



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

**Energy Efficiency Retrofit
Programme Executive**

[3 Year Fixed Term Contract]

Cork City Council

Closing Date:

4pm Tuesday 3rd 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 Energy Efficiency Retrofit Programme Executive (3 Yr FTC) in our Housing Directorate. 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.



THE ROLE

The Energy Efficient Retrofit Programme Executive (EERPE) will be responsible for the management and successful delivery of the Energy Efficiency Retrofit Programme including staff management, budget oversight, and public engagement. The EERPE will be involved in all stages of project planning and execution, from design to completion, while ensuring compliance with health and safety legislation and delivering high-quality outcomes for the community.

In addition to technical expertise, the role will require engagement with a wide range of stakeholders, including elected officials, community groups, and contractors. This is an opportunity to make a tangible impact on Cork City's development while working in a supportive and collaborative environment.

The EERPE will report to and work under the direction of the Housing Energy Efficiency Retrofit Programme Team Lead or other officer designated by the Director of Services or the Chief Executive.

Responsibilities include:

- The role will require visits to occupied and unoccupied social houses to assess properties for inclusion in the Energy Efficiency Retrofit Programme, the design of measures necessary to achieve the desired energy rating (currently B2 or higher), the procurement of contracts, the supervision of contractors and contracts, the collation of material necessary for the safety and handover file, and close out of the project. The EERPE will be required to carry out pre and post works Building Energy Rating assessments on the properties and transact with obligated parties.
- Supervising, managing and carrying out ancillary services to include the preparation and management of work programmes.
- Supporting all aspects of the delivery of the Energy Efficiency Retrofit Programme including, the development of the project brief, managing design/planning/procurement processes, construction supervision, programme management, quality management, dispute resolution and financial management as required in accordance with best practice project management, contract management and financial management procedures.
- Management, including procurement of contractors.
- Administration of construction works contracts including discharging the duties of Employers Representative where required.
- Managing staff performance, conduct and development and associated industrial relations issues as required.
- Preparing budgets, ensuring that works are implemented within allocated budgets and ensuring accurate and timely draw-down of scheme funds from funding agencies.

- Maintaining and proactively developing a culture of Health and Safety in the workplace while ensuring compliance with Health & Safety legislation and regulations.
- Ensuring that the responsibilities of the Project Supervisor Construction Stage (PSCS), Project Supervisor Design Process (PSDP) are discharged across capital projects in line with the Council's Corporate Health & Safety systems.
- Responding to representations from Elected Members and community organisations.
- Representing the City Council at meetings with elected members, community/general interest groups, businesses, and residents. Prepare reports for meetings, as required.
- Managing public consultation and engagement processes including liaison with the public and other key stakeholders. Meetings may occur outside normal working hours.
- Keeping precise and detailed records in both paper, electronic and map-based formats for all work, including updating of GIS systems.
- Working effectively with the Elected Members and staff in all Council Directorates towards the successful delivery of Services.
- Liaising with other local authorities, government departments and statutory agencies including preparing financial claims and other submissions to the Department of Housing, Local Government and Heritage
- The provision of statistical information to the Local Government Management Agency
- Working with senior management in devising and implementing strategies leading to improved efficiencies in delivery of services.

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 application forms:

- a) hold at least at least an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in a related Engineering discipline, Architecture, Building Services or Quantity Surveying
- b) Be Registered as a Building Energy Rating Assessor with the Sustainable Energy Authority of Ireland
- c) have at least three years satisfactory relevant experience in domestic dwelling energy efficiency retrofitting
- d) possess a high standard of technical training and experience
- e) possess a high standard of administrative experience
- f) Have a satisfactory knowledge of public service organisations 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:**

The ideal candidate will:

- Have knowledge of health & safety legislation and safety regulations.
- Have experience in management and supervision of staff.
- Have an ability to manage deadlines and effectively handle multiple tasks.

- Be experienced in all stages of the planning and delivery of energy efficiency retrofitting projects.
- Have good interpersonal skills to communicate effectively with internal and external stakeholders including interest groups and public representatives.
- Have good experience of providing updates, presentations, and reports, taking feedback, and ensuring any learning from same is used to enhance outcomes.
- Have experience of managing finances and budgets and ensuring value for money.
- Have good general ICT skills.

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 (LSI1) - €83,758 (LSI2)

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 Tuesday 3rd 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.