

Job Specification for Energy Manager

Codema is excited to announce that we are recruiting for a new Energy Manager who will support our work with local authorities in the Dublin-Mid East region. Our work with the local authorities is central to what we do and as new ambitious targets for the public sector (50% improvement in energy efficiency and 50% absolute reduction in carbon emissions) are set for 2030, we are expanding our team in order to help the local authorities monitor their energy use and identify energy saving opportunities so that they can lead the way on our transition to a low-carbon society.

Codema has been successfully flying the flag for sustainable, low-carbon energy and climate mitigation for over 20 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.

We are looking for

- An enthusiastic team worker, with an eagerness to learn and who shares Codema's values
- A person who has good understanding of ISO 50001 and of the public sector obligations in relation to energy efficiency and carbon reduction targets
- A person with excellent interpersonal skills and ability to liaise with a wide range of stakeholders
- An organized person with excellent time management skills
- A person who has knowledge and experience in energy auditing

What you will do

You will support the Local Authority Energy Management team in the delivery of all energy management practices across the local authorities. Responsibilities include, but are not limited to:

- Develop and maintain in-depth knowledge of clients needs and build relationships with relevant key stakeholders
- Aid in implementation and maintaining current ISO 50001 Energy Management Systems which involves
 - Attending Energy Teams meetings & workshops with Significant Energy Users (SEU) owners in each of the local authorities
 - Generate energy performance reports for SEU's in line with ISO 50001 requirements
 - Identify energy saving projects that can be evaluated by the energy team and incorporated on the Register of Opportunities (ROO) & Action Plans.
- Aid in all monitoring and reporting requirements for the local authorities which involves the
 - Maintenance of M&R database for SEAI (MPRNs, GPRNs, Unmetered Public Lighting, Fleet fuel, other machine fuels)
 - Collection and sorting of all data annually in consultation with the relevant Local Authority departments
 - Annual Monitoring & Reporting to SEAI & data verification
 - Identification of potential energy efficiency projects on an ongoing basis
- Aid in the implementation of energy efficiency measures for the local authorities
- Collaborate with other Codema teams
- Undertake any other duties as may be required to support implementation of Codema's Strategy

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 €36,000 to €42,000
- 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
- Codema is currently trailing a Four Day Week Pilot programme, where staff are eligible to join after a 6-month probationary period
- Contributory pension scheme (after 6 months probationary period)
- One paid professional subscription per annum
- Employee wellness programme
- Taxsaver commuter ticket scheme
- Cycle to Work scheme

Minimum Requirements

- Minimum 2 years relevant experience in a similar role
- Degree in Engineering, Building Services or equivalent (Minimum NFQ Level 7 or 8)
- Strong analytical and problem-solving skills with the ability to identify and quantify energy saving opportunities
- Understanding of ISO 50001 and how to implement and maintain the system
- Understanding of public sector obligations in relation to energy efficiency and carbon reduction targets
- Excellent interpersonal skills with the ability to guide, actively listen and influence others
- Ability to liaise with a wide range of stakeholders
- Strong communication skills with the ability to communicate effectively both orally and in writing
- Technical report writing skills and ability to communicate findings to a non-technical audience
- Fluency in English is essential
- Strong organisational and time management/planning skills and the ability to prioritise work and meet deadlines
- Proficiency in Microsoft Word, Excel and PowerPoint essential
- Ability to work with a team and on own initiative
- Ability to follow instructions and adapt quickly

Additional skills that would be a distinct advantage

- Experience working with public sector, such as local authorities
- Additional certifications e.g. CEM, CMVP, IPMVP, SEAI Certified Auditor, Registered non-domestic BER assessor
- Experience in project management
- Ability to provide innovative solutions to complex issues in a timely manner
- Skills in database management

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 claire.donoghue@codema.ie by Sunday 27th November 2022.

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