



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:
Climate Action Officer
(Specified Purpose Contract - to 31st October 2028)

Closing Date: 4.00pm Thursday 8th May 2025

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Climate Action Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role:

Climate Change is now a major consideration in all policies and actions of Local Authorities who are increasingly being given a critical role in the embedding and enabling of Climate Action across the diverse range of their functions and activities.

The National Adaptation Framework was published in 2018 and this, together with the Climate Action and Low Carbon Development Act 2015 and the Climate Action and Low Carbon Development (Amendment) Act 2021, provides the context within which Local Authorities are obliged to prepare Climate Action Plans. The Climate Action Regional Offices (CARO) were formed to link and bring together the expertise and capacity in the Local Authorities to achieve this objective while also proving a focus for linkages with Central Government Departments, Regional Assemblies, Public Representatives, and other relevant stakeholders.

Leitrim County Council are taking a significant leadership role in this area and have constituted climate action structures to lead and coordinate activities within the County Council and to link with the CARO and other Sectoral adaptation strategies as appropriate.

The Climate Action Officer (Executive grade) will be responsible for managing the internal change, building climate action awareness and readiness across the local authority and providing support to the Climate Action Coordinator.

The successful candidate will play a key role in advocating for climate action and sustainability. The role requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and strategic direction of the sector.

The Qualifications:**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. Citizenship

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

4. Education and Experience

Each candidate must, on the latest date for receipt of completed application forms:

- (a)** hold an Honours Degree (Level 8 in the National Framework of Qualifications) in Engineering, Planning, Science, Environmental Science, Architecture, or other relevant discipline;
- (b)** have at least five years satisfactory relevant experience;
- (c)** have technical competence in the Climate Change area;
- (d)** have relevant experience in supporting the formulation and implementation of strategies, plans, studies, and processes including stakeholder engagement;
- (e)** Possess a high standard of administrative experience and strong ICT skills
- (f)** Hold a current valid unendorsed full driving licence in respect of Category B vehicles and have access to their own motor vehicle.

**** -Please ensure that confirmation of Level 8 qualification in the relevant discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**

-Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall:

- Possess a good knowledge of Local Government functions, services and activities.
- Be interested and enthusiastic for the Climate Action agenda and have a good understanding of climate change adaptation and mitigation challenges relevant to Local Authority functions.
- Demonstrate knowledge of key policy areas including Energy, Green Infrastructure, Retrofitting, Sustainable Mobility (active transport and modal shift), Sustainable Energy Communities, Citizen Engagement, Just Transition, Land Use and Development, Biodiversity and Natural Environment.
- Have strong judgement and problem-solving skills and effecting or influencing behavioural change.
- Have experience of dealing with multiple stakeholders.
- Have a knowledge of health and safety legislation and regulations, and their application in the workplace.
- Demonstrate competence and experience of financial and budget management.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management & Change:	<ul style="list-style-type: none"> • Can translate strategy into operational plans and outputs. • Displays the ability to think and act strategically. • Demonstrates innovation and creativity to secure successful outcomes. • Has a clear understanding of the political reality and context of the organisation. • Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders. • Builds networks of technical and professional contacts. • Fully implements safe systems of working in line with Safety Management System. • Effectively manages the introduction of change and overcomes resistance to change.
Delivering Results:	<ul style="list-style-type: none"> • Contributes to operational plans and develops plans in line with priorities and actions for their area of operations. • Plans and prioritises work and resources effectively. • Is aware of and understands relevant legislation, regulations, and policies. • Can pinpoint critical information and can address issues logically. • Understands the context and impact of decisions made. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Promotes the achievement of quality outcomes in delivering services. • Evaluates outcomes, identifies learning and implements improvements required.
Performance Through People:	<ul style="list-style-type: none"> • Motivates others individually and in teams to deliver high quality work and customer focused outcomes. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Empowers and encourages people to deliver their part of the operational plan. • Recognises the value of communicating effectively and actively listens to others. • Has highly effective verbal and written communication skills. • Presents ideas clearly and effectively to individuals and groups. • Establishes positive relationships with their team, internal and external stakeholders. • Strong ability to negotiate and influence others.
Personal Effectiveness:	<ul style="list-style-type: none"> • Demonstrates an understanding of the role of Climate Action Officer in the local authority context. • Demonstrates the range and depth of experience, specialist knowledge and training relevant to the role. • Keeps up to date with current developments, trends and best practice in their area of expertise and responsibility. • Maintains a positive, constructive and enthusiastic attitude to their role. • Takes initiative and seeks opportunities to exceed goals. • Is self-motivated and persistent when faced with difficulties and obstacles. • Operates effectively in an environment with significant complexity and pace. • Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Principal Terms and Conditions:

The position is wholetime, **temporary** and pensionable and the appointment will be on the basis of a **Specified Purpose Contract of Employment to 31st October 2028**, related to the implementation of Leitrim County Council's Climate Action Plan 2024-2029 and additional relevant climate action strategies, initiatives and policies.

1. Duties:

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

Under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a technical, administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The local authority sector recognises that in order to support our communities, local enterprises and the wider public sector to deliver on climate policy ambitions, there needs to be a consistent focus on building internal capacity and enabling organisational culture change.

The Climate Action Officer will report to the Climate Action Co-ordinator or such other officer as designated by the Chief Executive. The Climate Action Officer will be required to work alongside the Climate Action Co-ordinator in the delivery of Leitrim County Council's Climate Action Plan 2024 - 2029 and additional relevant climate action strategies, initiatives and policies. The Climate Action Officer will drive organisational change initiatives, enabling effective delivery, while building capacity across the partnerships local authorities work with.

The principal duties of the post may include, but are not limited to the following:

- Assisting in defining the desired climate action values and behaviours for the local authority and articulating how these translate into actionable behaviours at all levels.
- Developing and assisting in the roll-out of programmes and campaigns which promote climate action amongst management, elected members and staff.
- Supporting the Climate Action Co-ordinator in developing and implementing climate action strategies, plans and policies across Leitrim County Council.
- Supporting the Climate Action Co-ordinator in working with the CARO in progressing and driving the climate action agenda on behalf of Leitrim County Council, as well as liaising with external agencies and neighbouring local authorities, building relationships/collaborating with key stakeholders particularly at local, regional and national levels, to deliver new initiatives and climate action policy objectives.
- Providing support and advice to all departments on climate action related matters, helping to build organisational capacity and to mainstream climate action across all services and functions, and encouraging active engagement in delivering effective climate action.
- Implementing and supporting the implementation of climate action projects and programmes across all service areas.

- Supporting the development and implementation of Decarbonisation Zone Action Plan as per government guidance.
- Supporting local authority teams, elected members, strategic policy committees and other local authority fora, in ensuring all local authority activities are climate proofed i.e. integrating climate action considerations/requirements into local authority policies and strategies (e.g. Local Authority Climate Action Plan, County and Local Development Plans, Local Economic and Community Plans, Corporate Plan, Heritage Plan, Biodiversity Plan etc.)
- Working with the Elected Members at Council, Strategic Policy Committees and Municipal District level, and external stakeholders as required, to develop community level climate action capacity and resilience through engagement with existing Local Authority networks such as the Public Participation Network, Tidy Towns, etc.
- Providing support and technical assistance in the delivery of Community Climate Action projects as required.
- Researching, analysing and communicating information on specific climate action issues and policies as appropriate, including compiling, preparing and presenting reports, presentations, correspondence etc.
- Representing Leitrim County Council on committees and at meetings and reporting on progress on programmes, initiatives etc as required.
- Supporting the Climate Action Co-ordinator and the CARO to monitor and communicate the performance of the local authority.
- Keeping abreast of emerging policies and funding opportunities at EU, National & Regional level and assessing the impact on the future plans and priorities of the Council.
- Preparing budgets and ensuring that projects and programmes are implemented within allocated budgets.
- Planning and prioritising work and allocation of resources.
- Ensuring an efficient and effective response to all stakeholders.
- Maintaining and proactively developing a culture of health and safety in the workplace and ensuring compliance with health and safety legislation and regulations, and the Council's Safety Management System.
- Undertaking any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.
- Deputising for other employees of a higher grade as required.

2. Salary:

The Salary scale for the post of Climate Action Officer, analogous to Executive Engineer, (Scale effective from 1st March 2025) is within the range:

**€59,067, €61,217, €63,366, €65,520, €67,672, €69,823, €71,976, €74,116,
€76,280, €78,425, €80,897 (LSI1), €82,108 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period of six months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice.

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

6. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. The role will involve flexible working hours and may include evening and weekend work.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

7. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses

and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

8. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

9. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

10. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

11. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

12. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may within the life of the panel be appointed to this post. The life of the panel will not be more than 12 months from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which are available to download on Leitrim County Council's website www.leitrimcoco.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms (inclusive of all required documentation) must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by 4 p.m. on Thursday 8th May 2025 via email only to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Climate Action Officer Application' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTES:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Leitrim County Council is an equal opportunities employer.