

Candidates Information Booklet

Please read carefully

The Food Safety Authority of Ireland (FSAI) is undertaking a competition for the purpose of identifying a suitable candidate for appointment to the position of:

Technical Executive, Biological Safety

Food Safety Authority of Ireland

Abbey Court, Lower Abbey Street, Dublin DO1 W2H4

Closing Date for receipt of completed applications: **12 noon, Friday, 29 April 2016**

Job Description:

Title Technical Executive, Biological Safety

Reports to Chief Specialist, Biological Safety

Job Environment

The FSAI is an independent statutory body, set up under the Food Safety Authority of Ireland Act 1998. The overall mission of the FSAI is to protect peoples' health and peoples' interests by ensuring that food consumed and produced in the State meets the highest standards of food safety reasonably achievable and that people have accurate and worthwhile information about the nature of the foods they eat. The FSAI is responsible for providing advice to government, regulators, the food industry and consumers in relation to food safety issues and ensuring the co-ordinated and seamless delivery of food safety services to an agreed high standard by the various State agencies (referred to as official agencies) involved. The advisory function of the FSAI is carried out in collaboration with its Scientific Committee.

Job Purpose

The job holder will be responsible for developing and undertaking projects in the area of the microbiological safety of food. This will involve contributing to the development and enforcement of microbiological food law and to the development of scientific opinions, guidance and advice on microbiological food safety.

Key Accountabilities

- Assist the Chief Specialist Biological Safety in the implementation of the FSAI Strategy
- Provide support and advice on enforcement of/compliance with hygiene legislation. In particular, legislation on microbiological criteria for foodstuffs and on zoonoses monitoring and control
- Provide expert advice on microbiology food safety to FSAI staff and to the official agencies, the food industry and consumers, via the FSAI advice line
- Provide technical support to the FSAI Scientific Committee and its Biological Safety Subcommittee
- Conduct microbiological risk assessments and provide support during food incidents and outbreak investigations
- Contribute to the implementation of the FSAI Data Strategy
- Provide support to the official agencies on development and implementation of national microbiological monitoring and surveillance. This may include the production of survey protocols, data collation and analysis and production of survey reports
- Liaise with the Health Protection Surveillance Centre (HPSC) on foodborne illness data

- Participate in, or convene and chair, working groups aimed at developing guidance for official agencies and the food industry (e.g. sector specific guides on hygiene and HACCP-based procedures)
- Assist in the development of training materials (e.g. eLearning)
- Represent the FSAI at national and international level, including for example, at meetings with the European Commission and the European Food Safety Authority (EFSA)
- Keep up to date with developments in areas of specialisation and in job accountabilities
- Supervise student/intern work placements
- Carry out other duties as assigned and ensure maintenance of confidentiality

Required Knowledge and Experience

- An honours degree in food microbiology, food science, or related discipline is required. A postgraduate qualification would be an advantage
- A minimum of two years' relevant experience
- A good appreciation and understanding of the role of the FSAI and of relevant food legislation
- Experience in research and data collation and analysis. Experience in statistical analysis would be an advantage
- Excellent written and oral communication skills and a proven track record in report writing
- Must be computer literate. The standard business software in the FSAI is Microsoft Windows 7 Enterprise and Microsoft Office 2010

Required Skills and Competencies

Team Working - The ability to participate effectively in teams, develop excellent working relationships, deliver one's best, and help/lead others to do likewise to achieve a common goal

Communication - The ability to communicate with others in a manner that conveys the key message(s) and is appropriate to the audience

Negotiation/Interpersonal Understanding - The ability to accurately hear and understand both the spoken and unspoken or partly expressed thoughts, feeling and concerns of others

Focus on Quality Results - The ability to set, meet, and surpass high standards of performance, and consistently deliver high quality results

Concern for Clarity and Work Quality - The ability to reduce uncertainty by monitoring and checking work or information and insisting on clarity of roles and functions

Decision Making - The ability to make informed decisions or judgements about situations or issues where a course of action is needed

Information Seeking and Management - The ability to 'dig' for information and use it effectively

Analytical Thinking - The ability to understand a complex problem or situation and approach it in a step-by-step way

Goal Setting - The ability to set clear and realistic goals in line with Food Safety Authority Strategy and Work Plans and deliver the best outcome in each instance

Personal Effectiveness - The ability to manage time, tasks and competing demands always delivering on priorities to the highest standards

Project Management - The ability to plan all elements of a project and deliver effective outcomes to deadlines

This job description is subject to change from time to time, in line with the FSAI's work requirements

The FSAI is an equal opportunities employer.

Principal Conditions of Service

Probation

A probationary period of nine months applies to this position.

Pay

As per the current Government pay policy, the starting pay for this position will be at the minimum point of the payscale for the position (i.e. first point on scale).

The salary scale for this position is as follows:

€33,151 - €35,991 - €38,836 - €41,649 - €44,463 - €47,276 - €50,089 - €52,902 - €55,932

Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Superannuation

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. The Single Public Service Pension Scheme applies to all pensionable first-time 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. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from another public service employment where the break in service, if any, is less than 26 weeks), the terms of the Food Safety Authority of Ireland Staff Superannuation Scheme will apply.

Pension Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act, 2009.

Annual Leave

Annual leave is 29 days.

Selection Procedure

How to Apply

An application should be made by submitting your Curriculum Vitae with a comprehensive covering letter, outlining your suitability against the requirements of the position, by email to:

recruitment@fsai.ie

Closing Date

The completed application must be submitted by **12 noon, Friday, 29 April 2016**.

Selection Process

The Food Safety Authority of Ireland will convene a selection panel to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in the application (CV and covering letter) to reduce the list of candidates to a more manageable number for interview
- A preliminary interview which may include a written exercise or assessment
- A final competitive interview which may also include a presentation
- Any other tests or exercises that may be deemed appropriate

Interview Dates

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

General Information

Interview Expenses

The Food Safety Authority of Ireland will not be responsible for any expense, including travelling expenses, which applicants may incur in connection with their application for this post.

Candidates Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process
- Interfere with or compromise the process in any way

Where a candidate is found guilty of canvassing or in breach of any of the above then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
- Where he/she has been appointed to a post, he/she shall forfeit that appointment

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview when and where required by the Food Safety Authority of Ireland, or who do not, when requested, furnish such evidence as the Food Safety Authority of Ireland require in regard to any matter relevant to their candidature, will have no further claim for consideration.

The importance of Confidentiality

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by the Food Safety Authority of Ireland are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Food Safety Authority of Ireland.

Data Protection Acts 1988 and 2003

When an application is received, we create a record in the applicant's name, which contains much of the personal information supplied. Such information held is subject to the rights and obligations set out in the Data protection Acts, 1988 and 2003.

Equality

The Food Safety Authority of Ireland is committed to a policy of Equal Opportunities.