or thermal
- (g) Have an understanding of public sector obligations in relation to energy efficiency and carbon reduction targets, climate change and how energy use impacts it
- (h) Have a high level of technical competence and experience in formulating, implementing and managing strategies, plans, studies or processes including stakeholder engagement



- (i) Demonstrate a record of excellent project management skills resulting in successful outcomes including collaboration with internal and external stakeholders
- (j) Demonstrate the ability to simultaneously manage and co-ordinate multiple projects of differing scale, nature and complexity
- (k) Demonstrate a track record of excellent communication skills including building relationships with other agencies
- (l) Demonstrate a high level of IT competence
- (m) Have experience in participation in EU projects including seeking funding, developing international partners, project application and management
- (n) Have competence and experience of financial and budget management.



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## Wicklow County Council

### ENERGY OFFICER

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#### **PRINCIPAL CONDITIONS OF EMPLOYMENT**

##### **The Role:**

The post is being created as part of the Mid East Energy Unit where Wicklow County Council is the lead Authority, under a Funding Agreement with the Sustainable Energy Authority of Ireland (SEAI), and Service Level Agreements between Wicklow County Council, Kildare County Council, Louth County Council and Meath County Council.

The Energy Unit will work in collaboration with the SEAI to deliver energy efficiency and carbon reduction projects in the public sector via the Pathfinder scheme, operated by the SEAI.

As per the Climate Action Mandate of the Climate Action Plan 2025, the public sector have the following targets to work towards.

By 2030, every public sector organisation is required to achieve:

- 51% reduction in energy-related greenhouse gas (GHG) emissions
- 51% reduction in thermal (heating and transport) related greenhouse gas emissions
- 50% improvement in energy efficiency

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

**The office is 5 year fixed term contract.**

#### **Duties of the Energy Services Officer shall include, but not be limited to the following:**

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

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 – 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 general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate professional technical services of an executive, administrative or management 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 servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

- Wicklow County Council are certified to ISO 50001, updating and maintaining the ISO 50001 Energy Management system
  - Surveillance audits and re-certification process
  - Monthly reports on energy usage and performance
  - Updating and maintaining legal register and compliance
- Manage the Energy Management Team and team meetings.
- Manage the day to day operation and maintenance of energy usage in Local Authority owned buildings.
- 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
- Reporting annually to SEAI to fulfil the Monitoring and Reporting (M&R) requirements
- Assist in the implementation, preparation and management of Energy Performance Contracts. Identify and develop any opportunities for future EPCs
- Maintain all energy usage data in an energy management system and collate all data required for reporting and project identification
- Using the GAP to Target Tool, identify savings to be made in electricity consumption or heating in Local Authority owned buildings.
- Deliver Energy efficiency and energy reduction projects in the local authority via the Pathfinder Scheme, operated by the SEAI.
- Managing the procurement contracts with OGP for utilities (electricity and natural gas)
- Work in collaboration with each of the other local authorities in the Mid East Energy Unit on the delivery of pathfinder projects to achieve the 2030 energy efficiency and carbon reduction targets.
- Communication with internal and external stakeholders on progress on energy management system and 2030 project delivery as required
  - Energy Awareness Campaigns
  - SPC
  - Climate Action
  - Green Team
  - Council Meetings

**Probation:**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- (b) such period shall be one year but the Chief Executive may at his discretion extend such period;
- (c) such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**Salary:** €59,067 – €82,108 per annum includes 2<sup>nd</sup> LSI in accordance with Circular letter EL 03/2025.

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. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

**Location:**

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

**Hours of Work:**

The person appointed will be required to work a 35 hour week Monday to Friday, which equates to a 7 hour day to be accounted for within attendance hours of 9 a.m. to 5 p.m.

A flexi system is also in operation.

**Health:**

For the purposes of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

**Annual Leave:**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

**Travel:**

When required to do so holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.

**Garda Vetting:**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**Retirement:**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 are subject to a compulsory retirement age of 70 years.

With effect from 1<sup>st</sup> January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

**Superannuation:**

Persons who become pensionable public servants on or after 1<sup>st</sup> January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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 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 the 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 of a local authority will be required in respect of the Local Government (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.

## **RECRUITMENT**

Selection shall be by means of a competition based on interview. A panel may be formed on the basis of such interviews, from which permanent vacancies may be filled.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be 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.** The candidates shortlisted will be invited to attend for interview.

**Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Candidates whose names are on a Panel and who satisfy the Local Authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the lifetime of the Panel, be appointed as appropriate vacancies arise.

**The life of the Panel will be for one year from the date it is formed, unless otherwise directed by the Chief Executive.**

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 – Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should note that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.**

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Frequently Asked Questions

## **1. *Who can I contact if I have a query in relation the Recruitment Campaign?***

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie).

## **2. *What happens if I cannot attend a particular stage of the competition?***

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## **3. *I have submitted my application form, what happens next?***

Wicklow County Council will carry out an eligibility check on all applications to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post **based on the information submitted on your application form**, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## **4. *What happens on completion of the shortlisting process?***

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

## **5. *What happens after undertaking the final interview?***

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

## **6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?***

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your



application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)



@wicklowcoco



<https://www.facebook.com/WicklowCountyCouncil/>