



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

**Energy Efficiency Retrofit
Programme Officer**

[3 Year Fixed Term Contract]

Cork City Council

Closing Date:

4pm Sunday 21st June 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 Officer (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 EERPO is an administrative position in the Council with responsibility for administering all aspects of the Social Housing Energy Efficiency Retrofit Program. The EERPO will work as part of a multi-disciplinary team within the Council, assisting with the implementation of work programmes to achieve goals, targets, and standards set out in the Team development plans. The EERPO is expected to use initiative, work to a high standard, and have excellent interpersonal and communication skills.

The responsibilities of the EERPO include:

- Administering the various phases of the EERP program including;
 - Property selection
 - Consultant, contractor, staff, and tenant appointments
 - Procurement processes
 - Payment processes
 - Energy Efficiency Obligation Scheme administration
 - Recoupment of expenditure
- Ensure compliance with the administrative requirements relevant to the Social Housing Energy Efficiency Retrofit Program.
- Communicating and consulting effectively with colleagues, line managers and customers in relation to operational matters for the section.
- Developing and maintaining productive relationships with a wide range of stakeholders including colleagues, external agencies, and public representatives.
- Developing policies and procedures that ensure the effective and efficient delivery of the services.
- Undertake any other duties of a similar nature and responsibility, as may be required, or assigned from time to time.

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.

The Person

The ideal candidate will have:

- A good working knowledge and understanding of the Social Housing Energy Efficiency Retrofit Program.
- Relevant administrative experience of the Social Housing Energy Efficiency Retrofit Program.
- Knowledge of Cork City Council's strategic objectives, and an understanding of the range of internal and external stakeholders relevant to the Energy Efficiency Retrofit Program.
- Be capable of leading change to deliver quality services to our citizens.
- An ability to work under pressure to tight deadlines in the delivery of key operational objectives.

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 a third level qualification of at least degree standard.
- b) Have successfully completed a QQI Level 6 Building Energy Rating Assessor course recognised by [National Framework of Qualifications \(NFQ\)](#).
- c) Have at least three years' experience working in the energy efficiency retrofit program environment.

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 Results - Delivery Quality Work and Services

Sets and implements high standards of service delivery and closely monitors quality of activities and takes initiatives to improve work processes over time.

- Sets out clear standards for the quality of all main work areas.
- Demonstrates strong customer service ethic, with both internal and external customers.
- Intervenes immediately and decisively where there is a problem with service quality.
- Organises the delivery of services to meet or exceed the required standard while managing resources effectively.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery.

Leading & Motivating – Performance Through People

Leads by example and engages employees to achieve high-quality outcomes and service delivery.

- Influences others effectively to get support and commitment to proposals or suggestions.
- Leads, motivates, and engages others to achieve quality results.
- Builds and leads a positive, diverse, and productive team.
- Manages underperformance or inappropriate behaviours effectively, openly, and directly.
- Creates a work environment that encourages team members to seek challenges and to reach their full potential.
- Recognises the value of and requirement to communicate effectively with all employees.
- Actively listens to others and looks for feedback.

Personal Motivation & Initiative

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations, and acting to pre-empt problems. Creates new opportunities.

- Is self-motivated and persistent in face of difficulty.
- Responds positively to the challenges of the role.
- Keeps up with current developments, trends, and best practice in area of expertise and responsibility.
- Demonstrates and encourages innovation and new thinking.
- Manages own time effectively to achieve objectives.

Salary

The salary scale for the post is:

€52,239 - €53,799 - €55,392 - €57,019 - €58,657 - €60,567 (LSI1) - €62,484 (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 Sunday 21st June 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.