



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Climate Action Co-ordinator **(5 year Specific Purpose Contract)**

Closing Time and Date: 5.00 pm Monday 16th January, 2023

Cavan County Council is committed to a policy of equal opportunity.

The Competition

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Climate Action Coordinator.

Position:

Climate Change 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 National Adaptation Framework was published in 2018 and this together with the Low Carbon and Climate Development Act 2015 provide the context within which Local Authorities are obliged to prepare Climate Action Plans. The Climate Action Regional Offices (CARO) were formed to link and bring together the expertise and capacity in the Local Authorities to achieve this objective while also providing a focus for linkages with Central Government Departments, Regional Assemblies, Public Representatives, and other relevant stakeholders.

Cavan County Council seeks to take a significant leadership role in this area and we are currently establishing a Climate Action Team to lead and coordinate activities within the County Council and to link with the CARO and other Sectoral adaptation strategies as appropriate.

This is a challenging and exciting position and requires a broad technical knowledge of climate change, the risks and possible adaptation strategies, and a strong organisational, networking, and communication skill set.

The appointee will need good knowledge of the operation of local authorities and their role and interactions with Government Departments in terms of governance, finance, and reporting structures. Climate Change funding can be made available through a variety of European and national funding streams and knowledge of those funding streams and of the processes involved in applying for such funding will also be important.

Qualifications For The Post

Character:

Candidates must be of good character.

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.

Education, Training, Experience, etc.

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

- a) Hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering, Planning, Project Management, Science, Environmental Science, Architecture or equivalent.
- b) Have at least eight years satisfactory relevant experience of project management, town planning, engineering, environmental science or architecture or other relevant discipline.
- c) Possess a high standard of technical training and experience
- d) Demonstrate a record of excellent project management skills resulting in successful outcomes, simultaneously managing and co-ordinating multiple projects of differing scale, nature and complexity, bringing them to a conclusion on time and on budget
- e) Possess a high standard of administrative and management experience;
- f) Have experience of managing and coordinating multi-disciplinary and cross-sectional teams and have the ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/her control;
- g) Possess effective communications and report writing skills with exceptional attention to detail
- h) Have experience making successful grant and other funding applications

- i) Demonstrate a successful track record influencing change both within organizational culture and within local communities
- j) Have an excellent knowledge of health and safety legislation and regulations and their application in the workplace.
- k) hold a full driving licence, EU Model for Class B Vehicles and must have access to an appropriately insured and licensed car for the purpose of the duties of the position

Desirable Attributes

- Possess a good knowledge of local government functions, services and activities
- Be interested and enthusiastic for the Climate Action agenda and have a good working knowledge of current National and Local Climate Action trends, legislation and plans.
- Demonstrate knowledge and experience of working innovatively with the public and in particular communities to deliver projects and other interventions, including involvement of experience of working with all forms of media.
- Have experience of building strategic relationships with external stakeholders at all levels including local, regional and national and be capable of working in close collaboration with key partners and in seeking co-operation and consensus with a whole range of external bodies and representative groups
- be experienced in meeting regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of the organisation
- be experienced in contributing to the operations and strategic planning processes and in the implementation of the agreed aims of same

DETAILS AND PARTICULARS

Duties & Responsibilities

The local authority sector recognises that in order to support our communities, local enterprises and the wider public sector to deliver on climate policy ambitions, there needs to be a consistent focus on building internal capacity and enabling organisational culture change.

The Climate Action Coordinator will coordinate climate action internally within each local authority, across the local authority sector and at a regional level through the CAROs. Importantly the Climate Action Coordinator will connect with wider climate policy system by providing consistent contact points of engagement with other departments and agencies responsible for delivering Sectoral Adaptation Strategies and the wider National Adaptation Framework.

A key function of the coordinator will be to monitor progress towards achieving targets. This will significantly enhance the national evidence base on delivery of the national Climate Action Plan. This evidence base gathered at a local authority level can feed into the national governance structures for delivering the Action Plan.

The Climate Action Coordinator will also be responsible for developing communication materials and can ensure a coherent and strategic approach to communication by working alongside the LGMA, CARO's, and national government.

The role of the Climate Action Coordinator may include the following:

- Work with the CARO to delivery on the Goals of DECA 2030 and the Climate Action Charter. Provide support and input to the Climate Action Steering Group, and coordinate with each department within the local authority.
- Assist the Steering Group in monitoring actions and in preparing annual progress reports on the Adaptation Strategy.
- Review, collate and distribute relevant national policies and documents on climate change, adaptation actions, case studies etc.

- Act as the focal point for climate change adaptation and mitigation action within the local authority.
- Contribute to the development of Action Implementation Plans, particularly those assigned to the Steering Group itself.
- Develop communication materials on the local authority climate actions and progress.,
- Providing technical inputs on funding proposals for climate change adaptation and identify funding opportunities.
- Provide a point of contact for engaging with and supporting the delivery of actions with the other sectors identified in the National Adaptation Framework.
- Conduct stakeholder mapping of key agencies, actors and sectors and their potential relations to the successful deliver of the strategy.
- Participate in relevant regional meetings with the CARO and cross-sectoral working groups, with the purposes of knowledge sharing, expanding the sectors' abilities, sharing experiences and lessons learned; as well as identifying possible opportunities for collaboration
- Develop strategic partnerships with key public and private sector organisations to support and deliver on the ambitions of the Climate Action Plan

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

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.

Salary

Remuneration will be at the Climate Action Co-ordinator (Senior Executive Engineer) Scale of the national wage scales. The present minimum scale is €71,093 increasing to €88,727 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

Successful candidates will be subject to the Garda Vetting Procedures.

Annual Leave

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

COMMUNICATIONS:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Monday 16th January, 2023.**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements

A Requirement and Competency Framework has been developed for the position of Climate Action Co-ordinator. Candidates will be expected to demonstrate sufficient

evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<p>1. Strategic Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Demonstrates innovation and creativity to secure successful strategic outcomes. Evaluates capacity and performance against objectives</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates and initiates change management programmes to meet end objectives. Demonstrates flexibility and an openness to change. Influences others and fosters commitment to change.</p>
<p>2. Delivering Results</p>	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>
<p>3. Performance through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups.</p>
<p>4. Personal Effectiveness</p>	<p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Operates effectively in an environment with significant complexity and pace.</p> <p>Personal Motivation, Initiative and Achievement</p>

	<p>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Creates new opportunities.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p> <p>Relevant knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p>
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ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Climate Action Co-ordinator Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

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 of the successful candidate.