



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**

**Assistant Energy Manager**

**[2 Year Fixed Term Contract]**

**Cork City Council**

**Closing Date:**

**4pm Sunday 29<sup>th</sup> March 2026**

**To be read in conjunction with**

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

## BACKGROUND

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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 Assistant 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

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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.

Climate Action is now a central consideration in all policies and operations of Local Authorities, and Cork City Council is playing an increasingly critical role in embedding and enabling climate action across its diverse functions and services. Under the Climate Action and Low Carbon Development Act 2015 and its subsequent amendment, all Local Authorities are legally required to prepare and implement Climate Action Plans (LACAPs) aligned with national climate objectives.

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.

To support these commitments, Cork City Council continues to strengthen its climate governance and energy management structures. This includes the work of the Climate Action Unit, which leads and coordinates Climate Action Plan implementation, and ongoing collaboration with national bodies such as the Climate Action Regional Offices (CAROs) and the Sustainable Energy Authority of Ireland (SEAI).

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. An Assistant Energy Manager is required to support the Energy Team in maintaining this system and optimising the delivery of opportunities identified across the Council's Significant Energy Users.

## **THE ROLE**

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This is a two year fixed term role within the Energy Agency, part of the Emergency Operations & Climate Action Directorate. The Assistant Energy Manager will support Cork City Council in meeting its statutory energy efficiency and decarbonisation targets and may also be assigned to broader Energy Agency workstreams aimed at achieving net zero public buildings by 2030.

### **Key Responsibilities**

#### A. Strategic Leadership & Energy Governance

- Support the implementation, monitoring and reporting of Cork City Council's Climate Action Plan.
- Contribute to the Climate Champions initiative, promoting energy awareness and engagement across the organisation.
- Monitor, interpret and communicate relevant environmental, energy and climate related policy and legislative changes.

#### B. Energy Management Systems & Compliance

- Support the operation, maintenance and continual improvement of the ISO 50001 Energy Management System.
- Assist in ensuring compliance with the Public Spending Code, Infrastructure Guidelines, SEAI funding conditions and all relevant regulatory frameworks.
- Oversee procurement, administration and certification of Cork City Council's energy accounts (electricity, gas and oil).

#### C. Project Development & Delivery

- Identify, assess and prioritise energy efficiency and decarbonisation projects across the Council's building portfolio.
- Carry out technical evaluations, feasibility analyses and energy assessments to support project development.
- Prepare or contribute to technical specifications, procurement documentation and project scopes.
- Support financial management, cost control, compliance and progress reporting for all energy projects.
- Assist with the installation, commissioning and management of new meter points in collaboration with utility companies and service providers.

#### D. Monitoring, Reporting & Data Management

- Maintain the SEAI Monitoring & Reporting (M&R) database, ensuring accurate, auditable and compliant datasets.
- Monitor and analyse energy performance across Council operations and report on emerging trends.
- Work collaboratively with the Fleet Manager, Facilities Manager, Public Lighting team and other internal stakeholders to ensure consistency and accuracy of energy data.

#### E. Engagement, Communication & Capacity Building

- Promote best practice energy behaviour, awareness and culture change among Cork City Council staff.
- Contribute to staff training, information sessions and engagement activities to build organisational capacity.
- Represent Cork City Council at national energy and climate related events, workshops and stakeholder forums.

#### F. General & Additional Duties

- Carry out energy audits and assist with preparing specifications for externally delivered audits.
- Support compliance with all statutory local authority obligations relating to energy efficiency, decarbonisation and emissions reduction.
- Assist in preparing technical documentation, funding applications and project proposals as required.
- Undertake additional duties consistent with the role and evolving organisational priorities, including supporting the Executive Energy Manager in project oriented workstreams.

*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**

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#### **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 bachelors 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 bachelors degree (level 7 on the National Framework of Qualifications (NFQ)) AND a post-graduate masters 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 two 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:**

#### Energy Management

- Experience with energy data management, including SEAI Monitoring & Reporting (M&R).
- Practical experience implementing or maintaining ISO 50001 Energy Management Systems.
- Knowledge of energy auditing practices, including Building Energy Ratings (BERs), DEC requirements, and energy performance analysis.
- Understanding of Energy Performance Contracting (EPC), ESCO models, and measurement and verification methods (e.g., IPMVP).
- Professional certifications (CEM, CMVP or equivalent) are an advantage.

### Energy Efficiency & Project Delivery

- Experience designing, assessing or delivering energy efficiency or decarbonisation projects in buildings or public infrastructure.
- Ability to interpret technical reports, feasibility studies, and building services data to identify viable interventions.
- Experience preparing procurement and contract documentation for energy projects.
- Understanding of capital project delivery, financial management, and post project verification of energy or carbon savings.

### Renewable Energy

- Experience supporting or delivering small-scale renewable energy projects (electrical or thermal,  $\leq 3$  MW).
- Knowledge of renewable technologies suitable for public sector buildings or fleet applications.
- Experience preparing funding applications, technical assessments or project proposals.

### Climate Action & Public Sector Responsibilities

- Understanding of national public sector obligations on climate action, energy efficiency, and statutory reporting.
- Awareness of the Local Authority Climate Action Plan (LACAP) framework and sectoral climate mitigation requirements.
- Experience engaging with stakeholders such as SEAI, CARO, Government Departments or EU project partners.
- Experience contributing to climate related studies, strategies, or compliance reporting is desirable.

### Technical, Analytical & ICT Skills

- Strong data analysis skills, including competence with statistical methods and analysis software.
- Ability to compile, manage and audit large datasets relating to energy use, metering and performance.
- Competence in engineering IT tools, databases, modelling, and energy performance software.
- Knowledge of relevant health and safety legislation and its application in technical project environments.

## 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.

### **Identifying Problems and Contributing to Solutions**

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear, and well-informed way.

- Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.
- Shows good judgement and balanced decision making.
- When evaluating a complex issue, takes into account a range of factors beyond the immediate situation.
- Has the conviction to make and stand over decisions based on limited information, where necessary.

### **Communicating Effectively**

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

- Writes reports, memos, and emails in a clear and concise manner.
- Responds in a timely and accurate way to requests for information.
- Influence's others effectively to get support and commitment to proposals or suggestions.
- Makes a case in a confident and credible manner.
- Effectively supports team members by communicating in a positive way.

### **Delivering Quality Work and Services**

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

- Sets clear standards for the quality of work of all main work areas.
- Demonstrates a strong customer service ethic and example with internal and external customers.
- Reviews and measures the quality of work.
- Intervenes immediately and decisively where there is a problem with service quality.
- Ensures that all staff understand and comply with the required quality standards.

## Salary

The salary scale for the post is:

€47,770 - €50,438 - €52,425 - €54,487 - €56,600 - €58,748 - €60,915 - €63,083 - €65,250 - €67,421 - €69,603 (Max) - €71,834 (LSI1) - €74,068 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> 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 29<sup>th</sup> 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.*