



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Executive Energy Manager

[2 Year Fixed Term Contract]

Cork City Council

Closing Date:

4pm Sunday 29th March 2026

To be read in conjunction with

[Candidate Information Booklet \(link\)](#)

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second largest urban centre and home to over 224,000 people. Since the 2019 extension of the city's boundary, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure led growth enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with over 1,600 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision making and strategic priorities. The Council has an annual revenue budget in excess of €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, and Corporate Affairs.

The Council's work is guided by the Corporate Plan 2024–2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate Neutral and Smart Cities reflects the city's ambition and global outlook. The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#).

Cork City Council is committed to delivering excellent public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition.

We are now inviting applications from suitably qualified individuals for the role of Executive Energy Manager (2 Yr FTC). If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you.

Vision, Mission, & Values

Our Vision

Make Cork City Better

Our Values

Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people with respect



People Centred

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.



Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.



Ambitious

We work to attract investment to the City



Our Mission

People – A City of Welcomes where a Public Service ethos is at the core of how we do business.

Place – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

Prosperity – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



OVERVIEW

Part II S9 sub-section 6A of the Climate Action and Low Carbon Development (Amendment) Act 2021 establishes future national statutory carbon budget targets which all Public Authorities must achieve. These demand a 51% reduction in energy-related greenhouse gas emissions (GHG), from a year end 2018 baseline, to be achieved by year end 2030.

The EU Mission: Climate Neutral and Smart Cities is an EU initiative designed to accelerate Europe wide decarbonisation. It aims to support 100 cities in becoming climate neutral and smart by 2030, serving as innovation and experimentation hubs to help all European cities achieve climate neutrality by 2050.

Cork City was chosen by the EU as a Mission City in May 2025. This designation requires Cork City Council to accelerate the decarbonisation of its public building stock with a view to achieving an 80% reduction in energy-related greenhouse gas emissions (GHG) by 2030.

On top of Cork City Council's GHG reduction targets, and reflecting EU DIRECTIVE (EU) 2023/1791, it is further tasked, under the Public Sector Climate Action Strategy, to achieve a 50% improvement in energy efficiency by 2030: using the average energy usage from 2016 – 2018 as a baseline.

Cork City Council's [Climate Action Plan 2024–2029 \(link\)](#) sets out a comprehensive programme of 129 actions designed to reduce emissions from the Council's buildings, transport fleet, public services, and citywide operations, while enhancing climate resilience and environmental quality. The Plan is also informed by Cork's participation in the EU Mission for 100 Climate Neutral and Smart Cities, reflecting the Council's ambition to accelerate the city's transition to climate neutrality.

Cork City Council has secured €2 million in ELENA funding from the European Investment Bank (EIB) to accelerate the preparation of major retrofit projects across its public-building portfolio and social housing. The funding will support energy audits, feasibility studies, project design and procurement planning, expanding the Council's retrofit pipeline. It will also help increase annual housing retrofits from about 150 to 300 homes, develop multi-year public-building upgrade programmes, and strengthen Cork's contribution to the EU Mission for Climate-Neutral and Smart Cities.

Cork City Council also operates an Energy Management System aligned with ISO 50001 principles, supporting systematic monitoring, performance improvement, and the development of a pipeline of energy-efficiency and decarbonisation projects.

THE ROLE

This is a two-year fixed term position within Cork City Council's Energy Agency, part of the Emergency Operations & Climate Action Directorate. Reporting to the Energy Agency Team Lead, the Executive Energy Manager will play a senior role in delivering the Council's statutory energy efficiency and decarbonisation commitments, including its Mission City target of achieving net carbon neutral public buildings by 2030.

The postholder will lead the development, procurement and delivery of major energy efficiency and decarbonisation projects across the Council's public building portfolio. This includes assessing existing building performance, identifying viable technical solutions, developing investment ready project packages, and overseeing their successful implementation.

Key Responsibilities

A. Strategic Leadership & Governance

- Provide senior technical leadership within the Energy Agency and Climate Action Unit, contributing to the strategic delivery of Cork City Council's Climate Action Plan.
- Support the designated Energy Performance Officer (EPO) in coordinating ISO 50001 accreditation, statutory compliance and progress toward national and EU energy emissions targets.
- Advise senior management on relevant policy, regulatory and legislative developments, including EU directives and their transposition into Irish law.

B. Programme Development, Technical Assessment & Project Preparation

- Carry out advanced technical assessments of public buildings, including energy performance analysis, feasibility studies and identification of sustainable retrofit solutions.
- Develop comprehensive capital project packages, including bundled projects suitable for investment decisions and public sector procurement.
- Prepare or oversee preparation of technical specifications, contract documentation and tender materials in line with engineering, procurement and governance standards.
- Ensure all projects and services are procured in accordance with EU directives, national procurement rules and Cork City Council policies.

C. Project Delivery, Procurement & Compliance

- Lead the delivery of the Council's Energy Reduction & Decarbonisation Capital Investment Programme, ensuring projects are completed on time, within budget and to required technical and safety standards.

- Manage pathfinder and demonstrator projects, including State Aid assessments, Public Spending Code compliance, adherence to Infrastructure Guidelines and fulfilment of SEAI funding conditions.
- Oversee monitoring and verification of post implementation energy and carbon savings.
- Manage the procurement, certification and governance of all energy related capital projects.

D. Monitoring, Reporting & External Funding

- Lead reporting to the European Investment Bank (EIB) on ELENA expenditure and programme progress, in line with funding contract requirements.
- Support the development of EU and national funding applications for research, planning and capital decarbonisation initiatives.
- Contribute to the preparation of statutory reports and compliance submissions relating to emissions, energy performance and climate action commitments.

E. Collaboration, Stakeholder Engagement & Capacity Building

- Work closely with internal stakeholders including Facilities, Fleet, Public Lighting and Capital Delivery teams to coordinate data, project requirements and implementation plans.
- Engage with external partners such as SEAI, CARO, Government Departments, utilities and specialist consultants.
- Provide technical guidance, mentoring and knowledge sharing within the Energy Agency and wider organisation to build capacity in energy efficient design and delivery.

F. General & Additional Duties

- Support the implementation of ISO 50001, including gap analysis and continuous improvement activities.
- Assist in developing procurement frameworks and long term programmes for energy efficiency and decarbonisation works.
- Undertake other duties consistent with the role to advance Cork City Council's energy efficiency, emissions reduction and climate action objectives.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. **Character**

Each candidate must be of good character.

2. **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc.**

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

a) hold at least an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in energy systems engineering, energy management, sustainable energy engineering, building services engineering or a related discipline relevant to the post;

OR

b) hold an ordinary bachelor's degree (level 7 on the National Framework of Qualifications (NFQ)) AND a post-graduate master's degree (level 9 on the National Framework of Qualifications (NFQ)) in energy systems engineering, energy management, sustainable energy engineering, building services engineering or a related discipline relevant to the post.

AND

c) have at least five years satisfactory experience relevant to the role after attaining the qualification referred to under 3 a) or b) above.

d) possess a high standard of technical training and experience appropriate to the nature of the role, including administrative experience.

e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

4. **Driving Licence**

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

5. **Desirable Skills:**

1. Energy Management & Technical Expertise

- Strong knowledge of ISO 50001, SEAI M&R, energy auditing and building energy performance assessment.
- Understanding of EPC/ESCO models, energy performance contracting and M&V methodologies (e.g. IPMVP).
- Relevant professional accreditations (e.g. CEM, CMVP) are an advantage.

2. Decarbonisation & Capital Project Delivery

- Experience developing and delivering energy efficiency and decarbonisation projects in complex building portfolios.
- Ability to prepare technical specifications, feasibility studies and tender documentation in line with public sector standards.
- Proven capability managing capital projects, ensuring compliance with Public Spending Code, Infrastructure Guidelines and SEAI requirements.

3. Renewable Energy

- Experience in the design, funding or delivery of renewable energy projects (electrical or thermal, ≤3 MW).
- Ability to assess renewable energy options for public buildings and fleet applications.

4. Local Government, Climate Action & Policy

- Strong understanding of public sector climate action obligations, reporting frameworks and legislative requirements.
- Knowledge of national and EU policies (Energy Efficiency Directive, EPBD, NEEAP, LACAP, Covenant of Mayors).
- Experience working with Government Departments, EIB, SEAI, CARO and EU partners.

5. Programme Management, Procurement & Funding

- Experience developing procurement frameworks, managing consultants/contractors and delivering multi project programmes.
- Strong financial and budget management skills, including preparation of funding applications and investment cases.
- Experience with EU or national funding programmes, including reporting and compliance.

6. Analytical, ICT & Reporting Skills

- High competence in data analysis, energy modelling tools, databases and technical reporting.
- Ability to manage, verify and interpret large datasets for statutory and funding-related reporting.

7. Communication & Stakeholder Engagement

- Excellent ability to communicate complex technical information to technical and non-technical audiences.
- Proven track record of working collaboratively across departments and with external agencies.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview (should they be invited) that they possess these competencies through the experience and skills they have gained to date.

Delivering Quality Outcomes and Ensuring Compliance

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies, and procedures affecting the discharge of duties.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies.
- Refers to relevant professional documents as required.

Communicating Effectively

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

Managing Resources

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.

- Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.
- Ensures best value and efficiency in service delivery.
- Intervenes in a timely manner if work activities go over budget.
- Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled, and that work is delivered effectively.
- Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.

Salary

The salary scale for the post is:

€60,255 - €62,447 - €64,640 - €66,837 - €69,032 - €71,226 - €73,423 - €75,606 - €77,813 - €80,001 - €82,523 (LSI 1) - €83,758 (LSI 2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm Sunday 29th March 2026

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

