

**Environmental Sustainability Officer
Job Specification & Terms and Conditions**

Job Title and Grade	Environmental Sustainability Officer – Grade V
Closing Date	Wednesday 24 th April at 3pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent Contract
Salary Scale	Grade V Salary Scale, €48,085 - €57,573
Working Hours	Hours of attendance will be fixed from time to time averaging 35 hours gross per week
Annual Leave	30 days annual leave pro rata.
Reporting Relationship	The person appointed to this position will report to the Facilities Manager or designate.
Purpose of the Post	<p>The Environmental Sustainability Officer will be responsible for supporting the development of sustainability related policies, strategies, standards and targets for Oberstown Children Detention Campus and driving and supporting the implementation and reviewing of sustainable performance.</p> <p>They will be instrumental in the continuing evolution of Oberstown energy, carbon, waste management, resource efficiency and sustainability strategies and policies aligning with the EU and National targets. The role will champion and support initiatives aimed at developing our sustainability agenda through interaction with internal and external stakeholders, supporting the adoption of relevant policies, strategies, plans and processes.</p> <p>They will seek to ensure a continued awareness of energy, waste, resource efficiency, climate and sustainability objectives and policies. They will ensure that these aspects are considered and implemented in Oberstown from a strategy level through to project delivery and operations. They will also input into technical standards and specification in support of sustainability principles.</p>
Principal Duties and Responsibilities	<p>The position of Environmental Sustainability Officer encompasses both supervisory and administrative responsibilities which include the following:</p> <ul style="list-style-type: none"> • Support development, implementation and attainment of Oberstown’s environmental policy, strategies and objectives across energy management, waste management, climate goals, carbon reduction and resource efficiency. • Maintain compliance with environmental and sustainability regulations on campus. • Supporting the Facilities Manager on all environmental areas. • Implement group environmental policies and practices • Managing energy campaigns • Assess business requirements in relation to sustainability and work closely with the environmental team and other parties to ensure the incorporation and embedding of sustainability principles into all aspects of our business. • Provide leadership on initiatives, which seek to support the sustainability of Oberstown operations.

	<p>Proactively support key sustainability activities, including:</p> <ul style="list-style-type: none"> • Energy management including reporting and monitoring performance, seeking and collating information on opportunities to reduce energy usage • Carbon management and climate action goals including assessing carbon footprint and opportunities for improvement • Waste management including, identifying opportunities to minimise waste production and for beneficial reuse of waste, development of cost effective solutions • Resource efficiency initiatives • Support roll out and monitoring of projects relating to sustainability. <p>The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.</p> <p>Confidentiality In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.</p>
<p>Professional Knowledge & Experience</p>	<p>Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out in below.</p> <p>Candidates must have:</p> <p>Specialist Knowledge, Expertise and Self Development:</p> <ul style="list-style-type: none"> • Displays high levels of skills/expertise in own area and provides guidance to colleagues. • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Organisation. • Is committed to the role, consistently striving to perform at a high level. <p>Analysis & Decision-Making:</p> <ul style="list-style-type: none"> • Secure and compare information from multiple sources to identify business issues, committing to an action after weighing alternative solutions against decision criteria • Understands the practical implication of information in relation to the broader context in which/the works–procedures, divisional objectives etc. • Identifies and understands key issues and trends.

	<ul style="list-style-type: none"> • Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence. <p>Delivery of Results:</p> <ul style="list-style-type: none"> • Takes ownership of tasks and is determined to see them through to a satisfactory conclusion. • Is logical and pragmatic in approach, setting objectives and delivering the best • Prioritise tasks, work with schedules and manage resources while remaining focused on team goals • Minimises errors, reviewing learning and ensuring remedies are in place • Excellent planning, organisational and time management skills to deliver the best possible results. <p>Interpersonal & Communication Skills:</p> <ul style="list-style-type: none"> • Develop relationships to accomplish team goals coupled with dealing effectively with differences of opinion and conflict management. • Actively listens to the views of others. • Liaises with other groups to gain co-operation. • Negotiates, where necessary, in order to reach satisfactory outcome. • Maintains a focus on dealing with customers in an effective, efficient and respectful manner. • Is assertive and professional when dealing with challenging issues. • Expresses self in a clear and articulate manner when speaking and in writing. <p>Planning & Managing Resources</p> <ul style="list-style-type: none"> • Competent at creating annual and quarterly reports with timelines and review point and following up on delays/issues. • Procuring, using existing processes, goods and services as required.
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability:</p> <ul style="list-style-type: none"> • Relevant third level qualification in an appropriate subject (engineering, environmental, science or related qualification) • Strong oral and written communication skills • Computer and excel skills • Excellent attention to detail • Ability to interact well with management peers • Experience of auditing or project management would be advantageous • Minimum 2 experience in similar role • Experience in working in all or some of the following is desirable; environmental management; energy management and optimisation, waste management, chemical management, resource efficiency, sustainability • Experience in working with young people is desirable.
<p>Application and Selection Process</p>	<p>The Application and Selection Process</p> <p>How to apply</p>

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- Completion of the competency questions form (available to download from www.oberstown.com)

To apply for the post of Environmental Sustainability Officer, please forward the above requested information via email to recruitmentmail@oberstown.com before **Wednesday 24th April at 3pm.**

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

Shortlisting of candidates on the basis of the information contained in their application.
Competitive interview(s).

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

	<p>Successful candidates may be placed on a panel from which future vacancies may be filled.</p> <p>Confidentiality Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.</p> <p>All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.</p> <p>Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.</p> <p>Deeming of candidature to be withdrawn Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.</p> <p>Candidates' Obligations A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.</p> <p>Health A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).</p> <p>Character Each candidate must be of good character.</p>
<p>Other requirements of the role</p>	<p>Driving License Successful candidates will be required to hold a current full clean manual Driving Licence or be willing to work towards obtaining there full manual Driving Licence.</p>

