



HIGH PERFORMANCE BUILDING ALLIANCE (HPBA)

**Recruitment of CHIEF EXECUTIVE OFFICER
(Fixed Term 3 Year Contract)
Candidate Information Booklet**

Closing date: 4.00pm Tuesday, 8th March 2022.

**Economic Department
Wexford County Council**

Supported by:



OVERVIEW

The High Performance Building Alliance was established as a Centre of Excellence by Wexford County Council, who delivered Ireland's first NZEB Social Housing Scheme and Waterford and Wexford Education and Training Board who established Ireland's first NZEB Training Centre to meet the Government's Climate Plan in energy efficient buildings both new and retrofit to promote a climate change approach to the built environment.

The HPBA was recognised as a UN Centre of Excellence at a virtual event at COP26 and will now join a number of international centres to further Ireland's obligations under EU Directives on the energy performance of buildings.

The EU Directive 2010/31/EU and amended European Parliament Directive 2018/844/EU on the energy performance of buildings has been transposed into the Irish regulations since 2019. The regulations require that all new buildings occupied, meet the NZEB standard for energy performance from the 31st December 2020. The requirement has been in place for owned and occupied buildings of the public sector since the end of 2018.

'Nearly Zero – Energy Buildings' means a building that has a very high energy performance, Annex 1 of the Directive and in which "the nearly zero or very low amount of energy required should be covered to a very significant extent by energy from renewable sources, including energy from renewable sources produced on-site or nearby".

(Directive of The European Parliament and of the Council on the Energy Performance of Buildings (Recast):EU, 19th May, 2010.)

The regulations will advance the performance of dwellings to a 70% improvement relative to 2005 buildings with a typical building's energy performance at A2. Ireland has been leading the way on legislation for the sector and Wexford has been to the forefront in the advancement of the energy performance buildings as a key strategy with funding support from Wexford County Council and the Waterford and Wexford Education and Training Board. The government publication of the Climate Action and Low Carbon Development (Amendment) Act 2021 legislates for Ireland to be Carbon Neutral by 2050. Ultimately warmer buildings mean better homes, address fuel poverty, reduce the carbon footprint and support job creation.

Mission Statement:

A Centre of Excellence advancing the UN's Sustainable Development Goals, the Framework for Energy Efficiency Guidelines, Paris Climate Accord and Ireland's Climate Action Plan.

To be a leader and champion in high performance buildings and nearly zero energy buildings both new and retrofit, and to increase the knowledge, capacity and demand for low carbon emission buildings.

Advance innovation and promote more use of sustainable solutions through collaboration, to create environmentally, economically and socially vibrant communities.

Centre of Excellence Objectives:

Model of Best Practice

To establish Ireland as a world class leader in high performance buildings including Nearly Zero Energy Buildings (NZEB)

Training

To help up-skill the construction industry and related services in delivering high performance buildings.

Delivery of Targets

Supports the fast track delivery of new high performance buildings and the deep retrofit of existing buildings.

Research

To continue to advance innovative building practices to achieve greater sustainability and energy efficiency in collaboration with practitioners and third level education providers.

International Advisory & Dissemination Role

To explore international opportunities to facilitate the development of exemplar high performance building processes.

Social Inclusion

Help address fuel poverty and promote a healthy indoor environment

Employment

Support the transition from harmful carbon based fuels to sustainable solutions to help combat climate change.

Policy Guidance

To advise stakeholders on developing more high performance buildings.

Information

To promote awareness, education, training and best practice in high performance buildings.

THE ROLE

The Chief Executive Officer will report to the Board and bring strategic vision and innovation to the High Performance Building Alliance centre of excellence to achieve its ambitious objectives as a leader and champion in high performance buildings. They will have a clear understanding of and strong commitment to climate action. The CEO will work to advance innovation and sustainable solutions through collaboration with local government, public agencies, industry, education and training stakeholders and social partners. They will demonstrate the capacity to develop a results orientated strategy and set high standards of performance. Details on position available at www.hpba.ie/jobs

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER

The Candidate will combine personal integrity with a progressive public service ethos.

2. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirements as to health, it may be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the HPBA. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the HPBA with regard to character, age and health.

3. EDUCATION, TRAINING, EXPERIENCE, ETC. :

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

- a) Have a relevant degree (QQI Level 8) from a recognised university or of a recognised Degree Awarding Body; or equivalent professional qualification,
- b) Have at least five years of satisfactory relevant and acceptable post qualification experience. This experience shall be in construction, business, industry, public sector, research or education, and
- c) Hold a current clean full driving licence, and have access to a car at all times for use in their work.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will possess the following:

- Proven experience as an effective leader in the public, private or not for profit sectors at senior level with accountability for delivering results
- Project track record in energy efficiency with a particular focus on construction/buildings
- Working in project management

- Working collaboratively and networking with multiple stakeholders, this may include Government departments; public agencies; education and training, and industry partners
- Successfully accessing funding from National, EU and international sources
- Demonstrating resilient leadership and motivational skills
- Strategic management skills and ability to achieve good performance outcomes
- Excellent communication and interpersonal skills with the ability to manage critical relationships both internally and externally
- Financial and budget management skills
- Demonstrate an in depth knowledge of the construction sector. Particular knowledge of NZEB and innovation in building and energy efficiency would be desirable.
- Broad appreciation of emerging areas of focus in economic, environmental and social sectors and its impact on the construction sector.
- Knowledge and experience of a range of EU and other funding programmes
- Appreciation of the opportunities of working on development projects with industry, business, the public sector, education and training, communities and other stakeholders in the region

DUTIES OF THE POST

The principle duties and responsibilities of the post:

- (a) Provide leadership for the development activities of the HPBA and progress the centre of excellence programme for energy efficiency in high performance buildings
- (b) Report to the High Performance Building Alliance Board and its subcommittees and all project partners and organisations relevant to the successful completion of the operation.
- (c) Development and implementation of the agreed HPBA work plan
- (d) Management of the HPBA programme within budget, timescales and in accordance with public funding requirements.
- (e) Compile and submit all financial and operating reports as per HPBA programme requirements.
- (f) Arrange and promote events to inform the work of the HPBA Centre of Excellence and identify opportunities for collaboration with external organisations among local, national and international partners
- (g) Identify, disseminate and advise on National, EU and international project funding opportunities, preparation and submission of competitive funding proposals and their implementation as agreed by the HPBA Centre of Excellence
- (h) Provide mechanism for sharing project learning, good practice with HPBA and other partners including academic institutions
- (i) Procurement and organising of sub-contractors to deliver specific workshops, advice and information to the construction sector.
- (j) Working with a monitoring and evaluation team in gathering and collating quantitative and qualitative evidence of the activity, results and impacts of the

HPBA Centre of Excellence, for presenting to the HPBA, stakeholders and other interested parties.

- (k) Organise and promote Centre of Excellence events including publicity in consultation with the HPBA
- (l) Development and implementation of communications and social media strategy for the HPBA.
- (m) Organising and hosting project management meetings (these will include face to face, teleconference and video conference meetings).
- (n) Organising networking and clustering events with project partners and stakeholders.
- (o) Represent HPBA on external bodies as appropriate
- (p) Participate in the Network of International Centres of Excellence (UN – NICE)
- (q) The role of Chief Executive Officer may require international travel.

Project /Practice Management

- (a) Executing project work plans and revising as appropriate to meet changing needs and requirements.
- (b) Identifying resources needed to accomplish tasks and assigning responsibilities.
- (c) Managing day-to-day aspects of the project and its scope.
- (d) Effectively applying operation methodology and enforcing project standards.
- (e) Preparing for engagement reviews and quality assurance procedures.
- (f) Minimizing HPBA exposure and risk on project.
- (g) Preparing for audits carried out by external audit teams
- (h) Ensuring project documentation is complete, current, and stored appropriately in compliance with GDPR and other statutory requirements.

Project Resource Management

- (a) Managing the resources and finances and ensure proper financial governance and reporting systems are in place.
- (b) Spending of budget and management of budget to planned project delivery profile.
- (c) Ensure that systems are in place to support the HPBA Board in the exercise of its responsibilities in relation to good governance, accountability and organisational performance.
- (d) Develop and monitor the performance of staff assigned to the HPBA in their duties

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:

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| <p>Management and Change</p> | <p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and Outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Effectively introduces change, fosters a culture of creativity and overcomes resistance to change. Demonstrates flexibility and an openness to change.</p> |
| <p>Delivering Results</p> | <p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Plans projects to determine rationale, objectives and deliverables. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans.</p> |

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| | <p>Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes</p> <p>Promotes the achievement of quality outcomes in delivering services.</p> <p>Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating and managing resources effectively.</p> <p>Evaluates the outcomes achieved, identifies learning and implements improvements required.</p> |
| <p>Performance through People</p> | <p>Leading and Motivating</p> <p>Motivates others individually and in teams to deliver high quality work and customer focused outcomes.</p> <p>Develops effective and productive internal and external relationships.</p> <p>Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance</p> <p>Effectively manages performance.</p> <p>Empowers and encourages people to achieve or exceed organisational goals.</p> <p>Communicating Effectively</p> <p>Recognises the value of communicating effectively with all employees.</p> <p>Actively listens to others.</p> <p>Has highly effective verbal and written communication skills.</p> <p>Presents ideas clearly and effectively to individuals and groups.</p> |
| <p>Personal Effectiveness</p> | <p>Relevant Knowledge</p> <p>Keeps up to date with current developments, trends and best practice in their area of responsibility.</p> <p>Demonstrates the required specialist knowledge, understanding and training for the role.</p> <p>Has strong knowledge and understanding in relation to statutory obligations including Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being</p> <p>Demonstrates appropriate and positive self- confidence.</p> <p>Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> |

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| | <p>Demonstrates integrity and behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self- motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p> |
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SELECTION PROCESS

- a) Applications will only be accepted on the official High Performance Building Alliance application form as advertised with the post.
- b) Application forms must be typed and as fully complete as possible.
- c) Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: info@hpba.ie No later than the closing date and time of: **4.00pm Tuesday, 8th March 2022.**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the HPBA may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the HPBA. The shortlisting will be carried out by or on behalf of the HPBA against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- A competitive preliminary and / or final interview, conducted by or on behalf of the HPBA, this may include a presentation on a topic of relevance and/or other such assessment methods as deemed appropriate.
- The HPBA may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate’s favour, any member of the HPBA or person nominated by the HPBA to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

The HPBA will not be responsible for any expense a candidate may incur in attending for interview.

The HPBA 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 he/she fails to take up the appointment within such period or such longer period as the HPBA in its absolute discretion may determine, the HPBA shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email info@hpba.ie

CONDITIONS OF SERVICE

1. Tenure

The post is a whole-time, temporary, fixed term contract of three years. Temporary vacancies may be filled from any panels formed.

2. Probation

The following probationary provisions shall apply:-

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be one year but the HPBA may, at their discretion, extend such period;
- (c)** such person shall cease to hold such employment at the end of the period of probation, unless during such period the HPBA has certified that the service of such person is satisfactory.

3. Salary

Salary scale: €67,662 - €69,738 - €70,730 (Commensurate with experience)

The salary shall be fully inclusive and shall be determined commensurate with qualifications and experience. An allowance may also be payable in respect of travel expenses and subsistence.

4. Location

The place of work will be the HPBA Centre of Excellence at Enniscorthy, Co. Wexford. The HPBA reserves the right to relocate the base location of the HPBA to a venue in County Wexford. The successful candidate may also be working remotely temporarily in line with Covid 19 measures and agreement with the HPBA.

5. Outside Employment

The role of Chief Executive Officer is whole time and the appointee must avoid involvement in outside employment/business interests in conflict or potential conflict with the business of the HPBA. Clarification must be sought where any doubt arises.

6. Garda Vetting

Please note that Garda clearance may be required for the position.

7. Reference Checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory verification of academic and professional qualifications.