Candidate Information Booklet

poistphoiblí publicjobs

8789: Appointments to the Board of Sustainable Energy Authority of Ireland

Location: Dublin

Client: Minister for Climate, Energy and the Environment

Closing Date: 15:00 on Tuesday 13th of October 2026

State Boards Division
publicjobs

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Act 2004-2013.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services.

publicjobs also has responsibility for providing an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.publicjobs.ie, is the channel through which publicjobs advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Contact: State Boards

publicjobs

Email: stateboards@publicjobs.ie

URL: www.publicjobs.ie

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The Code of Practice for the Governance of State Bodies 2016 (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Board of Sustainable Energy Authority of Ireland

Location of Meetings:	3 Park Place, Hatch Street, D2
Number of Vacancies:	3
Remuneration:	€7,695 -this rate is based on a minimum of 8 meetings per year. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g., Worker Directors). Travel and subsistence are payable at appropriate civil service rates.
Time Requirements:	Total of 18/25 days per annum including preparation time. 8-10 Board meetings per year from 10.00am to 1.30pm. Board members are expected to participate in one or more committees.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found here.

1. Background

The Sustainable Energy Authority of Ireland was established as Ireland's national energy authority under the Sustainable Energy Act 2002. SEAI's mission is to play a leading role in transforming Ireland into a society based on sustainable energy structures, technologies and practices. To fulfil this mission, SEAI aims to provide well-timed and informed advice to the Government, and to deliver a range of programmes efficiently and effectively, while engaging and motivating a wide range of stakeholders and showing continuing flexibility and innovation in all its activities.

The next five years will be a crucial period for Ireland, accelerating progress towards sustainable energy and climate change goals in 2030. This will entail building on successes to date so as to encourage much wider and deeper engagement across society. The Authority will have a central role in this engagement.

2. Functions of the Board

The Board is collectively responsible for the oversight and strategic direction of SEAI in accordance with the Sustainable Energy Act 2002.

Day to day responsibility for the leadership and control of SEAI is delegated to the Chief Executive and his management team within defined authority limits, however the Board of SEAI is ultimately responsible for the performance of the organisation. The Board has a formal schedule of matters specifically reserved to it for decision at the Board Meetings, which include:

- Approval of the SEAI Strategic Plan and providing overall strategic direction to SEAI as well as monitoring performance against strategic objectives
- Approval of SEAI annual budget and financial statements, and ensuring that a balanced, true and understandable assessment of SEAI is made when preparing the Annual Report and Annual Accounts.
- Oversee the discharge by the Chief Executive Officer and Executive Leadership Team of the day-to-day business of SEAI
- Ensure the maintenance of a sound system of internal controls, including financial, operational and compliance controls and risk management processes, with appropriate reference to the Code of Practice for the Governance of State Bodies
- Approval of all property leases, major contracts and capital expenditure; and
- Appointment of the Chief Executive.

The Board is assisted in the discharge of its responsibilities by the following Committees of the Board:

- Audit and Risk Committee
- Performance Management and Remuneration Committee
- National Retrofit Delivery Board
- Business & Public Sector Committee
- Research Policy and Insights Committee

Current composition of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type
Dermot Byrne	01/09/2020	01/09/2025	31/08/2028	Chair
John Burke	10/11/2025		09/11/2030	Member
Lisa Vaughan	09/12/2024		08/12/2029	Member
Léan Doody*	31/10/2018	31/10/2023	30/10/2026	Member
Joe O'Carroll	28/02/2019	31/10/2023	30/10/2026	Member
Sharon O'Connor	01/09/2020	01/09/2025	31/08/2028	Member
Robert Wasson	17/06/2022		16/06/2027	Member
Barry McMullin	17/06/2022	17/06/2026	16/06/2030	Member
Maria O'Dwyer	17/06/2022		16/06/2027	Member

Name	First Appointed	Reappointed	Expiry Date	Position type
Ciarán Hayes	09/05/2023		08/05/2027	Member
Vacancy				
William Walsh (CEO)	27/01/2021	27/01/2026	26/01/2031	Member

*Senior Independent Board Member

3. Person Specification

The Minister for Climate, Energy and the Environment invites applications from suitably qualified candidates to fill the positions of Ordinary Member to the Board of of Sustainable Energy Authority of Ireland

Candidates' attention is drawn to the provisions of the Code of Practice for the Governance of State Bodies in relation to the role of a board member, where the principle states: -

- Each state body should be headed by an effective board which is collectively responsible for the long-term sustainability of the body.

- Non-executive board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of board members can be found in Section 3 of the Code of Practice for the Governance of State Bodies which can be found here.

Statutory Requirement

Each member of the Board shall be a person who, in the opinion of the Minister, has experience and competence in relation to one or more of the following areas:

(a) renewable energy methodologies and technologies;

(b) conservation and efficient use of energy;

(c) environmental matters;

(d) education;

(e) engineering;

(f) economics;

(g) finance;

(h) the construction industry;

(i) urban development;

(j) energy production and supply;

(k) motor engineering;

(l) legal matters;

(m) trade union matters;

(n) transport;

(o) industry;

(p) commerce.

A member of the Board shall cease to be and shall be disqualified from being a member of the Board where such member—

(a) is adjudicated bankrupt,

(b) makes a composition or arrangement with creditors,

(c) on conviction on indictment by a court of competent jurisdiction is sentenced to a term of imprisonment, or

(d) is disqualified or restricted from being a director of any company (within the meaning of the Companies Acts, 1963 to 2001).

Essential

Candidates wishing to apply must demonstrate in their application evidence of experience at the appropriately senior level in two or more of the following areas:

- Experience in Finance, and either Governance, Risk Management or Compliance at senior management level and/or Audit and Risk Committee experience.
- Experience at a senior management level in the area of Information Technology and the management of large complex IT projects such as Digital Transformation, Cyber Security, Data Analytics.
- Corporate legal experience in a multi-stakeholder and complex organisation
- Experience of developing enhanced customer experience through digital services and leveraging data/AI in delivery.
- A demonstrable understanding of the challenges posed by climate change and delivery of the energy transition.

- Experience of creating an organisation wide culture of data driven continuous improvement with strong understanding of concepts such lean service design for right first time, deep root cause analysis, effective corrective and preventative actions.

Desirable

It is also desirable that candidates demonstrate evidence of experience in the following:

- An understanding of the environment that SEAI operates in
- Previous Board Membership
- The ability to take an objective and data driven approach to decision-making and the confidence and resilience required to provide challenges to the executive leadership of the organisation.
- Collegiate and a team player who can build effective relationships with other members of the Board and with the executive team while providing constructive challenge.
- High standards of integrity and probity, understands the role of a Board member and knows how to use that role to good effect.
- Evidence of strong communications, influencing and leadership skills
- Relevant third-level qualification and/or membership of a relevant professional body

The Minister encourages applications from diverse, qualified candidates to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code of Practice for the Governance of State Bodies 2016.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of Ordinary Member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

4. Term of Appointment

Appointments to the Board will be for an initial period of 5 years and may be extended for one further term up to a maximum of 8 years total, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.

- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.

- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation, from time to time determine.

- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available here Code of Practice for the Governance of State Bodies.

- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament or elected to the European Parliament or becomes a member of a local authority.

5. Submitting your Application

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

Your submission should be made via the following link www.publicjobs.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

i. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*

ii. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email stateboards@publicjobs.ie.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by publicjobs to consider and assess the applications received by publicjobs. The Panel will:

1. review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
2. assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
    - Consideration of the written applications; and/or
    - Meeting/conference call; and/or
    - Referee checks; and/or
    - Any other selection or verification method deemed appropriate (this may include publicjobs requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that publicjobs will not be responsible for any expenses incurred by candidates as part of our selection process.

7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

8. Protected Disclosures

The publicjobs Protected Disclosures Policy (including Reporting Options for all those covered by the Policy) is available here

9. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by publicjobs and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our Code of Practice for the Protection of Personal Data in publicjobs.

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

In order to submit your application, you should take the following steps:

1. Go to www.publicjobs.ie.
2. On the bar at the top of the page navigate to State Boards and click on ‘Available Appointments’ on the dropdown menu.
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the ‘Apply’ button in the top right or at the bottom of the page.
5. Clicking ‘Apply’ will bring you to the registration page of our recruitment platform.

   (a) If you are accessing our recruitment platform for the first time you must register to create a new profile. Follow the instructions under ‘Register’ and click ‘Submit Registration’ to register your profile. You will have to complete an email verification step to complete your registration. Follow the link sent to the email address associated with your new account to verify your email. You can now login to your new account as detailed below.

   (b) If you already have an account, please select the 'Login' button in the top right-hand corner or the ‘Login’ link at the bottom of the registration page.
6. Clicking ‘Login’ will redirect you to the login page. Follow the instructions to login to your account. Your username will be the email address associated with your account, and your username and password are case sensitive.
7. Once you login a form will appear on your screen. Follow the instructions on each page and answer all required questions (marked with an asterisk ‘*’). If you have submitted an application through the platform before, some text boxes will be populated with the information you entered on your most recent application.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. You will be required to upload your CV and Cover Letter under the section titled ‘Additional Documents’. These are required documents, and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the ‘Save and Continue’ button at the bottom of the page.
10. Once you have completed your application please press ‘Submit’ on the final page. The system will highlight any areas which require updating if there are any errors.

11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

Please visit the Help Centre if you have questions or encounter technical difficulties navigating the site or making your application.

publicjobs will primarily send communication through your publicjobs candidate portal and email. Please check your candidate portal on a regular basis as email notifications of updates on the campaign issued to your candidate portal may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of Gmail).

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accepts no responsibility for communication not accessed or received by an applicant. It is strongly recommended that you do not change your email address or mobile phone number during the course of this campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.

Register to be notified about future Board vacancies:

If you are interested in hearing about future board vacancies, you can keep up to date by using the job alert feature to be notified when new roles become available. To set up a job alert for appointments to State Boards and other Board vacancies follow the steps below:

- Log in or create an account (see Appendix 1 for instructions on registering a new account).
- Once you have logged in, navigate to your profile settings which can be found by clicking your name in the top righthand corner of your screen.
- Under the 'Profile Options' menu select the 'Alert Centre' option.
- Click 'Create New Job Alert'
- Name your job alert in the 'Alert Title' field. This can help you keep track of your alerts should you set up more than one.
- To direct the system to notify you when new State Board and other board roles become available select the following options under 'Category': 'Membership of a State Board' and ''Membership of a Board'.
- Select the preferred length of time you would like to receive the job alert for under 'Time Limit' field. Please note that a job alert cannot be set up indefinitely and will need to be renewed once your selected time limit has elapsed.
- Click 'Save' to begin receiving your job alert.

poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

You can also keep up to date on **publicjobs.ie** and follow us on our social platforms: