



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Climate Action Officer **(5 year Specific Purpose Contract)**

Closing Time and Date: 5.00 pm Monday 16th January, 2023

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

The Competition

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Climate Action Officer.

Position:

Climate Change is now a major consideration in all policies and actions of Local Authorities who are increasingly being given a critical role in the embedding and enabling of Climate Action across the diverse range of their functions and activities.

The National Adaptation Framework was published in 2018 and this together with the Low Carbon and Climate Development Act 2015 provide the context within which Local Authorities are obliged to prepare Climate Action Plans. The Climate Action Regional Offices (CARO) were formed to link and bring together the expertise and capacity in the Local Authorities to achieve this objective while also providing a focus for linkages with Central Government Departments, Regional Assemblies, Public Representatives, and other relevant stakeholders.

Cavan County Council seeks to take a significant leadership role in this area and we are currently establishing a Climate Action Team to lead and coordinate activities within the County Council and to link with the CARO and other Sectoral adaptation strategies as appropriate.

Reporting under the general direction of a Director of Service to the Climate Change Co Ordinator, the Climate Action Officer be responsible for managing internal change and building climate action awareness and readiness across the local authority.

This is a challenging and exciting position and requires a broad technical knowledge of climate change, the risks and possible adaptation strategies, and a strong organisational, networking, and communication skill set.

The appointee will need good knowledge of the operation of local authorities and their role and interactions with Government Departments in terms of governance, finance, and

reporting structures. Climate Change funding can be made available through a variety of European and national funding streams and knowledge of those funding streams and of the processes involved in applying for such funding will also be important.

Qualifications For The Post

Character:

Candidates must 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. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

Education, Training, Experience, etc.

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

- a) hold a third level qualification (Level 8 in the National Framework of Qualifications) or equivalent professional qualification in Engineering, Planning, Environmental Science, Architecture, or another relevant discipline
- b) have at least five years' satisfactory relevant experience
- c) have technical competence in the Climate Change area.
- d) have relevant experience in supporting the formulation and implementation of strategies, plans, studies, and processes including stakeholder engagement
- e) hold a full driving licence, EU Model for Class B Vehicles and must have access to an appropriately insured and licensed car for the purpose of the duties of the position

Candidates should also demonstrate: -

- an understanding of the aims and objectives of the *National Climate Action Plan 2021 and the Climate Action and Low Carbon Development Act 2021* together with knowledge of key Local Authority climate action areas e.g. Energy, Decarbonisation Zones, Retrofitting, Sustainable Mobility (active travel and modal shift), Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.
- a good understanding of climate change adaptation and mitigation challenges relevant to Local Authority functions.
- strong judgement and problem-solving skills and effecting or influencing behavioural change
- experience of dealing with multiple stakeholders.
- a knowledge of health and safety legislation and regulations, and their application in the workplace.
- competence and experience of financial and budget management

DETAILS AND PARTICULARS

Duties & Responsibilities

The local authority sector recognises that in order to support our communities, local enterprises and the wider public sector to deliver on climate policy ambitions, there needs to be a consistent focus on building internal capacity and enabling organisational culture change.

Alongside supporting the Climate Action Coordinator in design and delivery of Cavan County Council's Climate Action Plan, further climate action strategies and policies, the Climate Action Officer will have responsibilities including, but not limited to, the following:-

- assisting in defining the desired values and behaviours for the local authority and articulate how these translate into actionable behaviours at all levels

- developing and assisting in the roll-out of programmes and campaigns, which promote climate action amongst management, elected members and staff
- providing support and advice to all departments on climate action related matters
- supporting project teams and elected members in ensuring all local authority level activities are climate proofed
- providing assistance to the Climate Change Co Ordinator in developing and implementing climate action plans, strategies and policies across the local authority
- supporting the Climate Change Co Ordinator and the CARO to monitor and communicate the performance of the local authority
- working with the CARO, national government and relevant state agencies to assist in the development and roll-out of programmes and campaigns to promote climate action to local authority staff, elected members and local authority stakeholders

In addition, the appointee will be required to:

- assist in the provision of prudent financial management, budgeting, and resource allocation
- comply with Health and Safety legislation at all times
- ensure an efficient and effective response to all stakeholders
- prepare reports as required
- attend training as required
- participate in corporate activities and responsibilities appropriate to their grade
- undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
- deputise for other employees of a higher grade as required

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Salary

Remuneration will be at the Climate Action Officer (Executive Engineer) Scale of the national wage scales. The present minimum scale is €53,626 increasing to €74,544 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying 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 throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 16th January, 2023.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. 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. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Climate Action Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

| Requirements: | |
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| Knowledge, Experience and Skills | <ul style="list-style-type: none"> • Knowledge and understanding of the aims and objectives of the National Climate Action Plan 2021 and the Climate Action and Low Carbon Development Act 2021 • Knowledge of current local government issues, priorities and concerns and the direction of local government. • Technical competence in Climate Change Area • Project and operational management skills. • Understanding of the role of an Climate Action Officer. • Understanding of Health & Safety Legislation & Regulations • Demonstrate knowledge & experience in relation to public procurement. • Experience of compiling, preparing and presenting reports, presentations, correspondence etc. |

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| | <ul style="list-style-type: none"> Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation. Knowledge and experience of operating ICT systems. |
| Competencies: | |
| Management and Change | <ul style="list-style-type: none"> Displays the ability to think and act strategically. Develops and maintains positive, productive and beneficial working relationships. Effectively manages the introduction of change, demonstrates flexibility and openness to change. |
| Delivering Results | <ul style="list-style-type: none"> Contributes to the development of operational plans and leads the development of team plans. Plans and prioritises work and resources effectively and establishes high quality service and customer care standards. Makes timely, informed and effective decisions and shows good judgement and balance in making decision or recommendations. |
| Performance Through People | <ul style="list-style-type: none"> Engages colleagues to achieve quality results and to deliver on individual and team workplans. Has highly effective verbal and written communication skills. Demonstrates strong customer service such as engagement with elected members, general public and other stakeholders. |
| Personal Effectiveness | <p>Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role.</p> <p>Manages time and workload effectively and operates in an environment with significant complexity and pace</p> <p>Recognises the value of and requirement to communicate effectively</p> |

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- 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.
- Information provided by a candidate in their application form will be used for the purpose of the Climate Action Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

