

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 II (Level 4) Climate Secretariat

Post Number 000124

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 II (level 4) Climate Secretariat

Post Number 000124

Department/office: Climate Secretariat

Location: EPA Headquarters Wexford or EPA Regional Inspectorate Dublin

Panel Information: A panel will be formed from which future Scientific Officer (Level 4) vacancies in the Climate Secretariat may be filled.

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 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 II (LEVEL 4) CLIMATE SECRETARIAT

The successful candidate will fulfil the role of Scientific Officer II (Level 4) Climate Secretariat.

The Scientific Officer (Level 4) 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. The appointee will be directly involved in helping the Secretariat to deliver the requirements of the Climate Change Advisory Council.

Reporting Arrangements: The appointee will be assigned a technical role, reporting to the Secretariat Manager or other designated officer.

The key responsibilities will include:

Specialist duties:

- Working with modelling teams to improve understanding of historic and future emissions trends and the roles of new technologies and behaviour change;
- Contributing to the preparation of documentation for the Council relating to issues pertinent to National, EU and International Climate Policy and/or Science;
- Assisting in the preparation of annual or other reports for approval and publication by the Council; and
- Helping to manage resources required to deliver policy relevant insights which address specific needs identified by the Council.

General Duties:

- Managing staff and fostering EPA values in teams;
- Supervising, motivating and developing staff through a performance management and development system (PMDS);
- Managing other resources, including contract tendering/procurement and contract management;
- Contributing to development and delivery of office work programmes; including budget preparation, management and control;
- Preparing and presentation of high-quality reports and information for Senior Management;
- Adhering to Health and Safety Protocols;
- Engaging in relevant EPA cross-office activities; and
- Such other duties as may be assigned from time to time.

TECHNICAL SPECIALIST REQUIREMENTS

ESSENTIAL REQUIREMENTS

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

1. An appropriate degree (NFQ Level 8) in a relevant area such as Economics, Science, Environmental Science, Environmental Policy, Transport, Agriculture or Energy.
2. A minimum of 3 years work experience in a relevant area to include knowledge of Environmental or Climate Policy (National, EU, International).
3. Demonstrate a proven track record of working in teams that successfully delivered complex projects and/or business goals.
4. Excellent written and verbal communication skills with the ability to communicate complex 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 with the ability to present complex data in a format suitable for general understanding.

DESIRABLE REQUIREMENTS

1. Demonstrated working knowledge of energy, emissions or economic modelling or forecasting.
2. Ability to engage effectively with stakeholders on issues of relevance to them.
3. Demonstrate a strong commitment to personal development and proven ability to keep up to date in a rapidly changing technical environment.

SELECTION INFORMATION NOTE FOR THE POST OF SCIENTIFIC OFFICER II (LEVEL 4) 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 II (Level 4) 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 II (Level 4) 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 player & Leadership
- Interpersonal & communication skills
- Customer and stakeholder focus
- Management & delivery of results
- Analysis & decision making
- Specialist knowledge/expertise and 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 Thursday 2nd September 2021

Interviews will be held remotely using Microsoft Teams and are likely to be held on 16th 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.

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. 000124 Scientific Officer II (level 4) Climate Secretariat.

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

- **Post number and applicant name:** e.g. 000124 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 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 4 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 expire after a set period from its establishment (usually twelve months), or when it has been exhausted, whichever is sooner. Qualification and placement on a panel is not a guarantee of appointment to a position. Candidates not placed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

Regional panels will be formed from this competition. Candidates may select their preferred location (maximum 2 locations) at application stage. A candidate will be removed from all panels for that recruitment campaign once an offer of appointment has been accepted.

Where a candidate declines an offer of appointment and informs the EPA within 5 days of receipt of offer or appointment, the candidate may remain under consideration for a position in their other location choice. You should note that vacancies may not arise in all of the above locations while the panel is active.

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: *€49,845 to €62,776 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

29 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 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.

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.




APPENDIX A

Level 4 Competencies — Effective Performance Indicators

	Team Player & Leadership	<ul style="list-style-type: none"> Works with the Team to achieve high performance and addresses any performance issues that may arise. Deals with tensions/conflict within the team in a constructive manner. Acknowledges the contribution of others and ensures that the recognition for achievements is shared. Encourages a supportive and collaborative approach in dealing with work. Respects diversity and encourages the contributions of all team members.
	Customer & Stakeholder Focus	<ul style="list-style-type: none"> Provides timely and individually tailored information to meet the needs of our customers and stakeholders. Proactively meets the needs of individual customers and stakeholders and looks for ways to add value beyond the immediate request/s. Continually strives to improve customer's and stakeholders' experience and considers alternate solutions including researching best practice. Deals with difficult customer's and stakeholders' issues and is committed to finding an appropriate solution. Demonstrates sensitivity and understands the customer's perspective. Represents the organisation at relevant customers and stakeholders events and forums.
	Interpersonal & Communication Skills	<ul style="list-style-type: none"> Communicates using appropriate styles, methods and timing, to maximise understanding and impact. Communicates clearly, confidently and effectively to colleagues and customers/stakeholders in a way that is readily understood. Acts as an effective link between staff and management. Influences and gains buy in by outlining the relevant information and evidence to achieve good outcomes. Produces clear and concise, high quality written reports, documents and correspondence. Collaborates and supports colleagues to achieve EPA goals.

EPA — Competency Framework 2020

Level 4 Competencies — Effective Performance Indicators

	Management & Delivery of Results	<ul style="list-style-type: none"> Takes responsibility for delivering expected outcomes on time and to standard (own and team). Puts plans in place and re-assesses workloads and priorities if situations change or people are facing conflicting demands. Monitors and develops quality of service delivery within team. Applies relevant risk management processes. Adopts an innovative approach to delivering our work programme. Understands the impact of change on self and team and acts positively to implement change initiatives. Works collaboratively to achieve results.
	Analysis & Decision Making	<ul style="list-style-type: none"> Gathers, analyses and interprets information/ data to make decisions. Uses trends/patterns across different sources of information to make sound decisions. Can absorb and consider large amounts of information in order to make decisions. Finds a balance between being thorough and making a timely decision. Recognises scope of own authority for decision making and empowers team members to make decisions.
	Specialist Knowledge/ Expertise & Self Development	<ul style="list-style-type: none"> Develops the expertise necessary to carry out the role to a high standard and shares this with others. Keeps up to date with current developments that may directly impact their work. Proactively manage own career and identify learning needs including engaging with and applying learning opportunities. Sets challenging performance goals for self and others to support development.

EPA — Competency Framework 2020