



# Maynooth University Ollscoil Mhá Nuad

## Maynooth University Estates Energy & Sustainability Manager (Senior Administration IV) (Permanent)

### The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking an Senior Administrative IV grade Full Time Energy & Sustainability Manager, to work in the Estates team, with responsibility for specialising in providing energy efficiency initiatives and sustainability programmes in particular the Climate Action Roadmap which has high level targets for 2030 of improving energy efficiency by 50% from the baseline year of 2009 and to reduce the absolute greenhouse gas emissions by 51% from the 2016-18 baseline years.

As the Energy & Sustainability Manager, you will play a pivotal role in ensuring the effective operation and optimisation of the University's sustainability strategy, energy strategy and operational delivery of energy efficiency initiatives.

The Energy & Sustainability Manager will lead on design and implementation of all Energy and Sustainability activities across various university properties. The Energy & Sustainability Manager will collaborate with stakeholders, including managers, engineers, and technical staff, to enhance energy and sustainability performance and overall compliance with government regulations in relation to energy and sustainability.

Reporting to the Head of Capital Development or their nominee, the successful candidate will work as part of a team in a busy, challenging, and highly automated environment. The Estates Team provides support to both Maynooth University and



our campus partners, St. Patricks College Maynooth across a variety of services including HVAC systems, mechanical and electrical, lighting and other operational systems on the estate and have overall responsibility for energy and sustainability on campus.

It is expected that the successful candidate will improve energy and sustainability performance and overall compliance with government regulations in relation to energy and sustainability. They should therefore have a working understanding of the differing challenges of each of these environments.

The Energy & Sustainability Manager will assist in leading the on-site direct labour staff and oversee contractor performance to ensure that energy and sustainability goals are achieved with a focus on continuous improvement. This includes support to On Campus accommodation (both North and South Campus).

The role will form part of the management team within the Estates Capital Development Team and the wider the Estates Office and the successful candidate will work closely with other senior managers to provide leadership and management with a focus on value for money and an integrated approach to service delivery across all Estates activities.

## Principal Duties

### Administrative and other duties:

The principal duties attached to the post will include, but are not limited to:

### Key Responsibilities:

- Develop and implement energy management and sustainability strategies. Ensure the strategies align with the Universities vision and values.
- Monitor and analyse energy usage and sustainability metrics.
- Identify opportunities for energy savings and sustainability improvements.
- Lead projects aimed at reducing energy consumption and environmental impact.
- Ensure compliance with environmental regulations and standards.
- Stay updated on industry trends and best practices in energy management and sustainability.
- Assist on the delivery of relevant goals on both Maynooth University Green Campus and Reduce Your Use Programmes
- Implement government regulation in relation to Net Zero Carbon commitments and goals.
- Utilise data in decision making through liaison with other senior managers.
- Benchmark energy and sustainability performance against other comparable organisations.
- Provide reports on energy and sustainability performance for use and by senior management.



- Foster a collaborative and innovative work environment;
- Engage with stakeholders to understand their operational needs and long-term goals.
- Prepare and manage utilities budgets (~€3m per annum) and procurement of same.
- Maintenance of ISO 50001, BER and DEC certification.
- Maintenance of the University's M&R and Climate Action Roadmap.

### Health & Safety and Compliance

- Continually monitor risks, prioritising and planning work based on risk profiling.
- Ensure that all related health and safety requirements are clearly communicated and diligently applied.

### Performance & Customer Service

- To set challenging performance standards and manage/develop suitable 'dashboard' and other reporting mechanisms to meet service critical success factors and associated objectives. Ensure the highest possible standards of performance are monitored across Estates;
- To coordinate and lead existing and future service providers in identifying synergies, technologies and opportunities to promote lean processes and procedures to improve energy efficiency, develop sustainability initiatives and reduce waste and increase value of delivered services;
- To ensure effective communications within the wider Estates team, other Heads of Academic and Professional Services Departments, as well as statutory body and governance organisations as and when required;
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner; and
- Provide a responsive service as required in respect of unplanned or emergency situations requiring technical expertise and advice which may impact on critical operations or service delivery.

### Financial

- Identify and develop strategic collaborative working opportunities with the capital projects and the maintenance teams ensuring future maintenance investment is delivered cost effectively and at best value;
- procurement and management of external consultants, services and supply chain providers in accordance with the University's financial and procurement regulations;
- Responsible for the provision of effective expenditure monitoring and reporting in particular utilities.
- Lead on grant applications or external funding opportunities to deliver energy management and sustainability strategies



## Governance

- Develop and document all key policies, procedures and standards relating to energy management and sustainability operations and ensure that they are regularly reviewed and updated.

## Reporting and Communications

- Provide regular reports to the Estates Management Team
- Ensure clear, effective and timely communications as appropriate to internal and external stakeholders to ensure the impact and benefits of work undertaken are clearly articulated.

## Other

- Undertake other duties that may arise or as may be delegated from time to time, appropriate to the grade of the post.

## The ideal candidate will have:

### Essential:

- Bachelor's degree in Building Services Engineering, Mechanical/Electrical Engineering, or an equivalent in a relevant discipline, or substantial experience in developing and delivering environmental / energy strategy and policy within a varied estate.
- Public Sector Certified Energy Manager (CEM)
- Proven experience in Building Services Engineering, energy management, sustainability and estates Net Zero Carbon.
- Ability to manage multiple projects and priorities.
- Knowledge of relevant energy and environmental regulations, standards and best practice.
- Strong knowledge of BMS protocols and control systems and substantial knowledge of BMS systems such as, but not limited to 'Trend' for example.
- Familiarity with HVAC, lighting, access control, safety systems and energy management software systems.
- Excellent communication, leadership, interpersonal and problem-solving skills with evidence of producing Business cases and Strategy Documentation.
- Detailed knowledge of statutory health & safety and facilities management legislation and how to ensure compliance.
- Extensive experience and technical knowledge of mechanical and electrical systems including both contemporary and historic buildings and infrastructure.
- Knowledge and understanding of the development of Service Level Agreements (SLAs) including researching and developing Key Performance Indicators (KPIs) measures and appropriate reporting dashboards to illustrate performance against targets.



- Knowledge and experience of contractor procurement and contract administration.

**Desirable:**

- Demonstrable experience of data management.
- Demonstrable ability in the use of both MS Office and other specialist FM software.
- Excellent people management skills and proven ability to deliver through a wider team structure including collaborating with internal teams, government bodies, external design team consultants, and external contractors.
- Possess programme and project management skills.
- Strong networking skills and the ability to develop and manage key relationships within the campus and with external stakeholders.
- Experience in sustainability / Green issues and advancement of climate action mandate / roadmap in new construction, refurbishment, and infrastructure, through consideration of biodiversity, commuting, energy, waste, water management and carbon reduction
- Familiarity with government policies, regulations, and reporting requirements on sustainability and carbon management.

**Estates**

The Estates Department is one of the largest service departments in the University and is responsible for the co-ordination, delivery and management of essential services to the Academic, Administrative and Corporate functions of both Maynooth University and St. Patrick's College Maynooth.

Services provided include, grounds and buildings maintenance, cleaning, photocopying and post, audio-visual, transport, boardroom reservations, energy management, sustainability, waste management and traffic management.

Estates encompasses Campus and Commercial Services, Residences, Campus Development, Security and Health and Safety and MU Events.

**The University**

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 17,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.



Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, since its establishment as an autonomous public university, are exceptional and a source of great pride to the university community, staff, students and alumni. Maynooth University ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

### **Maynooth University's Values**

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### **Maynooth University Strategic Plan 2023 – 2028**

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

### **Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028**

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treocharter seo ár dtiomantas do dhul i dtáithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó,



agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: <https://strategy.maynoothuniversity.ie/?lang=ga>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

## Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- It is anticipated that interviews will be held in June 2026;
- The appointment is expected to be effective as soon as possible thereafter.

## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) /



[Polasáí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

## Terms and Conditions

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| <b>Tenure</b>                          | This is a full time, permanent post.   |
| <b>Salary</b>                          | Senior Administrative Officer IV (2026) €70,734 - €112,314 p.a. (7 points)<br><br>Appointments will be made in accordance with public sector pay provisions.   |
| <b>Hours of work</b>                   | A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).<br><br>This can be reviewed or adjusted from time to time through national agreements.   |
| <b>Location</b>                        | The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.   |
| <b>Annual Leave</b>                    | Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a><br><br>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.   |
| <b>University policies and schemes</b> | Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:<br><br><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a><br><br><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a> |
| <b>Pension</b>                         | This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public   |



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|                      | sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>   |
| <b>Eligibility</b>   | <p>Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a></p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p> |
| <b>Garda vetting</b> | Garda vetting or clearance may be required by the University.   |
| <b>Medical</b>       | The University may require a medical examination as a condition of employment.  |

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure



**Closing Date:**

23:30hrs (local Irish time) on **Wednesday, 27<sup>th</sup> of May 2026.**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Maynooth University is an equal opportunities employer.**

**The position is subject to the Statutes of the University**

