Open competition for appointment to the position of

Head of Energy Resources
(Assistant Principal Officer)

Closing Date: 16:00 on Tuesday 2nd July 2019

The Courts Service is committed to a policy of equal opportunity.

This recruitment campaign is being undertaken in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on www.cpsa.ie

Please contact Lindsey Maidment, Recruitment Manager, for further information

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Introduction

The Courts Service was established on the 9th November 1999 following the enactment of the Courts Service Act 1998. Its functions are as follows:

• to manage the Courts;

• to provide support services for the judiciary;

• to provide information on the courts system to the public;

• to provide, manage and maintain court buildings;

• to provide facilities for users of the courts;

• to perform such other functions as are conferred on it by any other enactment.

The Courts Service operates under the aegis of a Board which is responsible for determining policy in relation to the Service. The Board also oversees the implementation of its policies by the Chief Executive Officer.

Staff of the Courts Service are civil servants of the State.

Further information on the Courts Service is available on www.courts.ie
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1. ROLE AND ESSENTIAL REQUIREMENTS

1.1 Overview of the Role

The mission of the Courts Service is “to manage the courts, support the judiciary, and provide a high quality and professional service to all users of the Courts”. There are c1,100 full time equivalents employed across 42 locations.

The environment is specialist and operational which requires a diverse range of skills and personal attributes to deliver the high quality of service expected by users.

Following the introduction of the Energy Efficiency Directive into Irish Law, as a public body, the Courts Service is required to play an exemplary role in regard to energy efficiency. This includes energy audits, purchase/lease of buildings and government purchase.

The Courts Service has also identified energy efficiency and sustainable energy management as key organisational goals and has recognised the requirement to establish an “Energy Unit”, to be led by a “Head of Energy Resources”.

1.2 Purpose of the Role

Working closely with the Head of Estate Management Unit and the Energy Performance Manager, the Head of Energy Resources will be responsible for the delivery of the strategic energy management programme across the Courts Service, with an initial focus of reaching the Courts Service 2020 energy efficiency targets and embedding a culture of sustainable energy management throughout the organisation.

1.3 Key Responsibilities and Deliverables

The key responsibilities and deliverables will include, but are not limited to:

- Establish and lead the Courts Service Energy Unit team

- Lead the development and management of Courts Service energy management policy initially targeting the gap to reach 33% target for 2020
- Prepare and implement an energy efficiency strategy resulting in year on year improvements

- Commission manage and conduct SI 426 standard energy audits for the Courts Service buildings with particular emphasis on identifying energy efficiency improvements

- Develop and embed a culture of energy efficiency within the organisation

- Prepare business cases to support energy efficiency projects, identifying potential financial assistance available from energy contracting, obligated parties SEAI, OPW grant schemes

- Conduct feasibility and project appraisals for projects arising from energy audits, including cost/benefit analysis on each proposed plan.

- Fulfil the role of Project Supervisor Design Process (PSDP) including preparing tender documents, assessing tenders, and manage and co-ordinate delivery of projects post award of contract

- Engage with SEAI, OPW and other relevant bodies on behalf of the Courts Service and avail of relevant support schemes e.g. Energy Efficiency Obligation Scheme, SEAI Partnership supports and OPWs Optimising Power @ Work scheme

- Provide expert advice on developments and the implementation of legislation and regulations on a national and EU level relating to energy and climate action.

- Lead internal energy conservation campaigns

- Prepare and guide the Courts Service towards accreditation to a recognised energy management standard

- Review energy profiles, monitor and analyse energy consumption and spending, and report annually to the SEAI

- Undertake annual Display Energy Certificates for relevant buildings, including commissioning of Building Energy Ratings (BERs) for buildings.

- Review architectural, mechanical and electrical plans, and evaluate energy efficiency and make recommendations in regards to all build works and refurbishments of Courts Service properties.

- Lead the process of energy efficient design for the design of new and retro-fitted facilities

- Development and implementation of organisational wide resources efficiency plan, including water saving and optimisation analysis
• Procurement and management of waste management contracts

1.4 Essential Qualifications and Personal Requirements:

Each candidate must on or before 2nd July 2019 meet the following requirements:

Qualifications

• A degree in a relevant engineering, energy or related discipline is essential.
• A post graduate qualification in Energy Management or a related topic is desirable.
• Chartered status or professional membership of Engineers Ireland or similar.
• Non domestic BER assessor desirable.
• SEAI registered energy auditor.

Essential

• Minimum eight years post qualification experience including minimum three years in energy engineering or energy management.
• As the position requires travel across the jurisdiction a full drivers licence is essential

Required Skills and Behaviours

• A strong track record in delivering medium to large scale energy efficiency projects across various types of buildings.
• Excellent communication, interpersonal, influencing, organisational and project management skills
• Proven ability to work independently on their own initiative, and as part of a team
• Supervisory management experience and strong people management skills
• Strong analytical skills and a strong focus on organisational outcomes
• Commitment to continuous upskilling and training relevant to energy efficiency field

Desirable

• Experience in delivering energy efficiency projects in estates that comprise listed buildings and protected structures
• Knowledge of CAD and BIM
1.5 **Assistant Principal skills and competencies**

In their application form and at interview candidates should demonstrate that they have the ability to carry out successfully the duties of the role, as well as the general skills and competencies required of an Assistant Principal Officer in the Civil Service, namely:

- **Leadership**
  Actively contributes to the development of the strategies and policies of the organisation; brings focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise; leads and maximises the contribution of the team as a whole; considers the effectiveness of outcomes in terms wider than own immediate area; clearly defines objectives/goals and delegates effectively, encouraging ownership and responsibility for tasks; develops capability of others through feedback, coaching and creating opportunities for skills development; identifies and takes opportunities to exploit new and innovative service delivery channels.

- **Analysis and Decision Making**
  Researches issues thoroughly, consulting appropriately to gather all information needs on an issue; understands complex issues quickly, accurately absorbing and evaluating data (including numerical data); integrates diverse strands of information, identifying inter-relationships and linkages; makes clear, timely and well-grounded decisions on important issues; considers the wider implications of decisions on a range of stakeholders; takes a firm position on issues he/she considers important.

- **Management and Delivery of Results**
  Takes responsibility for challenging tasks and delivers on time and to a high standard; plans and priorities work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances; ensures quality and efficient customer service is central to the work of the division; looks critically at issues to see how things can be done better; is open to new ideas initiatives and creative solutions to problems; ensures controls and performance measures are in place to
deliver efficient and high value services; effectively manages multiple projects.

- **Interpersonal and Communication Skills**
  Presents information in a confident, logical and convincing manner, verbally and in writing; encourages open and constructive discussions around work issues; promotes teamwork within the section, but also works effectively on projects across departments/sectors; maintains poise and control when working to influence others; instils a strong focus on Customer Service in his/her area; develops and maintains a network of contacts to facilitate problem solving or information sharing; engages effectively with a range of stakeholders, including members of the public, Public Service colleagues and political system.

- **Drive and Commitment in Public Service Values**
  Is self-motivated and shows a desire to continuously perform at a high level; is personally honest and trustworthy and can be relied upon; ensures the citizen is at the heart of all services provided; through leading by example, fosters the highest standards of ethics and integrity.

- **Specialist Knowledge, Expertise and Self Development**
  Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and organisation; has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities; is considered an expert by stakeholders in own field/area; is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.
2. APPLICATION PROCESS

2.1 Making an Application:
Applications should be made by email to careers@courts.ie with an up to date curriculum vitae.
Candidates should also provide a short cover letter/ personal statement (i.e. no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

2.2 Closing Date:
The completed application form must be submitted to careers@courts.ie by 16.00 on Tuesday, 2nd July 2019. Applications received after the closing date and time will not be accepted.

If you do not receive an acknowledgement of receipt of your application by Thursday 4th of July 2019, please contact Lindsey Maidment at (01) 888 6055.

The Courts Service accepts no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the Courts Service and should make sure that the contact details specified on the application form are correct.

2.3 Selection Process
Normally the number of applications that meet the eligibility criteria exceeds the number required to fill existing and future vacancies to the position advertised. An initial shortlisting exercise is generally undertaken by two members of the interview board. The shortlisting exercise is based on the information provided in the curriculum vitae and the cover letter.

The shortlisted candidates will be invited to attend a competency based interview. Interviews are likely to be held in mid July 2019. The competencies (Section 1.5) will be
thoroughly and systematically assessed at interview in order to assess suitability for the position. The interview will also explore items referred to in your personal statement/cover letter. The board may ask about the experience described in the curriculum vitae or they may ask for other examples.

2.4 Panel
Following a competitive interview process a panel of suitable candidates based on the order of merit may be established. Prior to recommending any candidate for appointment the Courts Service will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a contract will not issue.

2.5 Security Clearance
You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. Please note that the Courts Service has full disclosure. We are not covered by the Criminal Justice (Spent Convictions & Certain Disclosures) Act 2016. We will receive notice of all convictions.

2.6 Deeming of candidature to be withdrawn
Candidates who do not attend for interview or other requirements of the recruitment process when required by the Courts Service, or who do not, when requested, furnish such evidence as the Courts Service requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to the Courts Service, including all forms issued by the Courts Service for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.
2.7 **Requests for Feedback**

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed.

2.8 **Informal Review Procedure**

The Code of Practice on Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission) sets out the Courts Service obligations under the Code with related procedures.

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Courts Service through the recruitment process. The Courts Service will consider requests for review in accordance with the provisions of Section 7 of the (Code of Practice). Full details of the Code of Practice is located [here](https://www.cpsa.ie).

The procedure sets out the procedure for the alleged breach of the Code of Practice. It also sets out the procedures where a candidate seeks a review of a decision taken in relation to their application.

2.9 **Complaints Process**

A candidate may believe there was a breach of the Commission's Code of Practice by the Courts Service that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Chief Executive Officer of the Courts Service in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)
There is no obligation on the Courts Service to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

2.10 Candidates' Obligations:  
The Code of Practice on Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission) also sets out the candidates obligations under Section 5 and Section 9 of the Code with related procedures.

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- impersonate a candidate at any stage of the process;
- interfere with or compromise the process in any way.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, they will be disqualified as a candidate and excluded from the process and if appointed to a post following the recruitment process, they will be removed from that post.

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 disqualification from the competition.
Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form, at any stage. To do so is an offence and may result in exclusion from the selection process.

2.11 Use of Recording Equipment
The Courts Service does not allow the unsanctioned use of any type of recording equipment on its premises. Where a person is found to have used recording equipment during any part of the selection process he or she will be disqualified as a candidate. Where he or she has been appointed subsequently to the recruitment process in question, he or she shall forfeit that appointment.

2.12 Quality Customer Service
The Courts Service aims to provide an excellent quality service to all customers. If, for whatever reason, a customer is unhappy with any aspect of the service received, this issue should be brought to the attention of the unit or staff member concerned. This is important as it ensures that the Courts Service is aware of the problem and can take the appropriate steps to resolve it.

2.13 Data Protection Acts 2018
When the candidate’s application form is received, the Courts Service creates a record in the candidate’s name, which contains much of the personal information the candidate supplied. This personal record is used solely in processing that candidate’s candidature. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018.

To make a request under the Data Protection Act 2018, a candidate must submit a request in writing to: THE DATA PROTECTION OFFICER (DPO), THE COURTS SERVICE, PHOENIX HOUSE, 15-24 PHOENIX STREET NORTH, SMITHFIELD, DUBLIN 7, ensuring that you describe the records you seek in the greatest possible detail to enable us to
identify the relevant record.

Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.
3. PRINCIPAL CONDITIONS OF SERVICE

3.1 The appointment is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service. The appointee will be subject to the Civil Service Code of Standards and Behaviour.

3.2 Tenure
The appointment is to an established position in the Civil Service.

3.3 Salary
New entrants to the Civil Service will be appointed to the first point of the salary scale. The scale of pay applicable at present is as follows:

- €66,495
- €68,898
- €71,289
- €73,687
- €76,080
- €77,460 (NMAX)
- €79,876 (LSI¹)
- €82,300 (LSI²)

Salary is payable fortnightly in arrears by Electronic Funds Transfer (EFT) into a bank account of the appointee’s choice. Payment cannot be made until the appointee supplies a bank account number and bank sort code to the Human Resources Unit of the Courts Service. Statutory deductions will be made from salary as appropriate by the Courts Service.

**Candidates should note that the salary quoted will not be subject to negotiation.** The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Important Note:**
In certain circumstances, different conditions may apply for existing civil or public servants.

¹ After 3 years satisfactory service at the maximum.
² After 6 years satisfactory service at the maximum.
3.4 **Duties**

The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).

3.5 **Probation**

The appointee will be required to serve a 12 month probationary period. During the period of the probationary contract, an officer’s performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

(i) has performed in a satisfactory manner,
(ii) has been satisfactory in general conduct, and
(iii) is suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract, a decision will be made as to whether or not the appointee will be retained pursuant to Section 5A(2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on the appointee’s performance assessed against the criteria set out in (i) to (iii) above.

The details of the probationary process will be explained to the appointee by the Courts Services as the employer and a copy of guidelines on probation issued by the Department of Public Expenditure and Reform will be provided.

In the event that the appointee is not considered as suitable to the position of Head of Energy Resources having been assessed against stated criteria, the appointee will be notified in writing of the action to be taken.

3.6 **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his or her duties subject to the limits set down under working time regulations.
3.7 **Annual Leave**
This post is a permanent post. The annual leave entitlement for this post is 30 working days per year.

3.8 **Headquarters**
The appointee’s headquarters will be such as may be designated from time to time by the Courts Service, but will be based in Phoenix House, 15-24 Phoenix St North, Smithfield, Dublin 7. When absent from home and headquarters on official duty, an officer will be paid appropriate travelling expenses and subsistence allowances subject to normal Civil Service regulations.

3.9 **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 governing sick leave circulars.

The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts to such office as will be directed by the Courts Service and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection directly within the required time limits.

3.10 **Unfair Dismissals Act 1977 – 2005**
The Unfair Dismissals Acts 1977-2005 will not apply to the termination of your employment by reason only of the expiry of the probationary period of this contract without it being renewed.

3.11 **The Organisation of Working Time Act 1997**
The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this employment.
3.12 Official Secrecy and Integrity
The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 2014. Successful candidates will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

3.13 Civil Service Code of Standards and Behaviour
The appointment will be subject to the Civil Service Code of Standards and Behaviour.

3.14 Political Activity
The appointment will be subject to the rules governing civil servants and politics.

3.15 Ethics in Public Office Act 1995
The Ethics in Public Office Act 1995, will apply, where appropriate, to your employment.

3.16 Prior approval of publications
You will agree not to publish material related to your official duties without prior approval by the Chief Executive Officer of the Courts Service.

3.17 Superannuation and Retirement
The appointee 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 http://www.per.gov.ie/pensions.

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
Key provisions attaching to membership of the Single Scheme are as follows:

- **Pensionable Age:** For most Single Scheme members, the minimum pension age is at present 66 years, rising to 67 on 1 January 2021 and 68 on 1 January 2028 in line with Contributory State Pension qualifying age changes.
- **Retirement Age:** Scheme members must retire at the age of 70.
- **Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to Consumer Price Index).**
- **Post retirement pension increases are linked to the Consumer Price Index.**

### 3.18 Pension Abatement

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

### 3.19 Ill-Health & Retirement

Please note that where an individual has retired from a Civil or Public Service body on the grounds of ill-health his or her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### 3.20 Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme And Other Provisions) Act 2012 (“2012 Act”). However the key exception case (in the context of this competition and generally) is that an appointee who has worked in a pensionable (non-single scheme
terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. The pay and pension entitlement of such an appointee will be established in the context of his or her public service employment history.

3.21 **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

3.22 **Additional Superannuation Contribution**

From 1 January 2019 onwards, public servants will pay an additional superannuation contribution (ASC). This arises from the Public Service Stability Agreement (PSSA, 2018-2020) and the provisions of Part 4 of the Public Service Pay and Pensions Act 2017. ASC is based on pensionable remuneration only and is a permanent contribution in respect of pensionable remuneration.

For further information in relation to public service superannuation issues please see the following website: [http://per.gov.ie/pensions](http://per.gov.ie/pensions).

3.23 **Personnel Code**

Further details and circulars regarding these terms and conditions can be found in An Cod Pearsanra and are available at www.circulars.gov.ie

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.
4. MATTERS RELATING TO ELIGIBILITY TO APPLY

4.1 Citizenship Requirement

This competition is open to citizens of the European Economic Area which consists of all member states of the EU together with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

4.2 Ineligibility due to acceptance of Public Sector Schemes

Anyone persons availing of the schemes set out below will not be eligible for reemployment in the public health sector or in the Courts Service.

- **Incentivised Scheme for Early Retirement (ISER)** (Department of Finance Circular 12/09)
- **Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS)** (Department of Health Circular 7/2010)

Persons may be eligible for re-employment under the Schemes below subject to the consent of the Minister for Public Expenditure and Reform.

- **Collective Agreement: Redundancy Payments to Public Servants** (Department of Public Expenditure & Reform letter 28 June 2012)
- **Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013**

4.3 Other

Any person who by virtue of any scheme, agreement or any other arrangement whatsoever, including any variant of those listed above, terminated his or her employment in the civil or public service may not be eligible to compete in this competition under the terms thereof. Where a person is unsure as to the meaning or effect of such terms, he or she should contact the body with whom such arrangement was reached prior to making any application under this competition.
4.4 Declaration

Each applicant is required to declare whether he or she has previously availed of any Public Service scheme of voluntary redundancy or incentivised early retirement, including but not confined to those set out above.

Each applicant is also required to declare any entitlement to a public service pension benefit (in payment or preserved) from any other public service employment and/or receipt of a payment-in-lieu in respect of service in any public service employment.

Failure to make such a declaration may disqualify a candidate from proceeding further in this competition, the final determination of which shall be made by Courts Service in its absolute discretion.