



Head of Public Affairs

Head of Department – Level F

Reference: DS.14

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

Position Profile

Experience & Qualifications

How to Apply

Key Competencies

Our Values

Employee Value Proposition

Conditions of Service

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:	2025/DS.14 Public Affairs - Head of Department
Starting Salary:	€104,971pa (Other arrangements may apply if coming directly from another civil or public service body)
Blended Working:	Details available within booklet.
Tenure:	3-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:	<p>We have an exciting opportunity in SEAI for a Public Affairs Head of Department, reporting to the CEO and working closely with others both in the Office of the CEO and across SEAI.</p> <p>The Head of Public Affairs in SEAI is tasked with enhancing the organisation's domestic public affairs and stakeholder engagement work through effective relationship building, public affairs and communication strategies, brand building, and targeted strategic engagement with a broad spectrum of appropriate stakeholders.</p> <p>The role will involve some travel and will include positioning the importance of SEAI's mission, enhancing the SEAI's brand as a trusted authority in the energy transition, and broadening understanding of our role and achievements across stakeholders. It will include advocating and supporting the SEAI leadership team as experts and advocates for Ireland's Energy Authority regarding the future direction of energy policy.</p>

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.

If reasonable accommodation is needed to participate in the job application or interview process, please contact Clare Anoopa on 01-808-2044 or clare.anoopa@seai.ie.

Key Responsibilities, Knowledge and Skills

Responsibilities

Due to SEAI's significant importance and growth the Head of Public Affairs will play a leading role in driving and delivering the organisation's external stakeholder engagement strategy with political and government stakeholders, guiding and influencing the development of government and SEAI policy, public affairs planning, and advocacy work.

The role requires exceptional public affairs and political knowledge with considerable experience of the Irish political system, parliamentary and government affairs. The successful candidate will have experience of working on public consultations, misleading information, and conflict resolution. The ideal candidate will be interested in energy and climate action, understand the importance of delivering SEAI's mission and targets, and will quickly grasp the nuances and context of SEAI's work against the backdrop of a fast-paced environment and changing energy landscape.

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:

- To raise SEAI's profile and support SEAI to promote our work and insights with policymakers and legislators, key commentators and opinion formers, helping to establish us as the established authority on sustainable energy, maximise our impact and deliver key messages through appropriate channels.
- To promote the achievement of our overall strategic objectives, you will deliver a public affairs and stakeholder engagement outreach strategy which will bring about a visible change, promoting the reputation of this organization as well as supporting its achievements.
- To put in place an appropriate, well-designed, and coordinated speaking and engagement programme for the CEO and senior leadership team, that ensures SEAI is consistent in its engagements with the media and stakeholders, including politicians, legislators and policymakers.
- Keep informed of governmental developments/activities of relevant legislative bodies, such as the EU Commission, the Oireachtas, to help maximize SEAI's opportunities to respond to change.
- Co-ordinate and conduct briefings, meetings forums and technical updates on issues that concern SEAI for legislators, policymakers, regulators, and their employees.
- Assist with the development of agile, timely and relevant submissions and responses to key moments in the political calendar.
- Create and manage a robust reputation-management process that requires precision and speed in SEAI's decision-making and execution.

- Create excellent briefing materials to assist external engagement with important and political stakeholders for the CEO, the leadership team, and the Board,
- Demonstrate strong communication skills across various platforms for effective internal and external communications with key stakeholders, including Government Departments, external press teams and SEAI staff, etc.
- To monitor and measure the performance of these activities to enhance SEAI strategic relationships and reputational recognition.
- Support SEAI input to public consultations and Joint Oireachtas Committees working closely with the Research and Policy Insights and Senior Leadership teams.
- Work collectively with internal stakeholders to ensure all Public Affairs activities are compliant with the Code of Practice for the Governance of State Bodies and best practice.

To ensure that activity peaks within the 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.

Knowledge & Skills

The knowledge and skills required include but are not limited to the following:

- Exceptional public affairs and strategic stakeholder engagement experience with strong knowledge of best practice in influencing, advocacy, relationship building, networking, and negotiation skills.
- Extremely strong written and verbal communications.
- Attention to detail and well organized in a busy deadline driven environment.
- Researching, inspecting and interpreting information.
- Commanding the respect of both internal and external audiences.
- Budget Management.

Experience and Qualifications

ESSENTIAL REQUIREMENTS

The successful candidate must be able to demonstrate:

- Master's Degree level qualification (Level 9 on the NFQ or equivalent), ideally in public policy and legislation, public affairs and communications or political communication.
- 7+ years' professional experience working in a senior communications, public affairs, advocacy, or corporate communications position.
- Excellent knowledge of the political, and climate & energy landscape in Ireland.
- Experience of liaising and negotiating with a wide range of organisations/individuals.
- Expertise of delivering successful advocacy campaigns and fronting policies and programmes.
- A full current driving license.

DESIRABLE REQUIREMENTS

- Experience of and a proven track record of working within the political system.
- Significant experience engaging with senior stakeholders.
- People management experience.
- Knowledge of the legislative process and parliamentary procedures/rules.
- Knowledge of EU Directives, climate action and developments.
- Knowledge of environmental issues, particularly as they relate to Energy/Climate.
- Ability to work well under pressure and to tight deadlines.

There may be a requirement for the successful candidate to further develop specialist knowledge and expertise relevant to the role. Training will be encouraged (formal and informal) and supported where required.

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](https://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 Wednesday, 16th April 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.

Persons with disabilities invited to interview who anticipate needing accommodations or who have questions about physical access may call Clare Anoop on 01-8082044 or email clare.anoop@seai.ie.

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.

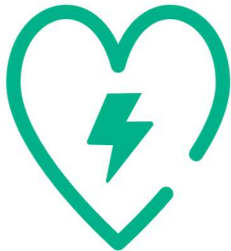
Feedback

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

<h2>Benefits</h2> 	<ul style="list-style-type: none"> • 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)
<h2>Culture</h2> 	<ul style="list-style-type: none"> • 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.
<h2>Compensation</h2> 	<ul style="list-style-type: none"> • 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 Continuation Plan. • Good Gender pay balance.
<h2>Career</h2> 	<ul style="list-style-type: none"> • 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 3-year Fixed Term contract basis.
Salary Payment Arrangements:	<p>The Level F salary scale for this position effective from 1st March 2025 is as follows: €104,971 to €129,841 (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.</p> <p>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.</p> <p>Different terms and conditions may apply if you are currently a serving civil or public servant.</p>
Location:	<p>The place of work will be based at the SEAI Dublin office.</p> <p>SEAI reserves the right, at its discretion, to change working location within reason on any future date.</p>
Blended Working Arrangements:	<p>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.</p>
Probation:	<p>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.</p>
Working Week:	<p>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.</p>
Annual Leave:	<p>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.</p>
Eligibility to Work:	<p>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</p>

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>

