**SEAI** SUSTAINABLE ENERGY AUTHORITY OF IRELAND | Rialtas na hÉireann Government of Ireland

# Chief Information Officer – Principal Officer Higher

Reference: DS.45

## Candidate Information Booklet

*We're interested in you becoming involved in SEAI. We want people who are driven towards climate action in this country.*

# About Us

SEAI is Ireland's national energy authority with a mission to be at the heart of delivering Ireland's energy revolution. We drive the reduction and replacement of fossil fuel usage. We are a knowledge led organisation. We partner with citizens, communities, businesses and Government. We are trusted collaborators, innovators, funders and educators.

Our role is to transform the way we all use energy by moving to more efficient and clean sources, and by leading innovation in Ireland's approach to energy. If you are interested in working in an organisation that has a real and measurable impact on tackling our climate challenges, then consider a career with SEAI.

To find out more about us as an organisation, click here.

Our culture in SEAI is defined by our values. These values define the way in which we strive to behave and act. SEAI's values include being **Passionate, Innovative, Courageous, Collaborative,** respecting the **Trust** you placed in us and recognising the importance of technical **Expertise.**

SEAI invites applications from suitably qualified candidates for this role. Full details of the role and how to apply are set out in this booklet.

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

**Canvassing will disqualify.**

# Position Profile

**Title of Position:** 2024/DS.45 Chief Information Officer – Principal Higher Officer

**Starting Salary:** €110,759 – €115,319 – €119,901 – €124,473 – €128,372 (Max of Scale)
€132,481* - €136,588**

*Annual increments awarded, subject to satisfactory performance. Long Service Increment applies after 3\* and 6\*\* years of Max of scale.*

Other arrangements may apply if coming directly from another civil or public service body.

**Blended Working:** Details available within booklet.

**Tenure:** 5-year fixed term contract.

**Head Office:** 3 Park Place, Hatch Street Upper,
Dublin 2, D02 FX65, Ireland
www.seai.ie

**Work Location:** Dublin.

**Role Profile:** We have an exciting opportunity in our Corporate Services Directorate the IT Department. Leading the IT team to deliver the organisation strategic objectives.

This position will play a key role in the above Department.

We are seeking a highly experienced and motivated **Chief Information Officer** to oversee all aspects of IT functions at our company. This is an exciting opportunity for a strategic and results-oriented leader to play a key role in driving innovation and ensuring the successful delivery of our IT strategy.

A key aspect of the role is ensuring the business continuity processes are in place and robust to ensure continued operations in all systems.

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**Throughout SEAI, we believe in being welcoming, diverse and inclusive in our workplace, and in the services that we deliver, where we are respectful and value different experiences and perspectives.  We are committed to achieving this for the benefit of all who work with SEAI and for all whom we support through our services'.**

# Key Responsibilities, Knowledge and Skills

**Responsibilities**

The responsibilities of the role outlined in this job description are indicative of the currently envisaged scope and may be added to or altered as required, in line with the requirement of SEAI across Business Units/Department.

They will include, but not limited to, the following:

As Chief Information Officer, you will be responsible for:
- Overseeing, leading, and managing all aspects of IT functions, including Service Delivery, Project Management, IT Security, IT Business Analysis, Business Partnering, Administration, People Management, Vendor Management, Strategy Delivery.
- Developing and delivering the IT strategy, ensuring it aligns with the overall business strategy.
- Leading a team of IT experts and managing the company's technology, operations, and technology change projects.
- Partnering with business leaders across the organization to understand their needs and develop effective IT solutions.
- Ensuring the IT department delivers a consistent and high-quality service to all users.
- Staying up to date with the latest industry trends and technologies.

**Leadership & Strategic Direction**
- Lead the IT Function to provide leadership and oversight to drive IT strategic, operational and project activity. The CIO will lead the Team to provide a centralised, structured, and consistent approach to deliver measurable and sustainable IT service delivery as part of SEAI organisation goals.
- Be an innovator and foster a culture of innovation while also promoting both effectiveness and efficiency in our constantly changing environment.
- Develop and drive the implementation of a long-term IT strategy framework and priorities to underpin and enable the successful realisation of the IT Strategy and related long term Strategic Plans and Policies in all areas.
- Leading the development, coordination and maintenance of a highly available, reliable, and secure integrated information technology system; and guiding IT modernization in support of SEAI missions, goals and objectives. Appling innovative IT concepts in the development and design of an optimal IT organizational structure.
- Lead the internal team (IT Project and Business System Programme, IT Infrastructure and Operations Programme and Data Governance Programme) as well as managed service providers in the successful delivery of IT projects and service.
- Setting the overall standards and objectives for the teams, managing performance and professional development, identifying, and arranging appropriate training, developing the teams' skills and experience thus equipping the team for both current requirements and emerging technologies.

### IT Dept & Infrastructure Management

- The IT Team is heavily built on 3rd party vendors and outsourced providers, and it is vital that the role holder has significant experience leading this type of team structure.
- Develop and maintain business plans to ensure the IT Infrastructure and Operations adequately supports the business needs going forward.
- Accountability for budget expenditure related to the IT function.
- Continuous review of cost efficiencies while maintaining high levels of customer satisfaction and service.
- Lead in the procurement of IT services and products as well as vendor and contract management.
- Function as a strategic business advisor to the executive/senior management of each business unit regarding key organisational and management issues.
- Oversee the successful delivery of all projects, services, and functions management by team members within the IT department, ensuring and championing a commitment to continuous improvement and high standards in all activities.
- Work with colleagues to ensure that information systems projects are appropriately resourced and deliver the scope, schedule, budget, and quality expectations of the business.
- Ensure appropriate organizational and technical controls are in place to meet the cyber security needs of the business and regulatory compliance.
- Play an important role in our risk mitigation strategy and implement solutions as needed for the sustainability of the business (assessing key risks and recommending solutions, business continuity, information security management)
- Network on behalf of SEAI with external partners, which are related to the operational activity linked with IT, developing appropriate links in order to foster collaborations.
- Oversee the procurement process linked with IT related tenders.

### Digitalisation & Innovation

- Development of the IT landscape has a vital role in enabling delivery of the expanding mandate of SEAI, which is likely to see approximately 15 new programmes introduced in the coming years, requiring transformation and innovation in how we work, supported by IT systems.
- Playing a key part in the SEAI transformational programmes enabling scalability to deliver the rapid growth in the scope of the delivery of the SEAI against the Climate Change Action Plan.
- To ensure that activity peaks within the IT Department are addressed in a proactive manner, it is expected that the candidate appointed to this role will need to be flexible in terms of working hours during these periods.

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**Knowledge & Skills**     The knowledge and skills required include but are not limited to the following:

- Demonstrated expertise and experience in managing complex technology projects, including schedules, cost, and quality, from inception to completion.
- Experience managing significant numbers of vendors and 3rd party contractors.
- Proven ability to provide and communicate vision, leadership, and direction in the execution of the role.
- Experience in the development and implementation of IT Strategy and Roadmap.
- Have the ability to manage and lead teams to deliver successful outcomes.
- Excellent communications skills and be comfortable leading department and teams.
- Be a self-starter, capable of continuous self-learning, new thinking, working to very tight deadlines and committed to achieving high quality results.
- Clear ability to organise, prioritise and assign tasks in a busy work environment which is characterised by competing demands from a range of different departments.
- Experience in the presentation and interpretation of complex information to non-technical audiences.

# Experience and Qualifications

**ESSENTIAL REQUIREMENTS**

The successful candidate must be able to demonstrate:

- A third level qualification in an IT, technical or business discipline OR A qualification at Level 8 on the National Framework of Qualifications (NFQ) major award), in a relevant Information Technology, computing or computational discipline.
- Minimum 10 years work experience with 5 years' experience in leading a team providing high quality operational support and maintenance, system development and project management.
- Extensive knowledge of IT infrastructure, application architecture, system development methodologies.
- Detailed knowledge of IT controls and governance procedures including risk management strategies

**DESIRABLE REQUIREMENTS**

- Previous professional experience in an IT role within the Irish Public Service and working knowledge of Civil and Public Service IT Guidelines and Policies is advantageous but not essential.
- Knowledge of standards and best practices relating to IT and Information systems development (e.g. ITIL, ISO 9001, ISO20000, ISO27001, NIST, ENSIA, CoBIT, etc).
- Project management experience / Lean / Agile work methodology.
  Experience in creating and managing opex and capex budgets.

# How to Apply

SEAI invites applications from suitably qualified candidates for this role, as set out in this booklet. SEAI is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minorities and people with disabilities.

**Submission**

Applications should be submitted in the form of a cover letter (max of two pages) demonstrating how the applicant meets the requirements for this role as set out in this booklet together with an up-to-date Curriculum Vitae (CV).

Both documents should be submitted via the candidate portal on the SEAI careers website www.seai.ie/careers/open-roles

**Eligibility to Work**

The SEAI has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. To qualify, candidates must hold a valid visa on the date of application and where applicable to support a candidate's application, candidates must submit a valid work permit/visa confirming permission to work in Ireland when requested. Failure to submit the required evidence, and failure to hold a valid permit/visa during the period of the contract, will result in the application and/or contract of employment being rendered void.

Note in respect of UK citizens: Information regarding the Common Travel Area is available here.

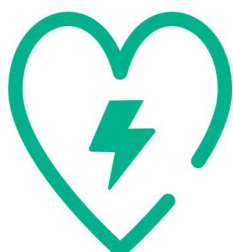**Closing Date**

Your application must be received by **midnight** on **Friday 10th January 2025**.

Applications will not be accepted after this time and date. All applications will be acknowledged by email within three working days. If you do not receive an acknowledgement within three working days, please contact recruitment@seai.ie

**Shortlisting**

Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the requirements of this role as contained in this booklet. It is important that applicants consider the information contained in this Information Booklet in presenting and demonstrating their relevant qualification, skills and experience for this role. The candidates whose applications, in the expertise of the interview panel, appear best suited to the position will be shortlisted for interview.

**Interview**

An interview process will be held with an interview panel in accordance with SEAI arrangements for posts at this level. Shortlisted applicants will be invited to attend for a competency-based interview. A presentation may be required on a topic of relevance to the role and/ or other such assessment methods as deemed appropriate. The SEAI may invite candidates to a second-round interview and to undergo further assessment, including the use of psychometric assessment if so required. Interviews may take place in person or online, as appropriate.

Candidates are not permitted to use any type of recording equipment at any stage of the selection process unless written permission has been provided in advance of the process. This applies to any form of sound recording and any type of video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Prior to recommending any candidate for appointment to this position, SEAI will make all such enquiries deemed necessary to find that candidate's suitability. Until all stages of the recruitment process have been fully completed, a final decision cannot be made,

**Key Competencies**

At interview, candidates should demonstrate the ability to carry out successfully the duties of the role, as well as the general skills and competencies required at Level F grade (Principal Officer). The key competencies that have been developed for roles at this grade level are as follows.

- Leadership & Strategic Direction
- Judgement & Decision Making
- Management & Delivery of Results
- Building Relationships & Communication
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

Each of the key competencies is supported by a list of key performance indicators which are available on the public jobs website

Candidates are strongly encouraged to prepare in advance of the interview, clear and relevant examples of how they have previously demonstrated these specific competencies.

**Deeming of Candidate to be Withdrawn**

Candidates who do not attend for interview or other tests when and where required, or who do not, when requested, furnish such evidence, as the SEAI require regarding any matter relevant to their candidature, will have no further claim to consideration.

**Feedback**

Feedback will be provided to interviewees on written request.

**Code of Practice**

This campaign is being organised in accordance with the existing Code of Practice 'Appointment to Positions in the Civil Service and Public Service' published by the Commissioners for Public Service Appointments (CPSA).

# SEAI Values



## Passionate

We are enthusiastic about our role in working towards a sustainable energy society.
We channel our passion and commitment into the way we operate to ensure that we will deliver for all of Irish society



## Courageous

We understand the scale of Ireland's energy challenge and accept our role in
meeting this challenge.
We understand that every one of us has a part to play in delivering the energy changes that Ireland needs.



## Innovative

We know that existing technologies and processes alone will not allow us to realise a fully sustainable energy society. We are continually learning, seeking new solutions, and constantly adapting to meet the demands of our fast-changing environment.



## Trusted

We appreciate the trust placed in us by citizens, communities, business and Government. Without it we could not deliver on these objectives. We respect this trust and seek
to maintain it by obtaining transparently, working with integrity, holding ourselves accountable and functioning independently.
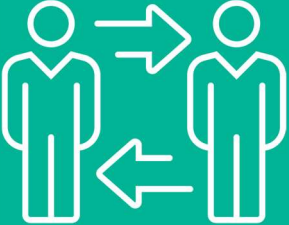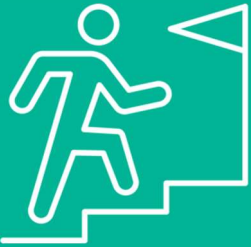


## Experts

We recognise the importance that technical expertise lays in achieving a sustainable energy future. We seek to further enhance this expertise within SEAI through research, critical thinking, consultation, listening, analysis and delivery.



## Collaborative

We will not succeed by operating in isolation. We actively look to work with all those in Irish society; listening to ideas and concerns, incorporating feedback and looking to support every individual, community and business in Ireland to be a part of the sustainable energy revolution.

# Employee Value Proposition

## Benefits

- Modern Dublin HQ located centrally and accessible with many transport options.
- Regional office in Cork, Dundalk, and Sligo.
- Hybrid working model (up to two days in office, three days remote with option for 1-month remote p/annum).
- Employee Assistance Programme.
- Cycle to work scheme.
- Range of 23-30 days annual leave, depending on role & company date (Good Friday)

## Culture

- Purpose led organisation with passionate experts invested in making an impact.
- Employee centred, value driven team environment.
- Strong focus on Equality, Diversity, and inclusion (EDI).
- Employee driven committees including Green Team, EDI, Social etc.
- Focus on work life balance and flexibility.

## Compensation

- Competitive and transparent salaries and salary scales.
- Annual increments.
- Obligatory pension schemes with Additional Voluntary Contribution option.
- Financial support towards further education and study and exam leave.
- Supportive illness policies and pay for different circumstances including Income Continuance Plan.
- Good Gender pay balance.

## Career

- Successful track record of internal promotions.
- Numerous different career paths across the organisation.
- Training and mentoring programmes.
- Investment in individual learning and development.
- Leadership training and development.

# Conditions of Service

**Tenure:**    This position will be offered on a 5-year Fixed Term contract basis.

**Salary Payment Arrangements:**    The Principal Higher Officer salary scale for this position effective from 1st October 2024 is as follows: €110,759 to €136,588 (inclusive of one Long Service Increment (LSI1) which applies after three years and six years additional service at Max of grade). Incremental progression will be subject to satisfactory performance.

**Important Note:**
Candidates should note that entry will be at the first point of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are currently a serving civil or public servant.

**Location:**    The place of work will be based at SEAI HQ offices in Dublin as listed on cover page. SEAI offer the option to work in a hybrid working arrangement, in line with the SEAI Blended Working Policy. SEAI reserves the right, at its discretion, to change working location within reason on any future date.

**Blended Working Arrangements:**    As an employer, SEAI operates a blended working policy that facilitates access to remote working options having regard to work-life balance/integration, mental health, and the need for a safe and productive working environment. Blended working arrangements will be operated under SEAI's Blended Working Policy, which currently requires staff to work from the office a minimum of two (2) days per week. Availability and patterns of blended working will be based on business needs and the suitability of the role and may be subject to change should the business needs dictate.

**Probation:**    On appointment, the appointee will serve a six (6) month probationary period. In certain circumstances, the probation period may be extended, in line with the SEAI's Probationary Policy and Procedures.

**Working Week:**    Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 hours per week (35 hours net of rest breaks). Pro-Rata will apply in the case of part-time role. Additional hours may from time to time be reasonably required to meet the requirements of the position. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

**Annual Leave:**    The annual leave allowance will be **30 working days** a year, based on a five-day week and is exclusive of public holidays. Pro-rata will apply in the case of part-time role. Annual Leave is to be taken at a time or times convenient to SEAI.

**Eligibility to Work:** The SEAI has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support a candidate's application, candidates must submit a valid work permit/visa confirming permission to work in Ireland. Failure to submit the required evidence, and failure to hold a valid permit/visa during the period of the contract, will result in the application and/or contract of employment being rendered void.

**Those not eligible to apply for the role**
Former Irish Public Service Employees – Certain Restrictions on Eligibility. Eligibility to apply for a position may be affected where applicants were formerly employed by an Irish Public Sector body and previously availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme including the below. For details on restrictions click **here.**

• Collective Agreement: Redundancy Payments to Public Servants
• Incentivised Scheme for Early Retirement (ISER)
• Department of Health and Children Circular (7/2010)

• Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013).

**Declaration:** Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

**Other Conditions of Employment:** 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 appointee.

**Standard Checks:** Any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

SEAI commits to treat all the information or documents received under GDPR guidelines.

**Garda Vetting:** SEAI is set up with a registered organization for Garda vetting purposes. You may be asked to make an application to be vetted.

**Confidentiality:** 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 appointee.

**Superannuation and Retirement:** The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public 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 **http://www.per.gov.ie/pensions**

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@seai_ie      #EnergyRevolution

Play your part in Ireland's
ambitious climate action.
Ireland needs your energy