

Candidate 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:

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

The Exchange, George's Dock, IFSC, Dublin D01 P2V6

Closing Date for receipt of completed applications: **Midnight, Thursday, 11 April 2024**

Job Description

Title Chief Specialist, Chemical Safety – Fixed Term (2 years)
Secondments for qualified applicants will be considered

Reports to Director, Food Science and Standards

Job Environment

The Food Safety Authority of Ireland (FSAI) is a statutory, independent and science-based national agency, dedicated to protecting public health and consumers' interests in the area of food safety and hygiene. 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 involved. The advisory function of the FSAI is carried out in collaboration with its Scientific Committee.

Job Purpose

The Chief Specialist Chemical Safety is a senior position in FSAI. The person appointed is expected to be a self-motivated scientist and an expert in the chemical safety of food, with a good national and international network of senior scientists in the chemical safety field. The Chief Specialist will lead, manage, and develop a team of 4 scientists and together, plan and execute a work programme designed to improve the chemical safety of foods and assists compliance with the technical aspects of chemical safety legislation as it applies to official controls. The Chief Specialist is expected to maintain awareness of emerging chemical safety risks to foods and is the main source of scientific and technical advice within the FSAI regarding the chemical safety of foods and associated European and National legislation. The Jobholder will support the FSAI Scientific Committee in developing independent food safety opinions to underpin the work of the Authority and will build good working relationships with the European Commission and the European Food Safety Agency (EFSA). In this senior role, the job holder will be required to contribute to the wider organisational development of the FSAI and the Food Science and Standards team and to work cross functionally with other FSAI teams to deliver on the FSAI's strategy.

Key Accountabilities

- Advise the Director and the other members of the Senior Leadership Team on strategies and projects to control the risk of chemicals in foods.
- Act as an FSAI spokesperson on chemical safety in food in response to media queries, parliamentary questions and queries received through the FSAI advice line.
- Lead, develop, manage and motivate the Chemical Safety Team and any other assigned staff.
- Develop and execute an appropriate work plan to meet FSAI's objectives in relation to managing risks from chemicals in food.
- Carry out scientific risk assessments of chemicals in foods. In particular carry out exposure assessments and evaluation of toxicological hazard characterisations by EFSA and other international bodies.
- Take principal responsibility for evaluation of risks to consumer health resulting from food chemical incidents and advising thereon.
- Identify and assess the chemical safety emerging risks including those resulting from the application in Ireland of the EU Farm to Fork strategy.
- Provide support for food safety incident, investigations, and crisis management.

- Review scientific (including toxicological) information on the chemical safety of foods and to advise thereon. This activity will include participation in European Food Safety Agency advisory and working groups.
- Advise on the development and implementation of European and National legislation with respect to chemical safety of foods. This activity will include participation in European Commission and Council working groups and Codex Alimentarius Committees related to the chemical safety of food.
- Ensure the risk basis and legal compliance of official control chemical safety monitoring programmes executed by the Official Agencies and to liaise with official laboratories to ensure they are able to test foods appropriately.
- Provide technical support to the FSAI Scientific Committee. In particular, lead the scientific secretariat to the Chemical Safety subcommittee including drafting requests for advice and technical reports.
- Assist FSAI oversight/audit of official and national reference laboratory system as required by the Official Controls legislation.
- Participate in or lead projects connected to the Food Science Strategy including involvement in research and lecturing at third level institutions.
- Contribute to cross functional projects in FSAI (e.g. the Data Strategy).
- Contribute to how FSAI works as an organisation, support collaboration within the FSAI's management team, promote and live the FSAI's values.
- Other duties as assigned and ensure maintenance of confidentiality.

Required Knowledge and Experience

The following requirements are essential to the role:

- A Ph.D. in toxicology, or a discipline where study involved a significant chemical safety element.
- At least seven years post-doctorate experience in food safety and risk assessment with a focus on chemicals in food.
- Specialist knowledge of chemical contaminants and residues in food as well as food improvement agents.
- Extensive experience of collating, summarizing and critically evaluating scientific data.
- Extensive experience of risk assessment in the chemical safety area.
- Working knowledge of FSAI and its role.
- Strong project management skills including the ability to manage a number of projects at any one time and think laterally across a wide range of issues.
- Have the ability to work under pressure and demonstrate sound judgement.
- Have effective presentation, communication and negotiation skills.
- Have demonstrated ability to lead, develop and motivate a team with experience of managing people effectively and efficiently.
- Be computer literate. The standard business software in the FSAI is Microsoft Windows 10 Enterprise and Microsoft Office 365.

The following requirements would be an advantage:

- Working knowledge of food law in Ireland and the EU as it pertains to chemical safety.
- A good publication record either in peer reviewed journals and/or expert reports and related 'grey' literature.
- Aptitude for collaboration and engagement with multiple stakeholders including universities, internal customers, food industry, government agencies and consumers.
- Experience in planning, reviewing and implementing risk based chemical monitoring programmes.

Required Competencies

Leadership and Strategic Direction

- 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

Judgment and Decision Making

- 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.

Management and Delivery of Results

- 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.

Building Relationships and Communication

- 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.

Specialist knowledge, Expertise and Self Development

- 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

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues.
- Contributes positively to the corporate agenda.

- Is personally trustworthy, honest, and respectful, delivering on promises and commitments.
- Ensures that public health is at the heart of all work.
- Is resilient, maintaining composure even in adverse or challenging situations.
- Promotes a culture that fosters the highest standards of ethics and integrity.

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

DIVERSITY, EQUITY, INCLUSION AND BELONGING

The FSAI is committed to a policy of Equal Opportunities. The FSAI's vision is to be a leader in diversity, equity, inclusion and belonging, (DEI&B) in the Irish public sector. The FSAI and its staff is committed to:

- Treating all people equally and respectfully
- Being equitable and fair by working to attract and develop a diverse workforce and ensuring that individuals feel valued in their workplace.
- Being inclusive and seeking out and learning from multiple perspectives.

FSAI STRATEGY AND VALUES

This FSAI's current strategy sets out our vision, mission, values, strategic goals and objectives for the period 2019 - 2023. Our vision of safe and trustworthy food for everyone and our mission of protecting consumers and raising compliance through partnership, science and food law enforcement is fulfilled through working closely with all our stakeholders.

The following corporate values and behaviours underpin the working environment at the Food Safety Authority of Ireland and assist us in delivering on our strategy:

Teamwork: We develop and inspire people to build a better organisation by collaborating with colleagues, both internally and externally, in a way that is aligned to and promotes our core values.

Integrity: We are honest, open and independent in all we do.

Respect: We act with respect and personal responsibility.

Passion: We are passionate about protecting consumers.

Transparency: We conduct our work activities with openness and through open and clear channels of communications to promote great awareness of what we do.

Collaboration: We recognise and value our partners.

More information can be found at <https://www.fsai.ie/strategy/>

Eligibility to compete and certain restrictions on eligibility

European Economic Area Nationals

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

Citizenship Requirements

Eligible candidates must be:

- a. A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b. A citizen of the United Kingdom (UK); **or**
- c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- e. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- f. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public

Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Principal Conditions of Service

Location

There is a hybrid work model in place with the office location based in The Exchange, George's Dock, IFSC, Dublin D01 P2V6.

Probation

A probationary period of 12 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 (first point on scale). If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

The salary scale for this position is as follows:

€105,500 – 108,138 – 110,776

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 30 days.

Selection Procedure

How to Apply

A completed application form must be uploaded online no later than **Midnight, Thursday, 11 April 2024**

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 form 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, their application will be considered withdrawn and they 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 and the Recruitment Process

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided on the application documents will be stored securely by the FSAI and will be used solely for the purposes of processing your candidature.

Legal compliance

The FSAI is committed to complying with all relevant legislation over the course of this recruitment campaign. This includes, but is not limited to, the Employment Equality Acts 1998-2015, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

Protecting personal data

Personal data is collected and processed as part of the recruitment process. This section sets out the relevant information under the following headings:

1. Personal data collected
2. Lawful basis for processing personal data
3. How your information may be shared
4. How long your information may be stored
5. Your data protection rights

1. Personal data collected

The FSAI collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, the FSAI is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines 'personal data' as meaning any information relating to an identified or identifiable living individual. It defines types of 'personal data' as being name, address, date of birth, etc. The GDPR also sets out 'special categories of personal data' for more sensitive information which include, for example, data concerning health.

2. Lawful basis for processing personal data

The FSAI processes personal data provided by you in your application documents during the recruitment process on the lawful basis of 'consent'. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

Contractual

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

Legal obligation

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) are processed on the basis that they are required for the FSAI's compliance with legislation (e.g., employment legislation).

3. How your information may be shared

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

4. How long your information may be stored

The FSAI has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

Unsuccessful candidates

For those individuals who have been unsuccessful in the recruitment process, all information provided to the FSAI will be retained by the FSAI for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Successful candidates

For those individuals who have been successful in the recruitment process, all information provided to the FSAI will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

5. Your data protection rights

You have rights in relation to the personal data collected, processed and stored by the FSAI. Further information is available on our website under the heading 'Data Protection and Access Requests.' That section outlines what your data protection rights are and how to make a Data Subject Access Request to the FSAI.

Further information

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer (DPO) at the FSAI. The contact details are as follows:

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| By post | Data Protection Officer Food Safety Authority of Ireland The Exchange George's Dock IFSC D01 P2V6 |
| By email | DPO@fsai.ie |