**APPLICATION FOR THE POST OF**

**Chief Specialist, Chemical Safety – Fixed Term (2 years)**

**Please note:**

* The Application Form must be **TYPED.** Handwritten forms will not be accepted.
* All questions must be answered. Do not change the question numbers or sequence.
* Boxes may be expanded as required – please comply with maximum word count requirements.
* Please read the job specification (see Candidate Information Booklet) which provides relevant information about the requirements of this post.
* Letters of application and CVs will not be considered

**ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:**

1.Please ensure that you are able to access [FSAI Careers Page](https://www.fsai.ie/about/work-with-us/careers) This should be tested in advance and should not be left until the last minute.

2. The system will automatically close once the deadline for applications has passed. Any applications not submitted by this time cannot be accepted. You should therefore allow adequate time to upload your application form.

3. Application forms must be submitted in PDF format.

4. You will receive an automated acknowledgement once your application has been submitted successfully. If you do not receive this acknowledgement within 24 hours, contact [recruitment@fsai.ie](mailto:recruitment@fsai.ie).

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS:**

**Midnight, Thursday, 11 April 2024**

* Late or incomplete applications will not be considered
* Canvassing will disqualify
* FSAI is an equal opportunities employer. Recruitment to posts within FSAI is on the basis of merit as assessed at interview

**APPLICATION FORM**

**Section 1 - PERSONAL DETAILS**

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| **First Name:** | | **Surname:** | |
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| **Home Address:** | | **Correspondence Address: *(if different)*** | |
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| **Home Phone Number:** | **Mobile Phone Number:** | | **Eircode:** |
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| **Email address:** *(this is the primary method of communication)* | | | |
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**Section 2 - EDUCATIONAL QUALIFICATIONS**

List each qualification and year attained. **Start with most recent** **qualification.**

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| **2.1 Please give details of your third level education:** | | | | |
| **Year of Award** | **Title**  **e.g. BSc / MSc etc.** | **Subject** | **Award**  **Pass / Honours** | **University / Examining Body** |
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**Note: All qualifications deemed essential for this role will be verified through the submission of relevant awards.**

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| * 1. **Other Skills Training/Courses relevant to this Post:** | | |
| **Year attended** | **Title of Skills Training/Courses** | **Training Body** |
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**Section 3 - FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in committees/sub-committees,  attendance at Seminars, representative role(s) and other professional development |
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**Section 4 - CAREER HISTORY**

**Starting with your current role**, please give details of posts held along with related responsibilities.

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| **Name of (current) employer:** | | **Address of current employer:** | |
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| **Job Title:** | **Start Date in current role:** | | **How much notice do you need to give your current employer?** |
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| **Summary of duties and level of responsibility in current/most recent position:** | | | |
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| **Name of employer:** | | **Address of employer:** | |
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| **Job Title:** | **Start Date:** | | **End Date:** |
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| **Summary of duties and level of responsibility in position:** | | | |
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| **Name of employer:** | | **Address of employer:** | |
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| **Job Title:** | **Start Date:** | | **End Date:** |
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| **Summary of duties and level of responsibility in position:** | | | |
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| **Name of employer:** | | **Address of employer:** | |
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| **Job Title:** | **Start Date:** | | **End Date:** |
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| **Summary of duties and level of responsibility in position:** | | | |
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| **Name of employer:** | | **Address of employer:** | |
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| **Job Title:** | **Start Date:** | | **End Date:** |
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| **Summary of duties and level of responsibility in position:** | | | |
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**Section 5 – STATEMENT OF SUITABILITY**

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| Please outline how you meet the essential requirements as set out in the Candidate Information Booklet (maximum of 300 words) |
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**Section 6 – COMPETENCIES**

For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome (maximum of 300 words per competency).

**Leadership and Strategic Direction (Maximum 300 words)**

* Leads the team, setting high standards, tackling any performance problems & facilitating high performance.
* Facilitates an open exchange of ideas and fosters and atmosphere of open communication.
* Contributes to the shaping of FSAI strategy and policy.
* Develops capability and capacity across the team through effective delegation.
* Develops a culture of learning & development, offering coaching and constructive/supportive feedback.
* Leads on preparing for and implementing significant change and reform.
* Anticipates and responds quickly to developments in the sector/ broader environment.
* Actively collaborates with other Departments, Organisations and Agencies

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**Judgment and Decision Making** **(Maximum 300 words)**

* Identifies and focuses on core issues when dealing with complex information/situations.
* Assembles facts, manipulates verbal and numerical information, and thinks through issues logically.
* Sees the relationships between issues and quickly grasp the high level and socio-political implications.
* Identifies coherent solutions to complex issues.
* Makes decisions in a timely manner and having the courage to see them through.
* Makes sound and well-informed decisions, understanding their impact and implications.
* Strives to effectively balances the sectoral issues, political elements, and the citizen impact in all decisions.

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**Management and Delivery of Results** **(Maximum 300 words)**

* Initiates and takes personal responsibility for delivering results/services in own area.
* Balances strategy and operational detail to meet business needs.
* Manages multiple agendas and tasks and reallocates resources to manage changes in focus.
* Makes optimum use of resources and implements performance measures to deliver on objectives.
* Ensures the optimal use of ICT and new delivery models.
* Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements.
* Instils the importance of efficiencies, value for money and meeting corporate governance requirements.
* Ensures team are focused and act on Business plans priorities, even when faced with pressure.

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**Building Relationships and Communication (Maximum 300 words)**

* Speaks and writes in a clear, articulate, and impactful manner.
* Actively listens, seeking to understand the perspective and position of others.
* Manages and resolves conflicts/disagreements in a positive & constructive manner.
* Works effectively, recognising & managing tensions arising from different stakeholder’s perspectives.
* Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals.
* Proactively engages with colleagues at all levels of the organisation and across other Departments/Organisations and builds strong professional networks.
* Makes opinions known when it is right to do so.

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**Specialist knowledge, Expertise and Self Development (Maximum 300 words)**

* Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/ Organisation
* Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
* Maintains a strong focus on self-development, seeking feedback and opportunities for growth

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### FOOD SAFETY AUTHORITY OF IRELAND

CANDIDATE DECLARATION

I wish to apply for the Chief Specialist, Chemical Safety – Fixed Term (2 years) role.

I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I could be disqualified from the selection process.

Signature:

Date:

**All parts of the application form must be completed and should be submitted by Midnight, Thursday, 11 April 2024** via the [FSAI Careers Page](https://www.fsai.ie/about/work-with-us/careers) .