



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

Assistant Energy Manager

Information for Candidates

December 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Energy Manager (*Analogous to Assistant Engineer Grade for pay purposes*).

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

The Assistant Energy Manager will report directly to the Executive Energy Manager or such person as may be assigned from time to time by Donegal County Council.

Climate Action 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 Climate Action and Low Carbon Development Act 2015 and its subsequent amendment provide the context within which Local Authorities are obliged to prepare and implement Climate Action Plans. The Donegal County Council Climate Action Plan 2024-2029 was launched in March 2024.

A key aspect of these Climate Action Plans are the statutory targets for Local Authorities to reduce carbon emissions by 51% and increase energy efficiency by 50% no later than 2030, and to achieve carbon neutrality by 2050. These targets are legally binding and ambitious requiring a robust energy management strategy and pipeline of projects over the next 5 years and beyond.

Donegal County Council is taking a significant leadership role in this area through our Climate Action Unit established in 2023 to lead and coordinate CAP implementation within this Council and to participate in a wider national network of climate action and energy management practitioners through the Climate Action Regional Officers and the Sustainable Energy Authority of Ireland.

Donegal County Council have an established Energy Management System accredited to the ISO 50001 Standard for which an Assistant Energy Manager is required to support the Energy Team in the maintenance of the standard and to optimize the realization of the Register of Opportunities for each Significant Energy User in Donegal County Council.

The Assistant Energy Manager is a challenging and exciting position and requires a technical knowledge of energy management, climate change mitigation, the risks and possible mitigation strategies and a strong organisational and communication skill set.

2. Roles Duties & Responsibilities

The role of the Assistant Energy Manager is to work as part of the Climate Action Unit and to support the Executive Energy Manager to coordinate and manage ISO 50001 accreditation, Gap to Carbon Emission and Energy Efficiency Targets and all energy-related legislative compliance requirements, present and future, in Donegal County Council.

The objective of this role is to increase the energy efficiency, reduce the energy consumption and reduce the amount of Green House Gases generated by Donegal County Council, while working to deliver the National Targets as set out in the Climate Action and Low Carbon Development (Amendment) Act, 2021, the National Climate Action Plans and the Donegal County Council Climate Action Plan. The role will include delivering on the energy commitments in the Local Authority Climate Action Charter, and any other relevant agreements that Donegal County Council may commit to.

The Assistant Energy Manager will work on a range of projects and initiatives to advance the Council's objectives for energy efficiency and emission reduction, including liaison with the Regional Energy Bureau through Climate Action Regional Office Atlantic Seaboard North and SEAI Funding Agreement.

In addition, the appointee will be responsible for the following specific duties:

- Assist the Executive Energy Manager in Donegal County Council, with technical assistance from the CARO Atlantic Seaboard North Regional Energy Bureau, to deliver on energy/emission targets and objectives.
- Implement the ISO 50001 Energy Management System including exploration of smart metering methods to improve efficiency of implementation.
- Assist with Pathfinder Projects including compliance with Public Spending Code, Infrastructure Guidelines, SEAI terms and conditions, financial management, and the monitoring and verification of energy and carbon savings post project implementation.
- Monitor and Report on requirements for the local authority which involves the maintenance of M&R database for SEAI and liaising with Donegal County Council's Fleet Manager and Facilities Manager in this regard.
- As directed by the Executive Energy Manager, liaise with other local authority sections in ensuring all energy/emission statutory obligations of the local authority are met, such as addressing the gaps

in meeting Donegal County Council's energy/emission statutory obligations and help identify and develop EU and national level funding applications for energy/emission planning research and projects.

- Assist with the procurement, management and certification of all Donegal County Council energy accounts and energy related projects.
- Work within the Climate Action Unit of the local authority to meet implementation and reporting commitments and the delivery of energy, emission reductions and climate actions of the Local Authority Climate Action Plan.
- Carry out Energy Audits and prepare specifications for externally provided Energy Audits of Council Buildings.
- Undertake any other duties as may be required to support the implementation of the local authority's agenda on energy efficiency and emission reduction, and any other duties which may be assigned from time to time.

3. Official Languages (Amendment) Acts, 2021

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish Language is deemed essential for appointment/assignment/re-assignment to Gaeltacht-based offices and offices serving Gaeltacht areas. Competence to be of a level where one can operate through the medium of Irish and provide services to the public in Irish, as per the provisions of the Official Languages (Amendment) Acts, 2021. An assessment of this competence may form an integral part of the recruitment and selection process.

4. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for Assistant Energy Manager will 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 Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

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

- i. hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in energy systems engineering, energy management, sustainable energy engineering, building services engineering or a related discipline relevant to the post;

OR

- ii. hold an ordinary bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) AND a post-graduate masters degree (level 9 on the National Framework of Qualifications (NFQ)) in energy systems engineering, energy management, sustainable energy engineering, building services engineering or a related discipline relevant to the post.

AND

- iii. have at least two years satisfactory experience relevant to the role after attaining the qualification referred to under (c) i or ii above;
- iv. possess a high standard of technical training and experience appropriate to the nature of the role, including administrative experience;
- v. have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

(d) Desirable Skills

In addition to the requirements of (c), desirable skills are:

Energy Management

- Experience in energy data management, energy consumption Monitoring and Reporting (M&R) and other reporting methods to SEAI.
- Demonstration of knowledge and experience in implementation and maintaining ISO50001 energy management system and accountability for delivering on climate action targets.
- Certification as an energy manager Certified Energy Manager (CEM) accreditation.
- Certification as a measurement and verification professional applying IPMVP, CMVP accreditation.
- Experience in the design, project management, and energy efficiency projects.
- Knowledge or experience of Energy Performance Contracting (EPC)
- Knowledge or experience of Energy Services Companies (ESCO's)
- Energy Auditing
- Knowledge and experience of energy auditing practices and reporting.
- Knowledge of non-domestic Building Energy Rating (BER) assessment and modelling.
- Display Energy Certificates (DECs) and (BERs) for public buildings.

Renewable Energy

- Experience in the design, funding and project management, of renewable energy projects, electrical or thermal (≤ 3 MW)
- Experience in the design, funding & project management, of renewable energy projects in buildings.
- Experience in the design, funding and project management, of renewable energy projects in transport.

Local Government – Climate Action

- Understanding of public sector obligations in relation to energy efficiency and carbon reduction targets, climate change and how energy use impacts it.
- Technical competence and experience in formulating, implementing and managing strategies, plans, projects, studies or processes including stakeholder engagement.
- Understanding of the aims and objectives of the Climate Change Action Plan and the EPA Climate Action Roadmap 2025 together with knowledge and understanding of fostering and maintaining productive working relationships with Government Departments and EU agencies and an understanding of climate change policies and legislation.
- Demonstrate knowledge and understanding of public sector climate action mitigation projects and requirements under the National Energy Efficiency Action Plan (NEEAP) and the EU Covenant of Mayors.
- Demonstrate a record of excellent project management skills resulting in successful outcomes including collaboration with internal and external stakeholders.
- Ability to work on multiple projects of differing scale, nature and complexity.
- Track record of excellent communication skills including building relationships with other agencies and engagement with community led organisations.
- Demonstrate a high level of IT competence, including database compilation, maintenance and analysis and demonstrate proven competence in statistical methods and data analysis and experience of data analysis software.
- Experience in participation in EU projects including seeking funding, developing international partners, project application and management.
- Competence and experience of financial and budget management & technical report writing skills.
- Knowledge of health and safety legislation and regulations and their application in the workplace.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Assistant Energy Manager* from which it will fill any vacancy that may arise.

(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 Assistant Energy Manager is analogous to the Assistant Engineer Grade for pay purpose. The current annual pay-scale is €47,270 minimum to max LSI2 €73,335 (as per Circular EL07-2025).

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 post of Assistant Energy Manager shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Assistant Energy Manager 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 / Annual Leave

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.

Annual leave allowance will be a 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 Assistant Energy Manager are 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 **online 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 **online application form** will be considered when assessing a candidate's suitability for the post.

- Applications must be received by the deadline specified on the system.

B. Short Listing & Interview

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. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

C. Right to Information and Review - # AEM 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