

Job Specification for Project Manager

Why we stand out from the rest:

- Do you want the opportunity to use your skills to lead Dublin towards an inclusive, thriving, climate resilient and sustainable future?
- Do you want to be part of a dedicated team delivering **best-practice solutions to support the decarbonization of Dublin?**
- Do you want to work for an **innovative, not-for-profit company** that values your input and welcomes your ideas?
- Do you know any other company that is piloting a **4-day working week?** With Codema, your weekend starts on Thursday evening!

Codema, Dublin's Energy Agency, is currently seeking a dynamic Project Manager to lead the management of a large European funded project researching and delivering renewable energy. In addition to overseeing this project, the Project Manager will collaborate with our project management team to manage and coordinate other funded projects. They will also play a key role in identifying and developing new opportunities and projects, contributing to the company's growth and innovation initiatives. We are committed to leading Dublin's low-carbon transition and these projects are an exciting opportunity to be at the forefront of delivering ambitious and credible pathways to meet and exceed our current climate targets.

Codema has been successfully operating for over 25 years and we believe our success is attributed to the dedication of our team who are driven by knowing that what they do has a positive impact on our environment and our future. We are proud of what we have achieved in the past and even more excited about the future and the next chapter for Codema. We are looking for someone who shares our passion and values to expand our team and join us on our success story.

Vision

Codema's vision is for a better quality of life for all citizens through a fair and inclusive transition to a low-carbon society.

Mission

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change research, planning, engagement and project delivery, in order to mitigate the effects of climate change and improve the lives of citizens.

Is this you?

- You are enthusiastic and proactive, with the ability to multi-task and monitor many different aspects of multiple projects at the same time
- You are extremely organised, with very strong attention to detail
- You are passionate about combating climate change and have a great interest in the energy and climate sector
- You are a great communicator and can disseminate relevant information in a clear and engaging way
- You are a real people person, and you excel at stakeholder and relationship management
- You are very eager and willing to learn, and you can hit the ground running
- You are comfortable reporting at a senior level in a clear and concise manner

What you will do

As the Project Manager, you will be responsible for overseeing the management of European funded projects, collaborating with the PM team to manage other funded projects, and identifying new opportunities for project development. This will involve creating detailed project management plans, including task dependencies, resource allocation, and milestone tracking, and ensuring their timely delivery within scope and resource constraints. A crucial aspect of this role will be effective communication with a diverse range of stakeholders, including Local Authorities, Universities, Government departments, private consultants and the European Commission, to ensure alignment with project objectives and parameters. You will also coordinate Codema staff to execute project deliverables, implementing quality control measures to ensure alignment with project standards. Additionally, you will actively explore funding opportunities and develop compelling project proposals to support the implementation activities and realization of project goals.

Project Management Tasks:

- Create, monitor and review project management plans
- Coordinate the relevant Codema staff to ensure delivery of contractual obligations
- Create roles and responsibilities matrix
- Create and risk and mitigation matrix and regularly update
- Act as the main point of contact for the projects
- Create an internal project communication plan
- Hold regular project meetings with internal Codema staff
- Track progress of deliverables and create interventions as necessary
- Report and present to the European commission on a periodic basis
- Conflict resolution; dealing with any potential issues as they arise
- Report to the Project Management Lead in Codema on progress, issues and resources
- Act as point of contact with the European Commission
- Regularly review all project guidance for updates
- Manage Codema related project procurement contracts
- Keep up to date with possible funding opportunities, both National and EU
- Ensure compliance with reporting and financial rules

- Support Codema's team leads in project planning; developing project ideas and preparing funding applications
- Ensure all official deliverables are submitted on time and to a high quality
- Organising and leading project meetings as required
- Reporting to senior management on project progress

Minimum Requirements

- Proficiency in project management methodologies, tools, and techniques to effectively plan, execute, monitor, and close projects within scope, budget, and timeline constraints.
- Minimum 3 years in a similar project management
- 3rd level degree in relevant discipline, e.g., Sustainable development, Project Management, Engineering, etc
- Minimum QQI Level 6 Qualification in Project Management or equivalent
- Experience in project tracking, reporting and financial management
- Strong leadership skills to inspire, motivate, and guide project teams, foster collaboration, resolve conflicts, and promote a positive team culture conducive to achieving project goals.
- Strong verbal and written communication skills to facilitate collaboration among project teams, negotiate with stakeholders, and report project progress to internal and external audiences.
- Ability to identify, engage, and manage relationships with diverse stakeholders, including public bodies, EU institutions, project partners, and other stakeholders
- High level of proficiency with Excel and other MS programmes and managing group file-share systems (e.g., Google Drive, Microsoft teams, One Drive etc)
- Ability to multitask across many different strands of the project's delivery
- Excellent report writing skills and an ability to convey complex information effectively
- Good analytical and problem-solving abilities
- Capability to build and maintain professional networks within the EU project management community and stay updated on emerging trends, opportunities, and best practices

Additional skills that would be a distinct advantage

- Understanding of EU funding programs, regulations, and procedures, including Horizon Europe, Interreg, and LIFE to navigate funding opportunities and comply with regulatory requirements.
- Previous experience managing EU funded energy/climate-based projects
- Knowledge of the Irish energy and climate sector
- Knowledge of National and International climate and energy policy
- PRINCE2/PMP certification or equivalent
- Management of financial grant claims

Why join Codema?



- Use your skills to make a difference by working in a public good company where everything you do will contribute to reducing emissions to protect our future and our environment, and enhance the everyday lives of our citizens
- Be part of an award winning and innovative company with a highly skilled, dedicated and passionate team
- An all-inclusive employer that recognises the benefits of diversity in the workplace
- A learning organisation with a growth mindset that encourages career and personal development
- An indicative starting-salary range of €50,000-€58,000 gross per annum, depending on experience
- Flexible & Hybrid Working Arrangements
- Paid Family Leave Policy (eligible after 12 months)
- Opportunity to work from abroad for a set period of time (currently 4 weeks)
- Four weeks annual leave plus additional designated Christmas leave
- Excellent personal development and training opportunities
- Flexible working hours and hybrid working model to facilitate work-life balance
- Four Day Week Pilot programme - 100% pay, 100% output, 80% time (eligible after 6 months probationary period)
- Company pension with Employer contribution (eligible after 6 months probationary period)
- Life assurance & critical illness protection cover
- One paid professional subscription per annum
- Employee wellness programme
- Taxsaver commuter ticket scheme
- Cycle-to-Work scheme

Location

The Codema office is located at The Loft, 2 - 4 Crown Alley, Temple Bar, Dublin 2 and is only accessible via a staircase. The office is centrally located and accessible by a range of sustainable transport modes. Secure bicycle parking is available on-site and off-site in nearby public parking facility.

Duration 3-year Fixed Term Contract (Full-time)

Next Steps

Please e-mail Claire your CV and a cover letter at recruitment@codema.ie by 5pm Irish Time on Monday 6th May 2024

About Codema

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change research, planning, engagement and project delivery, in order to mitigate the effects of climate change and improve the lives of citizens.

We aim to achieve this by:

- Working with the four Dublin Local Authorities in leading and influencing the low-carbon transition
- Making innovative energy projects mainstream with wide-scale impact
- Influencing national and European policy through our on-the-ground knowledge of best practice models in Europe
- Supporting networks of communities in developing a low-carbon energy model
- Identifying and championing best-practice, low-carbon transport and building solutions

Codema actively encourages good job satisfaction and personal professional development amongst staff and facilitates a healthy work-life balance.

For more information, please visit our website at: www.codema.ie.

Codema is an Equal Opportunities Employer