

## Lead Energy Auditor

Continually focused on sustainability the South East Energy Agency based in Kilkenny City is offering an exciting opportunity for the right candidate who can bring their own unique energy to this role! The South East Energy Agency (SEEA) is a dynamic organisation dedicated to promoting sustainable energy practices and fostering a clean and efficient energy future in the southeastern region. We work on a wide range of projects, providing a range of energy services including local authority energy management, feasibility studies, decarbonisation, EU Project management, energy auditing, community supports, energy efficiency & renewable energy development, Life Cycle Procurement, grant administration, awareness & communication and more. We provide independent brokering & technical support and advice particularly in the community undertaking sustainable energy projects and play a pivotal role in transforming the energy landscape of the Southeast.

### Role Overview

<b>JOB TITLE:</b>	Lead Energy Auditor
<b>APPLICATION DEADLINE:</b>	May 30th 2025 5pm
<b>START DATE:</b>	Immediate start, a panel will be created for all successful candidates for future positions
<b>SALARY:</b>	€52k-€65k   Plus Work Phone and Laptop   Business Expenses   Company pension with employer contribution   Sick Pay scheme and Engineers Ireland CPD certification in place
<b>LOCATION:</b>	Our Head office is located in Kilkenny and satellite office in Waterford. Working from home, at agreed times will be considered.
<b>CONTRACT TYPE:</b>	2-year Fixed contract with 2-year extension option subject to performance
<b>WORKING HOURS:</b>	Full time – Mon to Friday. 37.5hr/ week standard contract. 24 days annual leave. Part-time is a potential option, if requested.

## Person Specification

The successful Candidate will be a well-rounded, team player, with the ability to collaborate and support Team Leads across the agency. The passion and drive to make a contribution to quality energy upgrades in the Southeast and possess the ability to influence others to do the same. Possesses skill to articulate the Agencies vision in a clear and transparent way and will develop strong relationships and build rapport with stakeholders, partners and team members.

## What you will be doing

An Energy Auditor is responsible for auditing and evaluating energy consumption in existing buildings, identifying opportunities to enhance energy performance, and recommend the optimal energy saving solutions for all aspects of the building in terms of building fabric, M&E and renewables. The key objectives are to reduce carbon emissions, improve energy efficiency, and enhance the comfort and sustainability all buildings.

The Energy Auditing Team Lead will lead a team of engineers and technical specialists and will have specific responsibility for:

### Role:

- Supervising & Leading the delivery of energy audits, NDBERs and feasibility studies
- Managing the current Audit Process and auditing tools developed within the Agency to ensure efficient and quality delivery of audits across all sectors
- Overseeing the delivery of Type 1, Type 2 and SI 426 audit compliance checks and sign-off
- Manage the internal auditing team
- Managing consultants and contractors sub-contracted to SEEA or their actors through the Dynamic Purchasing System Framework
- Use energy audit data and recommendations to develop the pipeline of projects to support the South East Energy Agency's 2030 Strategy of energy and GHG targets
- Feed into the Regional Energy & Carbon Master Planning with opportunities identified in the audits
- Setting up Standard Operating Procedures for Significant Energy Users
- Conducting Energy Audits to SI 426 Standards, reviewing and ensuring quality of all audits issued by or on behalf of the Agency
- Ensuring compliance with all applicable standards, regulations, Terms & Conditions of relevant Codes of Practice, contracts & building regulations.
- Supporting project delivery & measurement and verification (M&V) results through information gathered during Energy Auditing
- Liaising with clients, design teams and architects and contractors on strategic project delivery
- Mentoring Junior and Energy Engineers and Reporting to the Senior Engineer on delivery and programme
- To liaise with the EU Team to develop and deliver EU Projects relevant to the Auditing Team

- To Liaise with the Non-Domestic team, to pass on opportunities for project delivery based on audits completed

### Reporting and Documentation

- Report directly to the Senior Engineer
- Regularly update the Senior Engineer on all operational aspects of the Energy Audit Team, including progress, deliverables, resources, budgets, and staff.
- Maintain and provide monthly reports to SMT on the status of KPI's.
- Ensure the timely submission of technical reports to various stakeholders.

### Project Management

- Manage the Energy Audit Team and Contractors and oversee daily management of the Auditing Teams project portfolio
- Training new team members, mentoring graduate, Junior & Energy Engineers
- Coordinate project activities and monitor overall project progress concerning milestones and deliverables.
- Manage project budgets with the support of the Finance Manager
- Developing and providing annual/monthly project cash flow forecasts with accounts team
- Identify and report on resources needed for project delivery and assess the quality of delivery
- Program and track work progress against baselines and milestones using agreed tracking systems
- Identify and pursue additional funding and partnering opportunities for SEEA
- Provide expert guidance on energy efficiency and renewable measures

### Stakeholder Engagement

- Liaise with the Senior Engineer on new tender opportunities in the Energy Auditing Sector
- Liaise with internal and external stakeholders across all sectors relevant to SEEA's work
- Work with EU Teams Lead to identify the relevant aspects of EU Projects, and Lead the delivery of these projects in line with the EU Project Programmes
- Work closely with Public Sector Team Lead, Non-domestic and Domestic delivery Team Leads and Communities Team Lead to identify suitable projects for end to end support
- Collaborate with the SEEA Support Office, Communications and Marketing Team, and Technical Team
- Foster and maintain team spirit within the Auditing Team
- Communicate complex technical information to non-specialist stakeholders.

### Quality and Compliance

- Adhere to the company's Quality Management System requirements, including performing work according to process documents, procedures, and maintaining necessary records
- Understand and apply quality and environmental policy statements in all aspects of work
- Ensure that the needs and requirements of the company's customers are understood and delivered
- Enhance the company's internal processes and management system by reporting corrective actions, updates, and improvement ideas

- Continuous improvement on advancements in retrofit materials, methods, and regulations.

#### Additional Responsibilities

- Perform additional duties assigned by the CEO/SMT, depending on the organisation's workload
- Contribute to achieving the company's objectives

## Candidate Minimum Requirements

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

- 2H1 Graduate (Level 8) Degree in Energy Engineering or related discipline (Sustainable Energy, Mech, Elec, Civil, Arch, Building Services, Environment etc.)
- Certified Energy Auditor, Certified Energy Manager, NDBER Assessor or equivalent and/or be a Registered Energy Auditor with SEAI, or meet the requirements to become a Registered Energy Auditor
- Minimum 7 years' experience in Energy Auditing or equivalent energy surveys/BERs etc. of all building types such as public sector buildings, community buildings, SME's industry etc.
- Superb quantitative analysis and problem-solving skills incorporating strong analytical skills
- Excellent interpersonal & Client communications skills
- Strong IT and analytical skills; Microsoft Excel, Project etc.
- Self-starter and self-motivated
- Team player with a 'can-do' attitude, who strives for results
- Valid Full Drivers License

## Desirable Experience/Qualifications

- Level 9 Masters/PhD in energy related area
- Chartered Engineer
- Registered DEC Assessor
- Certified Measurement & Verification Professional
- Keen understanding of the public and SME sector
- Experience in procurement and project management
- Experience in Microsoft Project
- Experience in AutoCAD/ REVIT/ Retscreen or other similar Energy analysis tools
- Experience in energy efficient design of buildings or building services.

## How to Apply?

Please complete and return the **Application Form** available on <http://www.southeastenergy.ie/careers> to **Joanne Brennan at [jbrennan@southeastenergy.ie](mailto:jbrennan@southeastenergy.ie) with subject line “Lead Energy Auditor”** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

**Closing date for applications is 30<sup>th</sup> May 2025 at 5pm.**

**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 that 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.



GET IN CONTACT  
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