



## CANDIDATE INFORMATION BOOKLET

**PLEASE READ CAREFULLY**

**Open competition for the appointment to the permanent position of  
Renewable Fuels Scheme Manager  
National Oil Reserves Agency Designated Activity Company (NORA)  
Closing Date: 15.00 pm, 15<sup>th</sup> March 2024**

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

# NATIONAL OIL RESERVES AGENCY (NORA)

## JOB SPECIFICATION

### Renewable Fuels Scheme Manager

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**Title of Position:** Renewable Fuels Scheme Manager

**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-owned company 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 Renewable Fuels Scheme Manager is a new position within the Operations and RTFO function. The position reports to the Operations Manager and is delegated key tasks within the Operations and RTFO team. The role supports all aspects of the Agency's business and will be an essential role within the overall operations team.

The operations function is responsible for the management of all aspects of the Agency's owned Oil Terminals in Dublin and Kerry and is the key interface with all stakeholders under the RTFO scheme including obligated parties, biofuel suppliers and producers and the Department of Transport. The Agency is supported in the management of the RTFO scheme by an external consortium under a term contract. The RTFO team plays a key role in advising and assisting the Department of Transport in policy initiatives and direction under the RTFO. The team develops procedures and processes to ensure the Agency complies with its obligations under both national legislation and European renewable energy directives.

**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:**

**RTFO**

- Provide the required oversight of the administration of the RTFO Scheme in accordance with regulatory requirements.
- Manage the contract with the outsourced consortium who assist NORA in the day-to-day administration of the RTFO.
- Together with the external contract, manage the day-to-day engagement of NORA with the oil industry, biofuel suppliers and producers, external stakeholders and the Department of Transport, in relation to the RTFO.
- Interpret and analyse potential changes to the scheme arising from changes to EU Directives and develop and implement plans to give effect to these changes so as to ensure compliance with the RTFO scheme in Ireland.
- Support the RTFO team in developing long term models and policy options for future policy direction in the ever-changing environment for Renewable Fuels in Transport.
- Closely monitor compliance by Account Holders in their applications for RTFO certificates.
- Maintain appropriate records of all RTFO reports, contract costs, files and activities with particular attention to ensuring ease of access for Audit purposes.
- Attend and participate in meetings in Ireland and abroad, representing Ireland's RTFO team, working closely with European counterparts in information sharing and tackling cross border issues.
- Attend on site audits and review audit reports, assist in developing procedures and protocols for the supervision of certification bodies as required under Article 17 of Implementing Regulation 2022/996.

**Other Operational support**

- Assist the Operations Manager with management of NORA's outsourced contractor responsible for the operation and management of NORA's directly operated oil storage terminals in Dublin and Kerry to ensure compliance with all aspects of the contract.
- Support the ongoing feasibility studies for improvement and/or investment projects, including the development, design, construction, commissioning and management of new oil storage projects in Ireland.
- Manage key elements of NORA's annual budgeting and expenditure, contribute to the development and updating of the agency's strategic plan, auditing regime and procurement activities.
- Prepare and manage 'Requests for Tenders' for goods and services as required by the Operations team.

- Monitor, co-ordinate and report on the procurement activities and compliance with relevant policies and procedures at each the NORA storage terminals and head office.

### **Other Duties**

- 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 Engineering or Science professional to join a busy operations 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 Conor Bannon at [info@orangerecruitment.ie](mailto:info@orangerecruitment.ie), 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 engineering or science is essential.
- At least 2 years relevant professional experience dealing with operational management and project work.
- Ability to work independently and as part of a team, under pressure and to tight deadlines.
- Excellent interpersonal and communications skills (written and verbal) including influencing, persuading and problem-solving acumen.
- Excellent health & safety track record with a basic understanding of Irish Health and Safety legislation.
- Strong IT skills, especially the use of the Microsoft Office suite of applications, in particular, MS Word and Excel.
- Flexible and results driven, capable of completing work thoroughly and to a high standard, proven diligence, and strong focus on attention to detail.
- Ability to work on one's own initiative as well as part of a team.
- Proactive thinker, with a can-do attitude.

## **Desirable Attributes**

- Previous experience working in an operations engineering role or within a renewable energy role.
- Understanding of European and Irish renewable energy legislation.
- Experience in procurement management in accordance with public procurement and the preparation of technical tender documentation.
- Understanding of COMAH legislation.
- Experience in strategic planning, data management, budgeting and project management.

## **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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- 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
- 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.

To qualify candidates must be eligible by the date of any job offer.

## **Reporting**

The Renewable Fuel Scheme Manager will report to the Operations Manager 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 position of Renewable Fuel Scheme Manager is set at the equivalent Civil Service Grade of Engineering Grade II. As at 1<sup>st</sup> of March 2023, the salary for this position is set at:

69,518 – 71,107 – 72,691 – 74,283 – 75,870 – 76,292 – 77,858 – 79,482 – 82,127<sup>1</sup> – 84,778<sup>2</sup>

\*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.

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 27 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 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 filled.

It is the intention to hold interviews first round interview 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 he/she has 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 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 letter and CV.

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 Conor Bannon at [info@orangerecruitment.ie](mailto:info@orangerecruitment.ie), 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**

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

### **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 may be necessary 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 [info@orangerecruitment.ie](mailto:info@orangerecruitment.ie).

## **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.

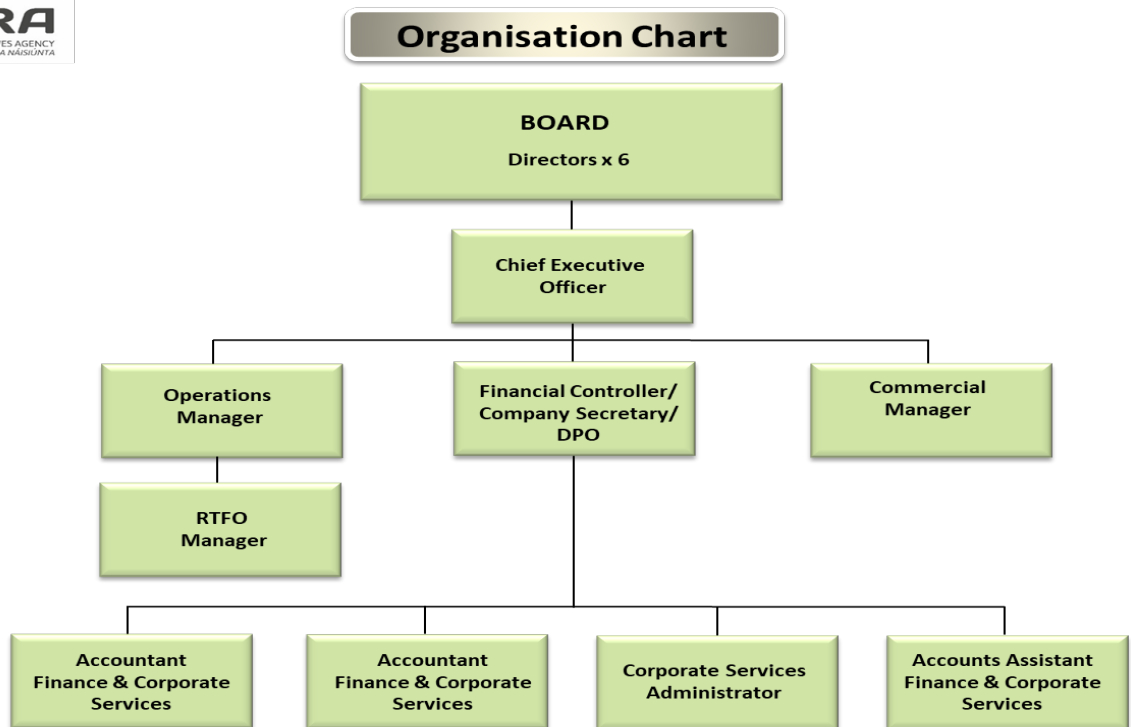
### **Code of Practice**

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 [info@orangerecruitment.ie](mailto:info@orangerecruitment.ie) 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.



As of August 2023

## Appendix 2

### Assistant Principal Officer Level Competencies

#### Effective Performance Indicators

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
Specialist Knowledge, Expertise and Self Development	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
Drive & Commitment to Public Service Values	Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
	Is self motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity

**END OF BOOKLET**