



## CANDIDATE INFORMATION BOOKLET

**PLEASE READ CAREFULLY**

**Open competition for the appointment to the permanent position of**  
**FINANCE & CORPORATE GOVERNANCE**  
**ADMINISTRATOR**  
**Higher Executive Officer**  
**National Oil Reserves Agency Designated Activity Company (NORA)**  
**Closing Date: 4.00 pm, 7<sup>th</sup> August 2024**

The National Oil Reserves Agency is committed to a policy of equal opportunity.

**CONTACT:**  
**Ciara Connolly,**  
Director of Commercial Recruitment  
Excel Recruitment  
Unit C3 Wolfe Tone House  
Naas  
Co Kildare  
W91 C8X0  
Ireland.

[ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com)

Main Telephone: 045 397 140

# NATIONAL OIL RESERVES AGENCY (NORA)

## JOB SPECIFICATION

### FINANCE & CORPORATE GOVERNANCE ADMINISTRATOR

#### HIGHER EXECUTIVE OFFICER

---

- Title of Position:** Finance & Corporate Governance Administrator  
Higher Executive Officer Grade
- Agency:** National Oil Reserves Agency Designated Activity Company
- Location:** This position will be based at NORA's head office at Second Floor,  
Building Three, Number 1 Ballsbridge, 126 Pembroke Road,  
Ballsbridge, Dublin 4, D04 EP27.

#### The Agency

The National Oil Reserves Agency (NORA) is a state-body responsible for ensuring that Ireland meets its obligations under EU Legislation and International Energy Agency (IEA) rules to maintain a minimum of 90 days stocks of oil for use in the event of a physical shortage of supplies. NORA is also responsible for administering Ireland's Renewable Transport Fuel Obligation (RTFO) and for assessing compliance with key elements of the Fuel Quality Directive (FQD).

NORA was created as a standalone limited company under the National Oil Reserves Agency Act 2007, under the aegis of the Department of Environment, Climate and Communications (DECC).

Further details on the Agency and its business activities can be found at [www.nora.ie](http://www.nora.ie).

#### Job Description

The Finance & Corporate Governance Administrator role is a new position within the Finance and Corporate Governance function. This position reports to the Financial Controller & Company Secretary and is delegated key tasks within the Finance and Corporate Governance team. The role will support all aspects of the Agency's business and will be an important role within the overall Finance and Corporate Governance function.

The Finance & Corporate Governance team handles all aspects of corporate governance and reporting, including but not limited to Company Secretarial, procurement, audit and risk management, information technology, GDPR and HR along with a liaison role with the Department of Environment, Climate and Communications (DECC). The Finance & Corporate Governance team handle all transaction processing, financial planning and reporting (including all corporate governance reporting) and governance relating to the day to day operations of the Agency/ The Agency has an annual income of c. €120 m (from NORA & Biofuel Levies) and operating costs of c. €45 – €50m per annum.

**The duties and responsibilities outlined below are indicators of the responsibilities which may be assigned and are not intended to be the actual list of duties involved and consequently the post holder may be required to perform other duties as appropriate to the post and/or which may be assigned from time to time and to contribute to the overall development of the position.**

**Key duties and responsibilities will include the following:**

### **Governance**

- Co-ordinate all aspects of corporate governance, including risk management, liaison with Government Departments and compliance with the Code of Practice for the Governance of State Bodies.
- Provide advice and support to staff and managers on all matters relating to corporate governance.
- Provide administrative and governance support, ensuring compliance with the Companies Act 2014 and all other applicable governance requirements.
- Provide governance support to all areas of the Agency's business, including but not limited to IT, Risk, HR, GDPR and Procurement.
- Provide support to the Company Secretary.
- Co-ordinate, attend and take minutes at meetings to include board and committee meetings when required.
- Support the maintenance of the Agency's statutory books and records.
- Co-ordinate responses for all Department returns, parliamentary questions and co-ordination requests for information as necessary.
- Liaison with the Department of the Environment, Climate and Communications, (DECC) and the Department of Transport (DoT) as required.
- Support the ongoing monitoring, review and reporting of all governance areas.
- Support the development, co-ordination and review of new and existing policies, procedures, guidelines and work instructions.

### **Finance**

- Support and assist in audit file preparation and liaison with external audit (OC&AG) and outsourced internal audit as required.
- Provide administrative assistance in all areas of finance within the Agency.
- Assist in the posting of invoices and preparation of supplier payments.
- Assist in the development of an overall procedures' manual for finance.
- Provide support in the monitoring, co-ordination and reporting of procurement activities.

### **Other Duties**

- Provide accounting and administrative support services to Irish National Petroleum Corporation (INPC), (sister company) under a service level agreement (SLA).
- Liaison with internal and external stakeholders to include Government Departments, Financial Institutions, internal & external auditors and members of the public.
- To undertake such duties, projects or activities as may be assigned to the role from time to time.

*Please note that the above list is not exhaustive.*

## **Person Specification**

This role offers a unique and exciting opportunity for a talented governance professional to join a busy team with a diverse range of responsibilities and cross-functional collaboration. This role requires someone with suitable professional qualifications, skills and previous experience obtained working in a previous similar wide-ranging role(s).

### **Essential Requirements**

Candidates must demonstrate in their cover letter and CV that they meet all the below essential criteria. Please email a cover letter (no more than two pages) to Ciara Connolly at [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.

- A third level degree in a business related discipline.
- Demonstrate that, on or before Wednesday 7<sup>th</sup> August 2024, they have at least 3 years professional experience (following award of degree) acquired in a position(s) relevant to the job description.
- Excellent interpersonal and communications skills (written and verbal) including influencing, persuading and problem-solving acumen.
- Ability to multitask, work independently and as part of a team, under pressure and to tight deadlines.
- Flexible and results driven, capable of completing work thoroughly and to a high standard, proven diligence and strong focus on attention to detail.
- Excellent level of competency in report writing and presentational skills.
- Excellent knowledge of IT tools, in particular Microsoft Office (Word, Excel, Powerpoint, and Outlook).

### **Desirable Attributes**

- Previous experience working in a public sector role would be a distinct advantage.
- Additional relevant qualifications would be an advantage (e.g. law, IT, ICOSA, etc.).
- Strong general business knowledge and awareness developed from relevant commercial experience.
- Analytical thinking, concern for clarity, work quality and accuracy.
- Ability to work on one's own initiative as well as part of a team.
- Proactive thinker, with a can-do attitude.

## **Citizenship Requirements**

Eligible candidates must be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who has a stamp 4 visa; or a stamp 5 visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

## **Reporting**

The Finance & Governance Administrator will report to the Financial Controller or any other person as may be determined from time to time by the CEO

## **Competencies for the Role**

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in appendix 2.

## **CONDITIONS OF SERVICE**

### **Tenure**

The post is whole-time, permanent, and pensionable.

### **Salary**

The salary scale for the position of Finance & Governance Administrator is Higher Executive Officer as at 1<sup>st</sup> of June 2024. Personal Pension Contribution (PPC) Scale.

**€55,996 €57,633 €59,267 €60,900 €62,539 €64,170 €65,806 €68,167<sup>LS1</sup> €70,522<sup>LS2</sup>**

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ADC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

\*Long Service increment (LSI 1) may be payable following 3 years' satisfactory service at the maximum of scale.

\*\*Long Service increment (LSI 2) may be payable following 6 years' satisfactory service at the maximum of scale.

### **Important Note**

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are currently a serving civil or public servant. An allowance may also be payable in respect of travel expenses and subsistence.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

### **Annual Leave**

The annual leave entitlement for this role is 29 days per annum.

## **Place of work**

The place of work will be at the National Oil Reserves Agency head office, Second Floor, Building Number 3, Number One Ballsbridge, 126 Pembroke Road, Dublin 4, D04 EP27.

Please note, successful candidates may request blended working arrangements following completion of their probationary period. This will be considered on a case-by-case basis in line with the business needs of the organisation, and in accordance with the National Oil Reserves Agency blended working policy. The National Oil Reserves Agency reserves the right, at its discretion, to change working arrangements on any future date.

## **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 40 hours gross per week. The standard working week is 35 hours, 09.00 – 17.00 Monday to Friday.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

## **Retirement / Superannuation:**

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment.

Effective from 1<sup>st</sup> January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April 2004.

## **Probation**

There shall be a period after appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be twelve months, A person may cease to hold such employment at the end of this period at the discretion of the CEO.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.



## **Application Process**

### Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates on the basis of the information contained in their application
- A competency based interview which may also include a presentation and/or an additional assessment exercise(s);
- A second interview which may also include a presentation or other exercise

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post. The National Oil Reserves Agency may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews. The first round interview will be held via remote technologies. Second round interviews will take place in The National Oil Reserves Agency offices.

It is the responsibility of the interviewee to ensure that they have access to adequate facilities to enable them to participate in online interviews.

The National Oil Reserves Agency will not be responsible for any expense a candidate may incur in attending for an interview.

### **Shortlisting of candidates**

The number of candidates to be invited for interview shall be determined by The National Oil Reserves Agency. The shortlisting will be carried out by or on behalf of The National Oil Reserves Agency against criteria specified for the position and only on the basis of the information contained in the candidates' cover letters and CVs.

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, The National Oil Reserves Agency may decide that a smaller number will be called to the next stage of the selection process.

In this respect, The National Oil Reserves Agency provide for the employment of a shortlisting process to select a group who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, appear to be better qualified and/or have more relevant experience.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

## **References**

It would be useful if you would begin to consider names of people who would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you; at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the interview stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

## **How to Apply**

To apply, please email a cover letter (no more than two pages) to Ciara Connolly at [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.

## **Candidates with Disabilities**

The National Oil Reserves Agency is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

## **Deeming of Candidature to be withdrawn**

Candidates who do not attend for interview when and where required by National Oil Reserves Agency, or who do not, when requested, furnish such evidence as required regarding any matter relevant to their candidature, will have no further claim to consideration.

## **Period of Acceptance**

The National Oil Reserves Agency will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the Agency in its absolute discretion may determine, the Agency shall not appoint them.

## **Canvassing**

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 staff of the National Oil Reserves Agency or person nominated by the National Oil Reserves Agency to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

## **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 requirement as to health it will be required for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the National Oil Reserves Agency.

## **Enquiries/Further Information**

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com).

## **General Information**

### **Legal Compliance**

The National Oil Reserves Agency are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

### **GDPR Compliance**

The National Oil Reserves Agency collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

### **Use of Recording Devices**

The use of recording equipment is prohibited during the application and interview process.

### **Candidate Obligations**

Candidates must not knowingly provide false or misleading information.  
Candidates must not interfere or compromise the competition process in any way.

### **Code of Practice**

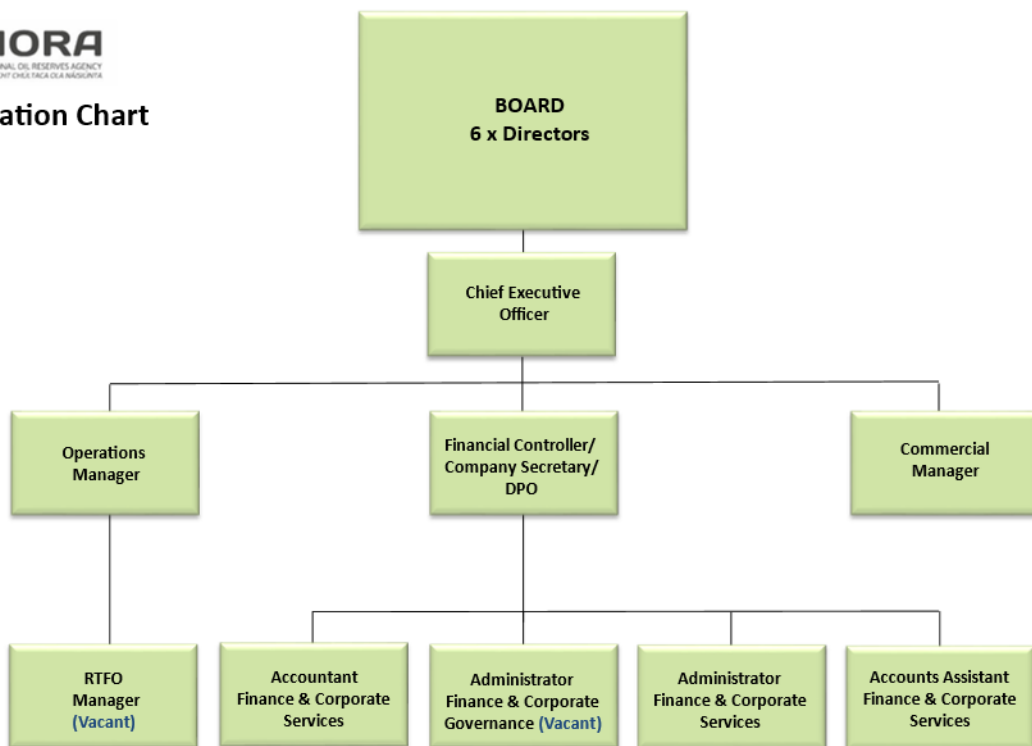
The Commission for Public Service Appointments (CPSA) Code of Practice Appointment to Positions in the Civil Service and Public Service applies to this competition and is available to view at [www.cpsa.ie](http://www.cpsa.ie). The CPSA Code of Practice outlines the procedures whereby a candidate may seek a review regarding a decision taken in relation to his/her application or in relation to allegations of a breach of the Code of Practice. Requests for informal review should be submitted in writing to [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com) clearly setting out the grounds for review and specifying the relevant Section of the Code.

In accordance with the principles of the above Code of Practice, The National Oil Reserves Agency is committed to providing clear, specific and meaningful feedback to candidates. In this regard, written feedback will be provided to candidates. This will consist of the candidate marks from the competition and comments from the interview board on the candidate's performance, as appropriate. Feedback will be provided by our Recruitment partner on this campaign Excel Recruitment.

## APPENDIX 1

The diagram below illustrates the organisational structure of NORA, including this position.

  
**Organisation Chart**



As of 1 July 2024

Key Competencies for this position

<b>HIGHER EXECUTIVE OFFICER LEVEL</b>
<p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise</li> <li>• Provides clear information and advice as to what is required of the team</li> <li>• Strives to develop and implement new ways of working effectively to meet objectives</li> <li>• Leads the team by example, coaching and supporting individuals as required</li> <li>• Places high importance on staff development, training and maximising the skills and capacity of the team</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change</li> </ul>
<p><b>Analysis &amp; Decision Making</b></p> <ul style="list-style-type: none"> <li>• Gathers and analyses information from relevant sources, weighing up a range of critical factors</li> <li>• Takes account of any broader issues and related implications when making decisions</li> <li>• Uses previous knowledge and experience in order to guide decisions</li> <li>• Makes sound decisions with a well-reasoned rationale and stands by these</li> <li>• Puts forward solutions to address problems</li> </ul>
<p><b>Management &amp; Delivery of Results</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility and is accountable for the delivery of agreed objectives</li> <li>• Successfully manages a range of different projects and work activities at the same time</li> <li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available</li> <li>• Delegates work effectively, providing clear information and evidence as to what is required</li> <li>• Applies appropriate systems/ processes to enable quality checking of all activities and outputs</li> <li>• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers</li> </ul>
<p><b>Interpersonal &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains contact with colleagues and other stakeholders to assist in performing own role</li> <li>• Acts as an effective link between staff and senior management</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</li> <li>• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances</li> <li>• Presents information clearly, concisely and confidently when speaking and in writing</li> </ul>
<p><b>Drive and Commitment to Public Service Values</b></p> <ul style="list-style-type: none"> <li>• Strives to perform at a high level, investing significant energy to achieve agreed objectives</li> <li>• Demonstrates resilience in the face of challenging circumstances and high demands</li> <li>• Is personally trustworthy and can be relied upon</li> <li>• Ensures that customers are at the heart of all services provided</li> <li>• Upholds high standards of honesty, ethics and integrity</li> </ul>
<p><b>Specialist Knowledge, Expertise and Self-Development</b></p>

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the Team and the Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

**END OF BOOKLET**