

Candidate Information Booklet

Please read carefully

The Environmental Protection Agency intends to hold an open recruitment competition for the purpose of recommending suitably qualified persons for the position of:

Scientific Officer I (Level 3) Climate Secretariat

Post Number 000123

Location: EPA Headquarters Wexford or EPA Regional Inspectorate Dublin

Closing Date: 4.00pm on Thursday 2nd September 2021

CPL Solutions Ltd will manage this Recruitment Campaign on behalf of the EPA.

The Environmental Protection Agency is an equal opportunities employer and is committed to principles of good recruiting practice.



Employing Authority: Environmental Protection Agency

Position Title: Scientific Officer I (level 3) Climate Secretariat

Post Number: 000123

Department/office: Climate Secretariat

Location: EPA Headquarters Wexford or EPA Regional Inspectorate Dublin

Panel Information: A panel will be formed for the purpose of filling this post but will expire once an appointment has been confirmed.

BACKGROUND

The EPA is an independent regulatory body established in 1992. Its mission is “to protect and improve the environment as a valuable asset for the people of Ireland and to protect the people and the environment from the harmful effects of radiation”. The EPA has a broad environmental remit and plays a key role in environmental regulation, provision of knowledge and advocacy for the environment. The principle functions are set out in the EPA Acts 1992 to 2020 and the Radiological Protection Act 1991 to 2014 and other relevant legislation.

The EPA’s work is determined by its legal and regulatory obligations and its priorities are set out in various Statements of Strategy. The EPA’s core functions include regulation, enforcement and assessment. The current EPA Strategy Plan 2016 – 2020 “Our Environment Our Wellbeing” sets out five goals that provide clear focus for the work of the EPA.

The EPA has a full time Executive Board appointed under the EPA Act and is organised in five offices, each led by a Director with 13 programme areas managed by a Senior Management Team. Its Headquarters is based in Wexford with five Regional Inspectorates in Castlebar, Cork, Dublin, Kilkenny and Monaghan.

The EPA provides a Secretariat to the Climate Change Advisory Council. The Council is an independent body established under the Climate Change and Low Carbon Development Act of 2015 and mandated under the Act as amended in 2021.

Further information in relation to the EPA is available on our website www.epa.ie, and the [Climate Change Advisory Council website can be found at www.climatecouncil.ie](http://www.climatecouncil.ie).

THE KEY FUNCTIONS OF THE EPA

The EPA’s principal activities are:

- Licensing
- National Environmental Enforcement
- Waste Management & Chemicals in the Environment
- Water Management
- Climate Science and Climate Change
- Environmental Monitoring & Assessment
- Environmental Research and Development

- Radiological Protection
- Guidance, Awareness Raising and Accessible Information
- Partnership and Networking
- Secretarial support to the Climate Change Advisory Council

THE PRINCIPAL DUTIES OF THE SCIENTIFIC OFFICER I (LEVEL 3) CLIMATE SECRETARIAT

The successful candidate will fulfil the role of Scientific Officer I (level 3) Climate Secretariat.

The Scientific Officer (Level 3) will be a member of a team of staff in the EPA Secretariat supporting - via analytical, technical and corporate services - the functions of the Government appointed Climate Change Advisory Council (Council). The appointee will be directly involved in helping the Council to fulfil its mandates under the national climate legislation.

The successful Candidate will lead on carbon budgeting and scenario modelling in the secretariat. They will proactively promote and support (through project management where required) the further development and integration of national modelling tools in support of the work of the Climate Change Advisory Council. They should demonstrate experience in successfully engaging with a range of stakeholders such as Government Bodies/Agencies.

Reporting Arrangements: The appointee will be assigned a technical role with management responsibilities, reporting to the Secretariat Manager.

The key responsibilities will include:

Specialist duties:

- Contributing to the preparation and delivery of the annual work programme (CCAC) and periodic reporting on KPIs and other work programme related issues;
- Preparation of documentation for the Council relating to issues pertinent to National, EU and International Climate Policy and/or Science;
- Preparation and presentation of annual or other reports for approval and publication by the Council;
- Management of resources required to deliver policy relevant insights which address specific needs identified by the Council;
- Working with modelling teams to improve understanding of historic and future emissions trends and the roles of new technologies and behaviour change;
- Informing and supporting research on climate policy and/or science, and related environmental issues and, analysing and distilling complex research findings to inform the work of the Climate Secretariat;
- Communicating complex data/information in a format suitable to general understanding;
- Liaison with officials across other relevant Government Bodies and Agencies; and
- Representing the Council at relevant National/EU/International meetings as required.

General Duties:

- Managing staff and fostering EPA values;
- Managing other resources including budget preparation, management and control;
- Developing and implementing complex work programmes;
- Leading motivating and developing staff through a performance management and development system (PMDS);
- Active involvement in cross office initiatives and working groups;
- Establishing and managing contracts for external resources and support;
- Developing and maintaining a clear understanding of relevant law and environmental case law (national and international);
- Preparation of updates and recommendations to the Board of the EPA;
- Writing reports and presenting work to a variety of audiences;
- Analysing and interpreting complex environmental issues to make clear, practical recommendations;
- Dealing with the public, the media and various outside bodies;
- Overseeing adherence to safety, health and welfare protocols and;
- Undertaking such other duties as maybe assigned from time to time.

TECHNICAL SPECIALIST REQUIREMENTS

ESSENTIAL REQUIREMENTS

Candidates must have on or before **2nd September 2021**:

1. A primary degree (NFQ 8) in a relevant discipline, such as Economics, Science, Environmental Science, Environmental Policy, Agriculture, Transport or Energy. A Master's degree or higher in any of the above would be advantageous.
2. Candidates must demonstrate **a minimum of five years'** work experience in a relevant area which must include expert working knowledge of Climate Policy (National, EU, International) priorities/issues and developments and/or Climate Science. In addition, experience working with energy, emissions or economic modelling and forecasting would be advantageous.
3. Demonstrate a proven track record of **leading a team** to successfully deliver complex projects and/or challenging business goals.
4. Excellent written and verbal communication skills with the ability to communicate complex environmental issues clearly and effectively to a range of audiences in written and verbal format.
5. Demonstrable experience in areas of economic, statistical and/or data analysis skills.

In addition to the specific requirements set out above, candidates must be able to demonstrate that they possess the competencies identified for effective performance at **Level 3**.

DESIRABLE REQUIREMENTS

1. Experience working in a State body or in a body with significant interactions with Government Departments or Agencies, in an international context and/or with another advisory body.
2. Demonstrated ability to engage effectively and proactively with stakeholders balancing stakeholder requirements and organisation goals.
3. Demonstrate a strong commitment to personal and team development and proven ability to keep up to date in a rapidly changing technical environment.

SELECTION INFORMATION NOTE FOR THE POST OF SCIENTIFIC OFFICER I (LEVEL 3) CLIMATE SECRETARIAT

The EPA will use the essential and desirable criteria to shortlist candidates and scoring will be based on the information contained in the application form for the role of Scientific Officer I (Level 3) Climate Secretariat.

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role of Scientific Officer I (Level 3) Climate Secretariat as identified in the 'Essential requirements'.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice.

REQUIRED COMPETENCIES

- Team Leadership
- Interpersonal & communication skills
- Customer and stakeholder focus
- Management & Delivery of results
- Judgement, Analysis & decision making
- Specialist knowledge/Expertise & self-development

Further information regarding competencies is available in Appendix A.

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Applicants should note that only citizens of the European Economic Area (EEA) or non-EEA Nationals with a valid work permit may be appointed to the advertised position, should they come under consideration. Applicants must therefore meet this eligibility requirement at the time they are being considered for appointment.

CANDIDATES WITH DISABILITIES

Candidates who would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide the EPA with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded by email to EPA@cpl.ie marked for the attention of the Disability Officer, Human Resources by close of business on Thursday 2nd September 2021.

THE SELECTION PROCESS

HOW TO APPLY:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website www.epa.ie Application forms must be completed and sent to EPA@cpl.ie.

Only applications submitted by email on the official EPA application form for this competition will be accepted. Applications sent to other email addresses will not be considered. Please note that cover letters and CVs are not required and should not be submitted.

Canvassing is prohibited.

Closing Date: 4.00pm on Tuesday 2nd September 2021

Interviews will be held remotely using Microsoft Teams and are likely to be held on 15th September 2021.

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application.
- a competitive interview remote using MS Teams.
- a competitive final /second round interview which may include a presentation (may be face to face or remote).

Please Note:

Applications will not be accepted after the closing date and late applications will be ineligible for consideration. Therefore, it is your responsibility to ensure that you have

allowed adequate transmission time for receipt of your application. Applicants must ensure they retain a copy of the email submitted to including the date and time in case of any queries.

An acknowledgement email will generally be issued in respect of all applications received (simply acknowledging receipt and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of date of submission, the applicant should contact EPA@cpl.ie. to ensure the application has been received.

The onus is on the applicant to ensure that they are in receipt of all communication from the EPA. You are advised to check your emails on a regular basis throughout the competition; in addition, being sure to check junk/spam folders to make sure correspondence is not mistakenly filtered.

The EPA accepts no responsibility for communication not accessed or received by an Applicant.

Notification to attend interview will issue at least one week in advance. **Candidates who do not attend for interview when and where required, will have no claim for further consideration and their candidature will be deemed to be withdrawn.**

The EPA will not be responsible for any expenses, including travelling expenses, candidates may incur in connection with this competition.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the EPA may, at its discretion, select and recommend another person for appointment on the results of this selection process.

EMAIL INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION FORM

The following naming convention should be used as your email subject heading:

- **Post Number and Post name:** e.g. 000123 Scientific Officer 1 (level 3) Climate Secretariat.

Your application form should be attached to your email using the following naming convention:

- **Post number and applicant name:** e.g. 000123 Mary Smith
- A typed signature may be used.

Electronic applications will be accepted in Microsoft Word or a readable PDF file format*.

*A readable PDF file format is when a Microsoft Word document is converted to a PDF document, using the 'Saved as' function in Word and selecting the file type as '.pdf'. The PDF text should appear on the screen in the correct orientation.

SHORTLISTING

Normally the number of applicants exceeds the numbers required to fill existing and future vacancies to that position. This means that while you may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, the EPA may decide to invite a smaller number to interview. The EPA will conduct a shortlisting process to select a group that based upon examination of the application forms, appear to be the most suitable for the role. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application and to fully demonstrate each of the selection criteria.

INTERVIEWS

A competency interview (which may include a presentation for senior posts) will be the final stage of the selection process. An Interview Board will be appointed by the EPA to conduct the interviews. The interview will be based upon the EPA core competencies and the technical requirements for the role. Candidates invited for interview should familiarise themselves with the EPA competency framework for **the Level 3 Grade**. A description of the competencies is set out in Appendix A.

APPOINTMENT FROM PANEL

Through this competition, the EPA will establish a panel of the successful candidates in order of merit. **The panel will be formed for the purpose of filling this post and will expire after an appointment has been confirmed.** Qualification and placement on a panel is not a guarantee of appointment to a position.

REFERENCES

Prior to confirming an appointment, the EPA will make all such enquires deemed necessary, to determine the suitability of the candidate. The EPA will only contact the referees provided in your application should you come under consideration after the interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to confirming appointment. Successful candidates will be required to complete a number of clearance processes such as health declaration or medical and any other relevant checks required for the particular role.

REMUNERATION

Salary Scale: *€63,275 to €77,936 per annum includes provision for two Long Service Increments after three and six years respectively on the maximum of the scale for permanent staff.

*(A modified scale may apply to existing public/civil servants appointed before 6th April 1995)

Candidates should note that new appointments will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Long service increments may be payable after three (LSI-1) and six (LSI-2) years of satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Important Notice: Candidates should note that different salary terms and conditions may apply if, immediately prior to appointment, the appointee is/was a serving civil or public servant.

TENURE

The term of appointment for the role will be permanent and pensionable. The appointee will be required to serve a twelve-month probationary period. If at any time during this probation it appears that the appointee would not be suitable for final appointment, the probation will be terminated.

From time to time the EPA may issue a temporary contract appointment for a specified purpose or for a fixed period of time.

HOURS OF ATTENDANCE

Hours of attendance at work will be arranged from time to time by the EPA and will amount to 37 hours net per week. Normal working hours will be 9.00 a.m. to 5.00 p.m. with a minimum of 30 minutes for lunch.

The EPA operates of a flexible working hours scheme. This is included for grades from entry level up to EPA Level 3.

ANNUAL LEAVE

27 days per annum rising to 30 after five years.

BUSINESS TRAVEL

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal DPER regulations.

SICK LEAVE

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

SUPERANNUATION AND RETIREMENT

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

DECLARATION

Applicants will be required to declare whether they have previously availed of a Public Service Scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

CONFIDENTIALITY AND FREEDOM OF INFORMATION

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Personal information supplied by applicants may be stored by electronic means e.g. in a database, for use solely for the purposes of processing your candidature and should you be successful, retained by the EPA's HR Team for employment purposes. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

The provisions of the Data Protection Act, 1988 - 2018 will be fully complied with. Candidate records are retained electronically for a period of one year.

CANDIDATES OBLIGATIONS

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned.

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the process in any way;
- record the interview or any feedback conversations

Candidates who are found in breach of any of the above, will be disqualified from the campaign and any offer of employment may be revoked/terminated.

A third party must not impersonate a candidate at any stage of the process.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

FEEDBACK

Feedback in relation to the selection process is available on request.

CANVASSING

Canvassing is prohibited and will result in disqualification from the competition.

CANDIDATE REVIEW PROCEDURES IN RESPECT OF THE SELECTION PROCESS

A request for review may be made by a candidate against a decision of the Agency. The review process is split into informal and formal stages. All requests for a review will be addressed using the informal process in the first instance. If, following the informal process, a candidate is subsequently not satisfied with the outcome, they can request a formal review process.

Informal Review

A request for an informal review at shortlisting stage in the process must be made within two days of notification of the decision, and will normally, take place between the candidate and a representative of the EPA who played a key role in the selection process or alternatively a member of Human Resources.

If the candidate is not satisfied with the outcome of the informal process the formal review process, set out below, may be invoked. The candidate must invoke the formal process within two working days of the notification of the outcome of the informal process.

Formal Review of the Selection Process

A request for a formal review must be submitted by email to EPA@cpl.ie. When making a request for formal review, a candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request. A formal review will be carried out by two Human Resources staff.




The outcome will be notified to the candidate within ten working days or within 5 days where the decision relates to a shortlisting decision.

Level 3 Competencies — Effective Performance Indicators

	<p>Team Leadership</p>	<ul style="list-style-type: none"> Leads the team by example, coaching and supporting individuals as required. Maintains a positive atmosphere in the team, even at times of particular pressure. Credits individual contribution and acknowledges team accomplishments. Shares information across teams and encourages others to do so. Recognises the impact their team has on the performance of other teams and their targets. Facilitates the discussion and resolution of conflicts or disagreements. Sets and ensures performance goals are met. Understands the value of diversity and encourages contributions and involvement from all.
	<p>Customer & Stakeholder Focus</p>	<ul style="list-style-type: none"> Instils a strong focus on customer service within his or her team. Is comfortable, confident, and effective in all customer / stakeholder situations. Has an awareness of the need to balance the customers and stakeholders' needs with EPA business goals, including fiscal performance goals. Gathers and monitors customer's and stakeholders' feedback and actions accordingly. Reviews policies and practices to ensure customer's and stakeholders' needs are being met to a high standard. Keeps up to date on wider issues that may have an impact on the service provided to customers and stakeholders.
	<p>Interpersonal & Communication Skills</p>	<ul style="list-style-type: none"> Communicates complex issues clearly and credibly and adapts communication style to effectively reach a range of audiences. Facilitates and encourages open and constructive discussions around work issues. Delivers difficult information in a sensitive and empathetic manner. Anticipates objections and pitfalls in advance and seeks ways to influence good outcomes. Influences others in a positive and respectful way. Shares information and resources across areas which support delivery of EPA goals.

EPA — Competency Framework 2020

Level 3 Competencies — Effective Performance Indicators

	<p>Management & Delivery of Results</p>	<ul style="list-style-type: none"> Monitors and evaluates the quality of work in their area to ensure high standards are met. Communicates business goals and objectives and oversees delivery of them through clear direction to team. Takes complete ownership & responsibility for delivery of projects. Effectively manages resources available (people and financial) to achieve team and EPA goals and acts promptly to keep work on track and maintain performance. Demonstrates enthusiasm for new developments or improved work practices and implements changes effectively. Considers and manages the impact of implementing change (culture, structure, service and morale).
	<p>Judgement, Analysis & Decision Making</p>	<ul style="list-style-type: none"> Uses sound judgement, evidence and knowledge to make accurate expert decisions and deals with complex situations. Thinks strategically and is aware of the wider challenges & impacts of the programme and aligns/adjusts delivery accordingly. Is aware of all relevant legislation and the impact of such legislation when making decisions. Balances making timely decisions with clarifying required/outstanding information. Considers the wider impact of decisions to customers and stakeholders. Invites challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations/decisions. Encourages decision making at the appropriate level within teams.
	<p>Specialist Knowledge/ Expertise & Self Development</p>	<ul style="list-style-type: none"> Has a high level of expertise in their own area to deliver on current and future work. Proactively commits to development of self and others through on the job, informal and formal training and networking. Role models continuous learning and development, including specialist, leadership, management and people skills. Provides regular informal constructive feedback on performance to team members. Develops team members, devoting time to coach and mentor others to meet organisation needs.

EPA — Competency Framework 2020