

# **South Dublin County Council**

(Comhairle Chontae Átha Cliath Theas)



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## **Climate Action Co-Ordinator**

**(Five-year temporary fixed-term contract)**

### **Qualifications**

#### **Character**

Candidates will 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, training, experience**

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

- a) Hold a third level qualification (level eight in the National Framework of Qualifications) or equivalent professional qualification in Engineering, Planning, Project Management, Science, Environmental Science, Architecture or other relevant Climate related discipline.
- b) Have at least seven years satisfactory relevant experience of project management, town planning, engineering, environmental science or architecture or other relevant Climate related discipline.
- c) Possess a high standard of technical training and experience.
- d) 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.
- e) Possess a high standard of administrative and management experience.

- f) 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 their control.
- g) Possess effective communications and report writing skills with exceptional attention to detail.
- h) Have experience making successful grant and other funding applications.
- i) Demonstrate a successful track record influencing change both within organisational culture and within local communities.
- j) Have an excellent knowledge of health and safety legislation and regulations and their application in the workplace.
- k) Have an excellent knowledge of public procurement processes and rules and competence and experience of financial and budget management.
- l) The successful candidate must hold a full, unendorsed Category B Driving licence and must have access to their own motor vehicle.

#### **Desirable attributes**

- Possess a good knowledge of local government functions, services and activities.
- Be interested and enthusiastic for the Climate Action agenda and have a good working knowledge of current National and Local Climate Action trends, legislation and plans.
- Demonstrate knowledge and experience of working innovatively with the public, and in particular communities, to deliver projects and other interventions, including involvement of experience of working with all forms of media.
- 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.
- 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.
- Be experienced in contributing to the operations and strategic planning processes and in the implementation of the agreed aims of same.
- A qualification in Climate Change, sustainability or similar discipline.
- Have knowledge in key policy areas such as Energy, Green Infrastructure,

Retrofitting, Sustainable Mobility, Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.

### **The role**

South Dublin County Council in conjunction with Dun Laoghaire - Rathdown County Council are establishing a panel for the position of Climate Action Co-Ordinator (Senior Executive Professional Level) from which future relevant vacancies may be filled during the lifetime of the panel. A Climate Action Co-Ordinator will be recruited by both South Dublin County Council and Dun Laoghaire – Rathdown County Council.

The Climate Action Co-Ordinator will coordinate climate action internally within each local authority, across the local authority sector and at a regional level through the Climate Action Regional Offices (CAROs). Importantly the Climate Action Co-Ordinator will connect with the wider climate policy system by providing consistent contact points of engagement with other departments and agencies responsible for delivering Sectoral Adaptation Strategies and the wider National Adaptation Framework.

A key function of the Co-Ordinator will be to monitor progress towards achieving targets. This will significantly enhance the national evidence base on delivery of the national Climate Action Plan. This evidence base gathered at a local authority level can feed into the national governance structures for delivering the Action Plan.

The Climate Action Co-Ordinator will also be responsible for developing communication materials and will ensure a coherent and strategic approach to communication by working alongside the Local Government Management Agency (LGMA), CAROs, and national government.

Reporting to their Line Manager, the Climate Action Co-Ordinator will co-ordinate, manage and develop the implementation of South Dublin County Council's response to the challenges of climate change mitigation and adaptation.

The role also requires a good knowledge of the operation of local authorities and their role in relation to government departments for governance, finance and reporting structures. Climate Change funding can be made available through a variety of European and

National funding streams, and therefore, knowledge of potential funding streams and of the process of applying for such funding will also be important.

**The ideal candidate will demonstrate:**

- Satisfactory experience in the area of climate change together with a broad technical knowledge of climate change.
- The ability to work under pressure (both independently and as part of team).
- The ability to work with multidisciplinary teams.
- The ability to self-motivate to achieve good performance.
- The ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under their control.
- A track record of delivering results.
- An understanding of local authority services and structures in Ireland or have the ability to quickly acquire same.
- Excellent interpersonal, communication and influencing skills.
- Good knowledge and awareness of statutory obligations of Health and Safety legislation the implications for the organisation and the employee, and their application in the workplace.
- The skills to schedule / programme the carrying out of work.
- An understanding of the role and duties of managers in safety management in the workplace.
- Good general ICT skills.
- A focus on the customer and on service improvement including taking ownership and resolving issues arising.

**Key competencies**

- Management and change
- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

<b>Particulars</b>
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The office is wholetime, temporary, pensionable and a five-year fixed term contract will apply.

## **Salary**

€72,515, €74,738, €75,802, €78,041, €80,298, €82,549, €84,815 (Maximum) €87,662 (LSI1), €90,502 (LSI 2).

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

The salary will be fully inclusive and will be determined from time to time. Holders of the office will pay to South Dublin County Council 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 service which they are required by or under any enactment to perform.

**The rate of remuneration may be adjusted from time to time in line with Government Policy.**

## **Duties**

The duties will be such as will be assigned by the local authority from time to time and will include the duty of deputising for other officers of the local authority when required.

The duties will also include such duties as may be assigned in relation to the area of any other local authority.

The duties include:

- Co-ordinate, manage and develop the implementation of the local authority's response to the challenges of climate change.
- Lead a multi-disciplinary dedicated team to deliver the Climate Action agenda.
- Lead and drive the cross-sectional South Dublin County Council Climate Action Team to develop and implement a wide-ranging and effective work programme.
- Develop Local Authority Climate Action Plan as per government guidance.
- Develop and implementation of Decarbonisation Zone Action Plan as per government guidance.
- Formulation of strategies to meet the objectives and aims of the Climate Change Action Plan.
- Implementation and management of projects, plans and processes.
- Ensure integration of Climate actions into all plans and policies of the council, where

appropriate.

- Promote and support a greater understanding of Climate Change issues in the County Council.
- Promote and support a greater understanding of Climate Change issues in the community including organising and supporting relevant community initiatives, public outreach programmes and business initiatives.
- Ongoing engagement with all stakeholders (such as, environmental organisations, business and community groups), including the Elected Members of local authorities.
- Review, collate and distribute relevant national policies and documents on climate change, adaptation actions, case studies and so on.
- Conduct stakeholder mapping of key agencies, actors and sectors and their potential relations to the successful delivery of Climate action goals.
- Represent the local authority at key events and act as the focal point for climate action within the local authority.
- Develop communication materials on the local authority climate action activities and progress.
- Participate in relevant regional meetings with the CARO, with the purpose of knowledge sharing, expanding the sector's abilities, sharing experiences and lessons learned and identifying possible opportunities for collaboration.
- Providing technical inputs on funding proposals for climate change adaptation and identify funding opportunities and adaptation activities.
- Provide a point of contact for engaging with the other sectors.
- Preparing annual progress reports on the adaptation strategy and any subsequent action plans.
- Foster and maintain working relationships with government departments and EU agencies.
- Foster and maintain wide ranging productive working relationships with third level institutions.
- Demonstration of a high level of negotiation, influencing and communication skills and influence multi-stakeholder processes.
- Effectively introduce change, foster a culture of creativity in employees and overcome resistance to change.
- Ensure detailed reports are submitted in a timely manner.
- Maintain an awareness of new policies, legislation and directives relating to climate

action and review the implications of these new documents.

- Contribute to the identification of new areas of research related to climate action and the local government sector.
- Establishment of efficient and effective working structures, performance management systems.
- Manage and motivate the team and ensure effective team building.
- Database compilation, maintenance and analysis.
- Manage financial and budgetary requirements for the office including putting internal controls and robust governance structures in place.
- Ensure the office meets all requirements in relation to health and safety legislation and regulations.
- Carrying out such other duties as may be assigned from time to time.

### **Superannuation**

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration

(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 dependent or qualified children).

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

The provisions of the Spouses and Children's / Widows and Orphans Contributory Pension Scheme will continue to apply.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

### **Residence**

Holders of the office will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County Council.

### **Citizenship**

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

### **Outside employment**

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Retirement age**

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



Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years or as determined in accordance with Department Circulars and in line with Government Policy.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

### **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.

### **Hours of work**

The successful candidate's normal hours of work will be 35 hours per week.

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

### **Annual leave**

Annual leave entitlement for the position of Climate Action Co-Ordinator is 30 days.

### **Probation**

The successful candidate will serve an ongoing probationary period for the duration of the contract.

Permanent Officers who have already completed a probationary period with another local authority / South Dublin County Council will not be obliged to serve a further probationary period.

### **Recruitment**

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include desktop shortlisting and / or preliminary interviews.

Shortlisting will 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 and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and 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 be for a period of one year from the date of its formation.

The Council will not be responsible for any expenses a candidate may incur in attending for interview.

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references from responsible persons known to but not related to the candidate. A responsible person should be a person under whom the candidate has serviced in employment, or in the case of relevant voluntary work a person who has held a supervisory position. At least one of references must be from a current employer.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. If they fail to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council will not appoint them.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate 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 or dismissal.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 11 May 2023.**

**A Climate Action Co-Ordinator will be recruited by both South Dublin County Council and Dun Laoghaire – Rathdown County Council so please make sure that you indicate your preference on the application form.**

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on [www.sdcc.ie](http://www.sdcc.ie)

**South Dublin County Council is an equal opportunities employer.  
Canvassing will automatically disqualify.**