



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Project Manager
North West Energy Agency
(Temporary)**

Information for Candidates

May 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the temporary position of Project Manager (analogous to Senior Executive Engineer scale).

The Council has a requirement for a Project Manager as part of establishing the North West Energy Agency (NWEA), which is an Associated Company of Donegal County Council.

The NWEA Board will be particularly interested in the current recruitment of posts to support the NWEA work programmes. In due course, the Company may recruit staff directly to reside within the NWEA.

It is proposed to form a panel of qualified candidates from which such temporary vacancies will be filled during the lifetime of the panel.

The Project Manager will report directly to the Senior Engineer, or such person as may be assigned from time to time by Donegal County Council.

Under the direction and supervision of the appropriate line manager, the post holder will provide engineering or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

2. Roles, Duties & Responsibilities

The Project Manager will be required to lead a team or teams and to provide technical and managerial support in the delivery of an ambitious programme of works which has been agreed with the NWEA Board. The Project Manager will also be required to liaise with external agencies and stakeholders. They may also be required to deputise for the Senior Engineer.

The duties of the post are to give to the local authority and NWEA such appropriate management, administrative, executive, supervisory, advisory and ancillary services as may be required by the local authority in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by the local authority.

The Project Manager (PM) will be responsible for the day-to-day management and coordination of the programme of works. The duties of the post will include but are not limited to the following non-exhaustive list:

- The PM will specifically lead the delivery of a detailed programme of domestic retrofits (400No in a 3-year period + a further 400No in years 4 & 5) and also the delivery of non-domestic renewables (100No heating + 375No Solar) within the same tight time frame;
- The Project Manager position will require candidates with a proven history of delivering similar programmes of works at scale;
- The PM will assist the Programme General Manager (Senior Engineer) with the procurement processes to establish contractor and auditor frameworks;
- The PM will develop detailed project plans and schedules to ensure timely delivery of energy audits and technical assessments for both domestic and non-domestic works;
- Allocate resources effectively to deliver the agreed works and meet project milestones;
- Ensure the quality and accuracy of audit reports and deliverables;
- Prepare mandatory reports and documentation required by the European Investment Bank and other stakeholders;
- Collaborate with stakeholders at various levels to facilitate smooth project execution;
- Implement the agreed strategies as directed by the Senior Engineer to meet and to expand or improve the range, quantity or quality of services provided by the Council/ NWEA;
- Implement, develop and maintain quality management systems;
- Manage staff and to promote the training and development of such staff;
- Identify and agree individual work programmes, targets and deadlines and ensure their subsequent implementation and delivery;
- Build effective teams, motivate and maintain their commitment while maintaining sound employee relations and morale as relevant, in accordance with good employment practice and relevant legislation;
- Prepare budgets and ensure that works are implemented within allocated budgets, and in compliance with all relevant legislation and

regulations concerning procurement, planning etc;

- Develop and maintain relationships with various government departments and external agencies to ensure co-operation and co-ordination in the implementation of work programmes;
- Carry out duties in an impartial manner that enhances public trust and confidence in the NWEA decision making process;
- Carry out duties with a clear understanding of the political and local context of the local authority and NWEA;
- Ensure compliance with Health & safety legislation and regulations, and the Councils Corporate Health & Safety systems and
- Carrying out such other duties as may be assigned from time to time.

3. Qualifications and requirements of the post

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Senior Executive Engineer shall be as set out below:

(a) Character:

Candidates shall be of good character.

(b) 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 Health Doctor prior to appointment.

(c) Education, Experience

On the latest date for receipt of completed application forms, candidates shall:

- a) hold an honours degree (Level 8 in the National Framework of Qualifications) in engineering;
- b) have at least seven years satisfactory relevant experience of engineering work;
- c) possess a high standard of technical training and experience;
- d) possess a high standard of administrative and management experience;
- e) have satisfactory knowledge of public service organisation.

(d) Key Competencies

Candidates are expected to be able to demonstrate in their application form that they possess these competencies through the experience and skills they have gained to date as follows:

| | |
|--|--|
| Strategic Management and Change | <p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p> |
| Delivering Results | <p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> |

| | |
|--|--|
| | <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p> |
| <p>Performance through People</p> | <p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> |

| | |
|-------------------------------|--|
| | <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p> |
| Personal Effectiveness | <p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved</p> |

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Project Manager NWEA from which temporary vacancies will be filled during the lifetime of the panel.

(b) 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.

(c) Remuneration

The current annual salary-scale is €78,307 minimum to max LSI2 €97,731 (as per Circular EL 03/2025).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale

(d) Base

The base for the NWEA Project Manager post will initially be at the BASE Enterprise Centre, Stranorlar, Co Donegal.

The role of Project Manager NWEA may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

The Project Manager NWEA role may involve some work outside of normal business hours on occasion.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Maximum 30 days for all applicants.

(g) Requirement to Drive

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms; (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.

(i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

(j) Garda Vetting

Candidates for the post of Project Manager NWEA may be subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review - # PM NWEA 001

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:
www.donegalcoco.ie