**Energy Officer**

**(Technical Services Officer, Senior Assistant),**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Energy Officer**(Technical Services Officer, Senior Assistant) Grade Code (555T) |
| **Campaign Reference** | NRS14718 |
| **Closing Date** | Wednesday, 28th May 2025 at 12:00pm |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** |  There are currently two permanent whole-time vacancies available in the following locations;**Capital & Estates, HSE Midwest*** Capital & Estates Department, Plassey Technology Park, Co Limerick

**Capital & Estates, HSE Dublin and South East*** Capital & Estates Department, Lacken Road, Dublin Road, Co Kilkenny

Two separate panels may be formed as a result of this campaign for **Energy Officer (Technical Services Officer, Senior Assistant), one for Capital & Estates HSE MidWest, one for Capital & Estates HSE Dublin and South East** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Kevin Sheridan, Estate Manager, Energy, Sustainability & Climate Action**Email:** kevin.sheridan@hse.ie **Mobile:** 087 6280802 |
| **Details of Service** | The HSE Capital & Estates Department function provides a range of professional, technical, project management, property, fire and safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment.These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, risk and asset management, property services, maintenance of health care facilities, fire and infrastructural safety issues, etc. ***Energy Officer will:*****Progress Energy and carbon reduction through energy management teams and behavioural change programmes by:*** Monitoring and reporting on the energy consumption in healthcare premises.
* Support existing and Initiate and implement new Energy Awareness Management Teams in locations as identified – Existing and New.
* Build on Best Practise in existing areas.
* Establish Energy Management Teams in locations identified including Hospital Manager /Finance Manager /Maintenance Manager/ Estates Representative.
* Work closely with and support Hospital Green Teams and Energy Teams.
* Provide/make available metered energy and water usage data / comparators and KPI’s.
* Progress Energy Audits.
* Compile Action Plans for each location.
* Run Staff “User Education” and “Energy Awareness Programmes”.
* Build on and develop the work already undertaken by the OPW through its ‘Optimising Power @ Work’ programme in the regions.
* Progress Display Energy Certs.
* Link and align the related – and sometimes parallel – work streams being progressed by different bodies, including the HSE Estates Offices, local service users (health facilities), voluntary organisations (including section 38 & 39 bodies), the OPW, SEAI, DECC, Obligated parties etc. The objective will be to align all efforts to achieve the best outcome in reducing energy usage and greenhouse gas emissions.
* Work as part of the Regional Energy Bureau and contribute to Energy and carbon emission reduction across the wider health sector (including Section 38/39 organisations).
* Provide professional technical advice and guidance and most specifically in the area of Energy performance and Energy Efficient Design (EED) approaches and programmes and guidance in the area of decarbonisation of the Health Estate and support of the wider sustainability and decarbonisation agenda.
 |
| **Reporting Relationship** | * The post holder will report directly to a Estate Manager or person as directed by the Estate Manager (this is subject to change from time to time as the organisation develops).
* The post holder will have a close working relationship and a strategic reporting relationship (regarding Energy and Decarbonisation) to the Estates National Energy Unit Manager.
 |
| **Purpose of the Post**  | * To assist and provide leadership in the HSE achieving the energy and carbon reduction targets set out in the Climate Action and Low Carbon Development (Amendment) Bill 2021.
* To deliver a Professional Energy Management Service to health service stakeholders and support estate services such as professional technical and project management services in accordance with the responsibilities and duties of the post and as agreed.
* The principle role of the Energy Officer will be to Effect Reductions in Energy Usage and Carbon Emissions in the Health Facilities assigned to him/her through behavioral awareness programs and through the establishment of Energy Management Teams and the supported running of “User Education” and “Energy Awareness Programmes”. Registers of opportunities can then be developed by these teams and any capital works can be progressed through the Estates Managers office.
* Under the general direction and control of the Office Energy Lead, Deputy Estates Manager and the Estates Manager, the Energy Officer will be responsible for progressing energy and carbon reduction initiatives, activities and programs within the Capital & Estates Office. The Energy Officer will be assigned a number of locations and facilities and will be responsible for establishing and/or supporting Energy/Green Teams at such premises and other locations as may be assigned to him/her.
 |
| **Principal Duties and Responsibilities** | ***The Energy Officer will:*****Support, promote and actively participate in sustainable energy, decarbonisation, water and transport initiatives to create a more sustainable, low carbon and efficient health service by:*** Effect Reductions in Energy Usage and Carbon Emissions in the Health Facilities assigned to him/her through behavioral awareness programmes and through the establishment of Energy Management Teams.
* Work closely with and provide advice and support to Green teams and Energy and Environmental Teams in Hospitals and Health care Facilities.
* Monitoring and reporting on the energy consumption in healthcare premises.
* Run “User Education” and “Energy Awareness Programmes”.
* Develop Registers of opportunities for Energy and carbon emissions reduction initiatives and works.
* Provide Water conservation and management advice and support.
* Assisting in developing Environmental Management Plans.
* Support Hospital Sustainable and active transport programmes.
* Working as part of the Regional Energy Bureau and contributing to Energy and carbon emission reduction across the wider health sector (including Section 38/39 organisations).
* Establish and embed energy management best practices into the culture and day-to-day activities of HSE staff and relevant stakeholders within the regions.
* Support Estates Office staff and Design Teams in implementing an Energy Efficient Design Approach on all projects.

**Progress Energy and carbon reduction through energy minor capital works as will be identified by local Green and Energy Teams by:*** Embed the energy and carbon reduction agenda as a mainstream element in the delivery of the HSE Estates service to health facilities.
* Produce ongoing Register of Opportunities and provide project development support for a pipeline of retrofit projects as will be identified by local Green and Energy Teams.
* Utilise nationally agreed Register of Opportunity benefit assessment tools to identify which projects should be progressed.
* Progress Funding Applications - capital works (major and minor) programmes. (and, where appropriate, via an EPC).
* Manage the specification, design, procurement and completion of energy minor capital works.
* Undertake a review of the MIC for all HSE supply points.
* Link and align the related – and sometimes parallel – work streams being progressed by different bodies, including the HSE Estates Offices, local service users (health facilities), voluntary organisations (including section 38 & 39 bodies), the OPW, SEAI, DECC, Obligated parties etc. The objective will be to align all efforts to achieve the best outcome.

***Energy Officer will:******Work closely with* and provide advice and support to *The National Estates Energy Unit, by:*** * Being an active team member of the Regional Energy Bureau.
* Working in a collaborative manner across all Regional Energy Bureau.
* Working closely with and reporting, on a strategic level, to the National Capital & Estates Energy Unit Estates Manager.
* Provide monthly activity, progress and works expenditure reports to the Local Estates Manager and to the National Energy Unit Estates manager.
* Input to the formation of the Annual Energy Minor works programme utilising nationally agreed Register of Opportunity benefit assessment tools.
* Working closely with Estates Waste Officers and supporting their work in reducing waste.
* Ensure all legislative obligations are complied with.

***The Energy Officer* may also be required to assist in the general duties of the Estates Office and will progress works as may be assigned to him by the Estates Manager in the following areas: -****Plan and supervise the execution of major & minor capital works throughout the area of responsibility this is in addition to managing specific Minor & Major projects within the program (and most specifically as they relate to Energy and Carbon reduction works and upgrades):*** Assist in the preparation of comprehensive brief for the proposed major and minor capital projects in consultation with services and estates personnel and advisors.
* Prepare budgets for the carrying out of the proposed Minor & Major Capital work programmes and ensuring that projects are within agreed budgets.
* Be responsible for Minor Works lists, selection of contractors for bid purposes and recommendation of tenders for acceptance for all projects.
* Ensure compliance with EU procurement and HSE financial regulations.
* Supervise staff and contractors in the implementation of the agreed programme.
* Provide Technical Support role to service personnel and other estates personnel as required.
* Support Estates Office staff and Design Teams in implementing an Energy Efficient Design Approach on all projects.

**Draw up, or in appropriate circumstances, to arrange for the development of plans and contract arrangements for the implementation of approved maintenance programmes incorporating energy efficiency and carbon reduction measures:*** Assisting in defining requirements for all equipment and building, especially in seeking ease of maintenance and operation.
* Recommending awards of maintenance contracts to outside contractors where for economical or practical considerations such is considered desirable.
* Developing proposals with selected contractors.
* Supervising staff and contractors in the implementation of the agreed programme.

**Work with and support the activities of the HSE Property Manager to ensure compliance with HSE Property Transaction Protocols and other relevant property related task when assigned such as:*** Work with the Property Manager to develop and implement a property management strategy and local property plans, which incorporate energy and carbon reduction targets, in collaboration with other key personnel and advisors.
* Work with the property manager to ensure that all property transactions conform to statutory requirements including energy and carbon reduction targets.
* Assess the physical infrastructure of the HSE’s property portfolio including purpose, state of upkeep, capacity, suitability, space utilization and security.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc., and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**General*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must at the latest date of application:****1. Professional Qualifications, Experience, etc.**(i) Hold a Level 8 (or higher) Quality & Qualifications Ireland (QQI) major academic award in Mechanical Engineering, Electrical Engineering or Sustainable Energy Engineering accredited by the relevant Professional Institute being Engineers Ireland.**OR**(ii) Hold a qualification at least equivalent to the one above.**OR**(iii) Have Membership of the relevant professional association: Engineers Ireland.**AND**(iv) Have had at least five years’ satisfactory experience after attaining the qualification at (i) (ii) (iii) above, in Mechanical Engineering or Electrical Engineering, including adequate experience in the design, project management and construction of buildings or in the installation or maintenance of the mechanical, electrical and heating services of such buildings.**AND**(v) Possess the requisite knowledge and ability (including a high standard of suitability and of management ability) to enter on the discharge.**2.Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **3.Character**Each candidate for and any person holding the office must be of good character.**Engineers Ireland – Acceptable Membership**Candidates should be a Chartered Member of Engineers Ireland.  Associate Membership, Student Membership or any affiliated membership of Engineers Ireland will not be accepted. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in energy management and renewable energy technologies, as relevant to the role.* Demonstrate depth and breadth of experience including experience in the construction or maintenance of buildings or in the installation or maintenance of the mechanical, electrical, heating services of such buildings, as relevant to the role
* Demonstrate depth and breadth of technical training and experience as relevant to the role.
 |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role.   |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:**** A high level of knowledge and experience of Energy Management, Energy Systems and renewable Energy.
* Knowledge and sufficient past experience in the design and construction in line with NZEB requirements and Energy Efficient Design (EED) management on construction projects in line with IS 399.
* Previous experience in dynamic thermal analysis and applications to both new and existing buildings for the purposes of Part L compliance, energy analysis, daylight and overheating analysis is required.
* A high level of knowledge and experience of the construction of buildings and building services and an understanding of the maintenance requirements.
* Knowledge and understanding of the Climate Action Plan and Sustainability.
* Knowledge and understanding of the healthcare environment, particularly of residential buildings, hospitals and other health facilities.
* Good working knowledge of legislation and technical guidance in the estates area including building, planning, health and safety and fire safety regulations.
* Knowledge of relevant internationally accepted standards in relation to the design and maintenance of health care buildings.
* Knowledge of option appraisal procedures, brief writing and building user consultation, cost estimation and control, hospital design, healthcare and project management and of the procurement process appropriate to public sector capital projects.
* Knowledge and sufficient past experience in managing and delivering projects through BIM in accordance with PAS AS 1192 and ISO 19650, a requirement on all capital projects.
* Demonstrate awareness of the complex contractual structures used in the construction sector.
* Demonstrate awareness of sustainable Healthcare Building Guidelines and management in the specification design construction and refurbishment of Healthcare Buildings.
* Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email, Engineering specific programmes such as Project Manager, Autocad etc. and Financial systems (for e.g. SAP).
* Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money, the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members and also the ability to motivate, train, develop and manage staff.
* Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning.
* Demonstrate a commitment to providing a quality service including an awareness and appreciation of the service user.
* Demonstrate good public relations ability, enthusiasm and initiative, with ability to work as part of a team.
* Demonstrate the ability to solve problems and make decisions in a timely manner.
 |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Energy Officer**

**(Technical Services Officer, Senior Assistant),**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancies available are **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is: as at 01/03/2025€59,068, €61,215, €63,369, €65,520, €67,671, €69,824, €71,975, €74,117, €76,277, €78,424, **€80,899, €82,107 LSIs**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)