

Housing Delivery Lead

BACKGROUND 3cea is a non-profit, independent energy agency working primarily with clients in Carlow, Kilkenny and Wexford region. Our key focus is to increase energy awareness and promote behavioral change to accelerate 'energy transition' for the South East region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skill sets.

APPLICATION DEADLINE: 15th January 2021

JOB TITLE: Senior Technical Housing Delivery Lead

SALARY: €50 – 60k | Plus Work Phone and Laptop | Business Expenses | Company pension with employer Contribution

START DATE: Q1 2021

LOCATION: The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny but can work remotely during Covid-19

CONTRACT TYPE: Full Time – Fixed Term Contract 2 years with 2-year extension option subject to performance

WORKING HOURS: Full time – Mon to Friday. 37.5 hr standard contract | Sick Pay scheme in place

REPORTING TO: CEO

CONTEXT

Upgrading Ireland's housing stock to minimise the greenhouse gas emissions is now a national priority. 3cea is building on its past experience and skills, growing its strong brand and experience in delivering quality energy upgrades across the domestic sector. To achieve this the Housing Section Lead role has been identified as core to the next phase of the strategic plan - the large scale delivery of housing retrofits in the South East region.

ROLE OUTLINE

- Provide operational and strategic support to 3cea CEO – on all matters related to domestic housing.

- Supervise and lead the Housing Section within 3cea – delivering a one-stop-shop energy retrofitting service to private home-owners, housing providers and wider stakeholders in the delivery of 2030 targets for domestic retrofit for the South East region.
- Liaise with stakeholders, partners, clients, design teams and other industry experts on strategic project delivery
- Manage Project budgets, resources and quality of delivery
- Manage consultants and contractors subcontracted to 3cea or their actors through the innovative Dynamic Purchasing System Framework which is designed to deliver market capacity across the South East region.
- Programme works and track progress against baselines and milestones
- Oversee and ensure systems are in place to guarantee quality of delivery and value for money for all actors from the market.
- Provide Quality Assurance across the work performed by outside contractors
- Lead the interaction and build relationships with various personnel, clients, partners and state and/or national agencies
- Train new team members, Junior and Energy Engineers, mentor graduates and report to the CEO and Senior Management Team on delivery.
- Liaise and work collaboratively with various other 3cea teams across Marketing & Communications, Support Office, Local Authority, Communities, Housing, Project Delivery & EU Projects.
- Ensure compliance with all applicable standards, regulations, terms and conditions of relevant codes of practice, contracts, building regulations, grant schemes etc.
- Implement necessary disciplinary procedures, reviews and contract management with the Housing team
- Create and maintain project specific documentation during and following completion of a project to ensure compliance with above, as well as 3cea company policies and procedures or other governing bodies

Housing Delivery Lead

- Being a member of the Senior Management Team; reporting to the CEO on project progress, budgets and resources.
- Communicate the status of developmental activities to 3cea Board of Directors and Senior Management Team
- Develop and provide monthly project cash flow forecasts with the accounts team
- Prepare reports for the CEO's sign off as Financial Controller on all budget matters annually for the Housing Delivery Section. Staff, Subcontracts, Consultants, Legal, finance etc.

PERSON SPECIFICATION

Candidate will be a results focused strategic thinker who wants to make a contribution to quality energy upgrades in housing in the South East and possess the ability to influence others to do the same. Will have the clarity and confidence to develop clear strategies and plans for the future. Has experience and acumen in managing and assimilating complex information to translate into effective decisions based on deep knowledge and expertise. Can articulate their vision in a clear and transparent way and will proactively develop strong relationships and build rapport with stakeholders, partners and team members and develop these relationships to increase and broaden each other's knowledge within the sector.

CANDIDATE MINIMUM REQUIREMENTS

- Experience Excellent IT & Communication Skills
- Proven self-starter and self-motivated
- Team player who inspires and leads with a 'can-do' attitude, challenges and strives for results
- 5+ Years' experience in Residential Sector / Large Programme Delivery
- Recent Contract and Project Management Experience (past 2-3 years)
- Demonstrated ability and proven experience in developing, growing and leading an efficient well managed team.
- Valid Full Drivers License

DESIRABLE EXPERIENCE / QUALIFICATIONS

- Project Management Certification
- Chartered Status
- Certified Energy Manager
- Certified Measurement & Verification Professional
- Experience in procurement and project management
- Experience in Microsoft Project
- Experience in AutoCAD/ REVIT/ Retscreen or other similar Energy analysis tools
- Experience in energy efficient design of buildings or building services – Domestic Buildings Specifically.

TO APPLY:

Please complete and return the Application Form available on <http://www.3cea.ie/careers> to Bill Lowe at **blowe@3cea.ie** with subject line 'Housing Delivery Lead' telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

CLOSING DATE FOR RECEIPT OF APPLICATION IS 15TH JANUARY 2021