

## **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:

### **Technical Executive, Imports & Exports (Communications & Information)**

Food Safety Authority of Ireland (FSAI)

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

Closing Date for receipt of completed applications: **Wednesday 30<sup>th</sup> March 2022**

# Job Description

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<b>TITLE</b>	Technical Executive, Imports & Exports (Communications & Information)
<b>REPORTS TO</b>	Director, Regulatory Affairs and Compliance Building, or other nominated person

## **JOB ENVIRONMENT**

The Food Safety Authority of Ireland (FSAI) is a statutory, independent, and science-based national agency, dedicated to protecting consumers' health and interests by leading a collaborative food safety community to continuously raise food standards and create a culture of compliance. Core FSAI objectives are to ensure, through regulation and engagement, that food produced, consumed, distributed, or marketed in Ireland is safe and meets EU standards. To this end, the FSAI oversees the enforcement of food law through an inspection service that is operated to agreed high standards by various State agencies. Consumers are placed at the centre of all its activities and have a fundamental right to safe food and not to be misled about the food they purchase or eat.

## **JOB PURPOSE**

The person appointed will be working in the Regulatory Affairs and Compliance Building (RACB) team of the FSAI. The RACB team provides strategic leadership for regulatory affairs, supports the food inspectorate and laboratories in the regulation of the food industry, prepares and issues guidance on enforcement and compliance with food law and provides advice to Government on food safety policy, regulatory issues, and food legislation. The RACB team deals regularly with food business in relation to food legislation including compositional, food supplements, labelling, e-commerce, and import/export requirements and provides training services for both official agencies and industry.

This post will be developing and communicating information and resources for stakeholders including the food inspectorate and the food industry, to support compliance with food legislation focusing on food imports and exports between the EU and third countries, especially Great Britain (GB). The post will lead on reviewing the FSAI compliance building resources and information, assessing gaps and developing and communicating information to stakeholders to support compliance with food legislation. This may be through the FSAI website, social media, stakeholder forums, webinars, training, and other means where the FSAI can engage and communicate with key stakeholders to build compliance with food law. This post will be in the imports/exports team but will also work other teams in RACB and the wider FSAI in relation to supporting compliance with food legislation.

## **KEY ACCOUNTABILITIES**

The key accountabilities of the role will be:

- Develop and communicate information and resources to support stakeholder compliance with food legislation focused on food imports and exports.
- Develop information and resources for the food inspectorate and food businesses in relation to export certification to Great Britain.

- Preparation of content and presenting at relevant stakeholder forums.
- Dissemination of key Government, EU and agency messages to stakeholders.
- Support development and delivery of FSAI regulatory strategies to improve compliance with food legislation
- Lead on reviewing data and information sources to identify priority areas for development and dissemination of compliance resources, working to optimise data and information to support regulatory compliance. This will also include reviewing and developing data reports in relation to imports of foods from third countries.
- Working with the FSAI Training and Compliance team to support development, review and delivery of training and compliance resources for the food inspectorate and the food industry focusing on food imports and exports.
- Working with the FSAI Communications team including responding to advice line queries, queries via media and social media, and the development and implementation of internal and external communications programmes and activities in respect of food imports and exports.
- Support development of approaches to identify regulatory priorities for the FSAI
- Communicate complex information and legislation in a manner that is easy to understand, bridges the barriers to and promotes compliance.
- Review effectiveness of information and resources developed to support compliance.
- Maintain and keep up-to-date relevant knowledge and skills
- Work cross-organisationally in the FSAI in relation to development and communication of stakeholder resources and information.
- Other duties as assigned.

#### **REQUIRED KNOWLEDGE AND EXPERIENCE**

- A proven track record of not less than two years relevant experience in a food industry, commercial or public health role. This should include experience working with stakeholders to develop and communicate information and resources to support compliance.
- An honours degree in food science, food regulation or related discipline.
- A good knowledge of food legislation in Ireland and a good appreciation and understanding of the role of the FSAI.
- Knowledge of the legislation and the regulatory environment in relation to food imports and exports would be an advantage.
- Proven skills and ability to communicate complex scientific, legislative, or technical information into easily understandable formats.
- Excellent communication and presentation skills.
- A high level of computer proficiency and have skills in analysis of data and information.
- Experience in communicating complex legislative and technical requirements in an easy-to-understand manner through multiple mediums.
- Project management experience is desirable

## **Required Competencies**

### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change

### **Judgement, Analysis and Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

### **Management and Delivery of Results**

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

### **Interpersonal and Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goals

### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

### **Drive and Commitment to Public Service Values**

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided

- Upholds high standards of honesty, ethics and integrity

## **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/>

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

## **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.**

### **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

# Principal Conditions of Service

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## Location

There will be a hybrid work model with the office location based in The Exchange, George's Dock, IFSC, Dublin 1 however, in line with current Government guidance, it is possible that the successful candidate will commence in this role while working from home.

## 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).* The salary scale for this position is as follows:

€36,656 - €39,663 - €42,675 - €45,653 - €48,632 - €51,621 - €54,630 - €57,638 - €60,877

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

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## How to Apply

An application should be made by submitting your Curriculum Vitae with a comprehensive covering letter, **in PDF format**, outlining your suitability against the requirements of the position.

## Closing Date

The completed application must be submitted no later than: **Wednesday 30<sup>th</sup> March 2022**

## **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**

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## **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.