

Candidate Information Booklet

Please read carefully



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

Competition Name: Senior Manager (Level 2) - Circular Economy and Waste Statistics

Post Number: 000416

Location: EPA Headquarters, Wexford or Dublin
Closing Date: 4.00pm on Wednesday 1st May 2024

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



Employing Authority:	Environmental Protection Agency (EPA)
Position Title:	Senior Manager (Level 2) Circular Economy and Waste Statistics
Post Number:	000416
Salary Scale:	€81,632 to €101,877 (PPC Rate) 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)
Annual Leave:	30 days per annum
Location:	EPA Headquarters Wexford or Regional Inspectorate Dublin
Office:	Office of Environmental Sustainability
Panel Information:	A panel will be formed for the purpose of filling this post and will expire once an appointment has been confirmed.

Our Organisation

Who We Are:

The EPA is an independent regulatory body established in 1992. Its purpose is “to protect, improve and restore our environment through regulation, scientific knowledge and working with others”. The EPA has a broad environmental remit and plays a key role in environmental regulation, provision of knowledge and advocacy for the environment.

Further information in relation to the EPA is available on our website www.epa.ie

Some of our staff at work:



Key Benefits of Working at the EPA:

You will have the opportunity to carry out purposeful work that makes a difference and impacts on our society and people. Not only do we have exciting career opportunities in many disciplines, there are also great benefits to working in the EPA. Check out some of these benefits:

Benefits package

A comprehensive benefits package is available for all staff. This includes excellent career progression opportunities with public sector pay rates, pension benefits and annual leave entitlements. We also offer a 35-hour work week which includes flexible working hours and flexi leave for most grades. [Check out the specific benefits for this role.](#)

Blended working

The blended working model adopted by the EPA provides us with an opportunity to direct and shape the future of our work in a way that takes full advantage of this new way of working. It is one of our flexible working options and will reduce commutes, contribute to improving well-being and work-life balance.

Health and Wellbeing

The health and wellbeing of our staff is a priority for the EPA. Now more than ever we recognise the importance of caring for our mental and physical health and general wellbeing. We have an active Wellbeing Group who organise events and positive initiatives to help us stay well and create an open and supportive culture for everyone. We are proud to say we have been accredited with the 'The KeepWell Mark' award which is an evidence-based accreditation for health and wellbeing standards.

Continuous Professional Development

Our staff can avail of excellent learning and development opportunities, and we are fully committed to continued professional development. We offer many opportunities for our staff to develop through on the job learning, by engaging with multi-disciplinary teams across the organisation and through generous formal internal and external training. Our further education schemes include financial assistance for degrees, diplomas and masters to help you develop your career.

Equality, Diversity and Inclusion (EDI)

We are committed to creating an environment that promotes equality, diversity and inclusion. Our workforce is made up of a wide range of employees with diverse backgrounds, circumstances and skills - they are our greatest asset. Through our EDI policy and our core values and behaviours, we continue to demonstrate high standards in how we attract, develop and retain staff to ensure the commitment, engagement, wellbeing and performance of our workforce.

The role and how to apply

Overview of the Role:

This is an exciting opportunity to lead the delivery of [the EPA's National Circular Economy Programme \(2021-2027\)](#) to prevent waste and drive the circular economy in Ireland.

This programme will play an important role in fostering a circular economy in Ireland and support the implementation of the Government's Waste Action Plan for a Circular Economy and Whole of Government Circular Economy Strategy.

The successful candidate will join the Agency's Circular Economy Programme which consist of 4 interconnected areas of work:

- Circular Economy and Waste Statistics
- Circular Economy Regulation
- Circular Economy Implementation and
- Circular Economy and Waste Authorisation

The successful candidate will lead the Circular Economy and Waste Statistics team managing the delivery of a range of activities.

This currently includes:

- European and national reporting for waste data and statistics
- European and national reporting of circular economy statistics
- Communication of national data and statistics
- Preparation of national reports and studies
- National waste characterisation surveys
- Collaboration with central and local government bodies on data related activities
- Engagements with private sector organisations including industry bodies and national compliance schemes
- Forecasting of national data.

Key Responsibilities will include:

- Managing the Circular Economy and Waste Statistics team to support delivery and inputting into the EPA's National Circular Economy Programme
- Managing the delivery of a diverse range of circular economy and waste data related activities
- Leading the strategic development of the EPA's Circular Economy and Waste Statistics Team to ensure information is timely and targeted to influence policy and support national circular economy ambitions.
- Leading the operational delivery of the EPA's Circular Economy and Waste Statistics work programme including compilation, validation, assessment and reporting of waste

generated, recycled, and recovery for key waste stream meeting European and national standards of reporting.

- Driving innovation within the team and programme to strengthen the evidence and data base supporting waste and circular economy policy development.
- Providing expert technical input, insights, and analysis of waste and circular economy data to external and internal stakeholders to support policy and action.
- Representing the EPA in international, EU, and national groups and committees.
- Leading and motivating the emissions statistics team to achieve their full potential in the production of emission statistics in support of Ireland's Climate ambition.
- Leading and contributing to the strategic management and development of the Circular Economy as part of the Senior Management Team
- Communicating with the public, policy makers, the media and other stakeholders about national waste and circular economy data including the production and publishing of national datasets and reports.
- Evaluating and leaning work practises to drive efficiencies and team performance.
- Identifying and prioritising work activities and resources annually
- Building and maintaining strategic relationships with a broad range of stakeholders including Government Departments; local government, sectoral groups, compliances schemes etc;

General duties may include:

- Contributing to the EPA's strategy development and implementation and participating in the Management and Leadership Network and cross-office working groups
- Developing and delivering annual work programmes, including monitoring and evaluating progress and performance; managing staff and contractors; budget preparation, management and control
- Implementing the EPA's Safety Management System and maintaining a positive culture of Health, Safety and Wellbeing in the team
- Maintaining a clear and detailed understanding of relevant environmental legislation with particular reference to climate, greenhouse gas emissions, air quality and air pollutant emissions.
- Undertaking such other duties as maybe assigned from time to time.

Essential Requirements:

Candidates must have on or before **4pm on Wednesday 1st May 2024**:

1. An appropriate degree (NFQ Level 8) in a Science, Engineering, Mathematics, Statistics Economics, Computer Science, Data Science/Data Analytics or a relevant post graduate qualification (NFQ Level 9).
2. A minimum of seven years relevant work experience with significant technical experience in at least two of the following:
 - I. Managing the production and reporting of national or sectoral environmental or similar statistics to meet national or international reporting requirements.
 - II. Identifying, analysing, interpreting and communicating trends or patterns in complex datasets and acquiring data from primary or secondary data sources.

- III. Knowledge of Irish and European policy and legislation relating to Environment, Waste or Circular Economy.
3. A demonstrated record of senior leadership including prioritising and delivering objectives, planning and organising resources, motivating staff to common goals, and creating a culture that values teamwork and collaboration.
4. Strong written and verbal communication skills with experience of communicating complex messages in plain English to a variety of stakeholders.
5. Proven experience of building effective relationships and proactively engaging with partners/stakeholders toward achievement of organisational strategic goals.

The EPA will use the essential criteria/requirements to shortlist candidates and scoring will be based on the information contained in the relevant sections of the application form for the role of **Senior Manager (Level 2) Circular Economy and Waste Statistics**.

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 **Senior Manager (Level 2) Circular Economy and Waste Statistics** 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.

In addition to the specific requirements set out above, candidates **at interview** must be able to demonstrate that they possess the required competencies identified for effective performance as set out in Appendix A:

Required Competencies

- Team Leadership
- Customer and Stakeholder Focus
- Building Relationships & Communication Skills
- Management & Delivery of Results
- Judgement, Analysis & Decision Making
- Specialist Knowledge/Expertise and Self-development

Further information regarding competencies is available in **Appendix A**.

How to apply:

Application Forms and Candidate Information Booklets are available from the careers section on the EPA website www.epa.ie.

Please note that cover letters and CVs are not required and should not be submitted. Only applications submitted by email on the official EPA application form for this competition will be accepted. 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. Canvassing is prohibited.

Important Note: Closing Date for Applications is 4.00pm on Wednesday 1st May 2024

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., 000416 Senior Manager (Level 2) Circular Economy and Waste Statistics.

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

- Post number and applicant name: e.g., 000416 Mary Smith
- A typed signature may be used.

Important Note: Application forms must be completed and sent to recruitment@epa.ie.

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' or 'Save a Copy' function in Word and selecting the file type as '.pdf'. The PDF text should appear on the screen in the correct orientation.

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 recruitment@epa.ie marked for the attention of the Disability Officer, Human Resources before the closing date for applications for this competition.

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.

Selection Information

The EPA will use the information in the application form to shortlist candidates and scoring will be based on the information contained in the application form for the role of **Senior Manager (Level 2) Circular Economy and Waste Statistics**. 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.

The EPA will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice. Interviews are likely to be in person or virtually **the week of 27th May 2024**. A second-round interview may be held if required.

For more information in relation to the selection process please see **Appendix B**.

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 Act, 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.

Salary and Benefits

Remuneration:

Salary Scale: *€81,632 to €101,877 (PPC Rate) 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)

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 Note: 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.

Annual Leave

30 days per annum.

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.

Hours of Attendance

Hours of attendance at work will be arranged from time to time by the EPA and will amount to 35 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, flexi-leave is not available to this senior management grade.

Blended Working Policy

Blended working is part of the EPA commitment to be an employer of choice and it supports the organisation's ability to retain and attract high quality talent.

The EPA has a blended working arrangement with a minimum of two and a half days in the office/on site. Further details about the EPA policy in relation to blended working are available on request.

Business Travel

When absent from place of work on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Department of Public Expenditure and Reform 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.




Pension Abatement

If an appointee has previously been employed in the Civil or Public service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Body will support an application for an abatement waiver in respect of appointments to this position.

Appendix A

Level 2 Competencies — Effective Performance Indicators

	<p>Team Leadership</p>	<ul style="list-style-type: none"> Leads and maximises the contribution of the team, encouraging ownership and providing support. Provides clear direction and priorities to teams and monitors progress against strategic objectives. Creates an opportunity for everyone to fulfil their potential within the team through feedback, coaching & skills development. Organises teams to encourage collaboration and brings together complementary skills and expertise. Sees arising conflicts and takes action at team/business unit/organisation level. Actively promotes diversity and equality of opportunity valuing difference and experience.
	<p>Customer & Stakeholder Focus</p>	<ul style="list-style-type: none"> Leads and champions a customer and stakeholder focus within their team and the wider EPA. Negotiate and influences customers and stakeholders to ensure the best outcome. Liaises with customers and stakeholders to review and evaluate service levels. Engages effectively with a range of stakeholders, including members of the public. Understands the balance between meeting the customer's and stakeholders' needs, and the EPA business goals, including fiscal performance, and provides direction when there may be conflicts.
	<p>Building Relationships & Communication Skills</p>	<ul style="list-style-type: none"> Actively coaches others to communicate effectively and with impact. Fosters a positive environment where constructive challenge and feedback is welcomed. Is a persuasive communicator, both orally and in written communication. Leads by example communicating in a truthful, straightforward manner, with integrity and impartiality. Promotes a working environment that supports the EPA values. Builds relationships with key customers and stakeholders to facilitate information sharing and problem solving.

Level 2 Competencies — Effective Performance Indicators

	<p>Management & Delivery of Results</p>	<ul style="list-style-type: none"> Delivers on challenging and complex tasks and provides creative solutions to problems. Collaborates with colleagues across the EPA to achieve organisation goals and ensure delivery of high standards of work. Plans and prioritises workload considering the competing priorities of the organisation and ensures quality outcomes are delivered on time. Is committed to initiatives to improve work practices and team and organisation performance. Identifies and manages risks and prioritises resources to put solutions in place. Leads and manages organisation change, mitigating the negative impacts on staff and service. Instils the importance of efficiencies, Value for Money (VFM) and ensures that governance requirements are met.
	<p>Judgement, Analysis & Decision Making</p>	<ul style="list-style-type: none"> Is aware of and actively seeks to challenge own internal biases in decision-making. Maintains a broad, strategic perspective while identifying and focusing on own business goals. Adopts multiple approaches to problem solving and decision-making. Equips team members to make decisions ensuring they have sufficient information/resources to do so. Understands complex issues quickly, accurately absorbing and evaluating associated data. Balances the need between caution and decisiveness. Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
	<p>Specialist Knowledge/ Expertise & Self Development</p>	<ul style="list-style-type: none"> Is considered an expert by stakeholders in own field and actively coaches/mentors in their area of expertise. Role models self-development, seeking feedback and opportunities for growth and networking. Champions development, talent and career management of individuals and make learning a reality by encouraging and providing a range of development experiences. Identifies capability requirements needed to deliver future work and develops the team to meet these needs. Has a breadth and depth of knowledge of issues involving their own programme and is sensitive to wider policy and organisational priorities.

Appendix B

Further Information on the EPA's Selection Process:

Application:

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 recruitment@epa.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.

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 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 recruitment@epa.ie to ensure the application has been received.

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.

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. 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 your ability to carry out the role outlined.

Interviews

A competency interview 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 2**. 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.

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. 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 recruitment@epa.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.