



SOUTH EAST
ENERGY AGENCY

ENGINEERS
IRELAND

CPD ACCREDITED EMPLOYER

Sustainable Energy Policy Officer

South East Energy Agency's (SEEA) Strategy to 2030 shows the massive task of upscaling delivery of works across public, private, domestic & community sectors across the southeast region, and we are therefore looking to recruit an experienced candidate to help with the delivery of Energy Policy initiatives. SEEA is a non-profit, independent energy agency working primarily with clients in Carlow, Kilkenny, Waterford, and Wexford region.

Our key focus is to increase awareness and promote behaviour change to accelerate 'energy transition' for the South East Region of Ireland. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi - disciplinary teams and skills. SEEA provides a range of energy services to its clients including developing and delivering EU projects, Sustainable Energy Management, Energy Auditing, Energy Efficiency & Renewable Energy Development, project management & delivery, Grant administration, Energy Master Planning and more.

We offer

- Dynamic working environment that offers great experience to further your career
- Support for you to achieve your career goals and personal development / Audited Certified CPD
- Working with our highly skilled multi-disciplined dedicated team
- Laptop, work phone ongoing training and development for staff
- Pension Scheme Employer Contribution. Subject to T&C's

Role Overview

JOB TITLE:

Sustainable Energy Policy Officer

START DATE:

ASAP. A panel will be created for all successful candidates for future positions.

SALARY:

€42-48k | Plus Work Phone and Laptop | Business Expenses | Company pension with employer contribution | Sick Pay scheme and Engineers Ireland CPD certification in place.

LOCATION:

The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny. Travel to sites within the region and beyond, will be required. The role will also involve reimbursable travel to other European countries, potentially 2 to 3 occasions per year, to attend project meetings and conferences and as required. Working from home, at agreed times will be considered.

CONTRACT TYPE:

2-year Fixed contract with 2-year extension option subject to performance. **Part time is a potential option if requested.**

WORKING HOURS:

Full time – Mon to Friday. 37.5hr/ week standard contract.

Person Specification

The successful candidate will have a collaborative, flexible and innovative approach to his or her work. They will be highly organised, with the ability to manage multiple projects, with a specific focus on budgets, deadlines and quality. A proven track record of experience is desirable particularly within Policy. The incoming Policy Officer will have the opportunity to work alongside our diverse and talented 22-person team, where they will lead in the delivery of the objectives and targets for SEEA's business plan and ambitious 10-year strategy for meaningful energy change by 2030.

What you will be doing

- The development and refinement of Energy Policy at a local, regional and national level. You will be responsible for policy and advocacy work on energy and renewable energy within SEEA's strategy which seeks to advance the energy transition.
- Delivery of energy management and climate policy supports to the Local Authorities and other public sector bodies – lead and build key relationships within our Partner Local Authorities to drive policy implementation from within.
- Managing consultants and sub-contractors.
- Mentoring Junior Engineers and Reporting to the Senior Engineer and EU Projects Manager to ensure the successful development of energy policy initiatives.
- Performs within the technical team as a team player and supports other activities that serve the overall interest of SEEA's strategy, the functioning of the team and other policy files within the team as a necessary.
- Engages with and lobbies politicians, key decision makers, local authority, business, and other important stakeholders based in Ireland and EU in the field of energy, decarbonisation, energy markets and policy.
- The daily application of policy related issues to EU Grant funded Projects, work packages and tasks, including the facilitation of further spin off work as part of the project activity dissemination, communication, and exploitation/replication activities.
- Represents SEEA at key conferences, meetings and events.
- Liaising with both internal and external stakeholders, spanning all sectors, on strategic project direction and delivery.
- Creating and maintaining project specific documentation during and following completion of projects to ensure compliance with SEEA company policies and procedures or other governing bodies.
- Working closely with the Energy Agency's Technical Team, Support Office, Communications and Marketing Team and our PR partners to help influence policy makers and help SEEA have a negotiable voice influencing change.
- Other SEEA work activities and duties will be assigned to the individual depending on the organisation's workload and at the discretion of the CEO.

Who you are and what skills you already possess

Each Candidate must, on the latest date for receipt of completed application forms for the position have:

- Graduate (Level 8) Degree in a relevant field (energy, political science, environmental science, energy engineering or any other relevant technical degree with over 5-year experience).
- Knowledge and understanding of EU and National Energy and Climate policies, specific knowledge of public sector policy is a distinct advantage.
- Experience in the development and delivery of energy policy.

- Experience of Project Management.
- Documented and demonstrable experience within energy efficiency, legislation, renewable energy, climate change, carbon products, or green technology areas.
- Strong analytical, policy advocacy and communications skills – in depth knowledge about Ireland and EU energy markets energy policy landscape and legislative process.
- Excellent interpersonal, writing and networking skills.
- Written and spoken English proficiency.
- Strong IT and analytical skills.
- Ability to cope with tight deadlines and work effectively within a dynamic and diverse team, some of whom may work remotely.
- Ability to network and build relationships with relevant stakeholders, partners and members.
- Team spirit, with the ability to work independently and remotely.
- The ability to act consistently in a professional manner.
- A willingness to undertake other duties as may be directed by the CEO.
- Dynamic working environment that offers great experience to further your career. Support for you to achieve your goals.
- Working with our highly skilled multi - disciplined dedicated team.
- **A valid travel visa to travel freely within the Schengen travel area – travel for EU projects will be required.**
- A valid driving licence.

How to Apply?

Please complete the **Application Form** available on <http://www.southeastenergy.ie/careers> and return to **Bill Lowe at blowe@southeastenergy.ie with a subject line ‘Sustainable Energy Policy Officer’** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

NOTE. If you do not wish that we contact current or past employers, please state so and explain the reasons in your letter of motivation. All applications will be treated confidentially and by respecting the privacy of the candidate. Applications that do not meet the deadline will be excluded.

South East Energy Agency is an equal opportunities employer. *Note: your CV may be attached but will not substitute for a completed South East Energy Agency **Application Form**. A panel of successful candidates will be created and as vacancies arise, they will be filled from the panel of suitably qualified candidates. Placement on a panel is not a guarantee of appointment to a position.