

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:

Senior Technical Executive Food Reformulation

Food Safety Authority of Ireland (FSAI)

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

Closing Date for receipt of completed applications:

Thursday 16th December 2021

Job Description

Title Senior Technical Executive Food Reformulation

Reports to Food Reformulation Task Force Leader

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.

A dedicated Reformulation Task Force, situated within the FSAI, has been established to implement and drive the actions in the Department of Health's Reformulation Roadmap covering the period to the end of 2025.

The Reformulation Task Force will be managed by the FSAI and its work will be overseen by an Oversight and Monitoring Group chaired by the Principal Officer of Health and Wellbeing Programme, Department of Health, and including representatives of the Department, FSAI and OPIOG.

Deliverables have been agreed for the Task Force including the following areas of work:

- Set out a programme of reformulation work activities and timings within the timescale of the Obesity Policy and Action Plan to 2025, to include the reduction of salt, sugar and saturated fats.
- Initial prioritisation of salt reduction
- Continued participation in the reformulation work of the EU Joint Action Best-ReMaP
- Engagement in discussions with the food manufacturers at category level, including retailers with respect to 'own brand'
- Develop 2025 reformulation targets for foods and drinks explicitly aimed at babies and young children based on FSAI work
- Develop a program of work addressing reformulation of food in the out of home (OOH) eating sector
- Annual Reformulation for Health workshops involving the food industry and other relevant stakeholders to review progress
- Leverage and coordinate outputs from research on reformulation funded at EU and national level.
- An annual report to be presented and discussed at the OPIOG (commencing with a 2022 annual report)

Job Purpose

The person appointed will be responsible for assisting the Food Reformulation Task Force Leader in planning and managing the work of the Food Reformulation Task Force and delivery on the activities covered by the Food Reformulation Task Force Service Level Agreement with the Department of Health. The job holder will contribute to ideas generation and will be involved in project planning, execution and reporting. The job holder will interact with representatives of the food industry and assist the Food Reformulation Task Force Leader in promoting and communicating the work of the Task Force.

Key Accountabilities

- Assisting the Food Reformulation Task Force Leader in their duties as directed
- Assisting in the management of the Food Reformulation Task Force.
- Contribute to ideas generation around the Task Force work.
- Planning, execution and reporting of specific projects and initiatives designed to deliver on the DoH Food Reformulation Road Map
- Day to day management of the work of the Task Force Technical Executive(s)
- Keeping up to date on scientific and technical developments in the food reformulation area.
- Representing the Task Force at National and International technical meetings on food reformulation as directed.
- Maintaining good productive working relations with food industry technical representatives involved in the reformulation of food.
- Communicating the work of the Task Force through verbal and written communications.

Required Knowledge and Experience

The following requirements are essential for the role:

- An honours degree in nutrition
- A proven track record of relevant experience, of not less than 3 years
- Specialist knowledge of food nutrition, food composition and food consumption
- Scientific data collation, summary and critically evaluation relating to nutrition and dietetics.
- Strong project management skills.
- Excellent written and verbal communication skills and a proven track record in report writing.
- Computer literacy. The standard business software in the FSAI is Microsoft Windows 10 Enterprise and Microsoft Office 365.

The following requirements would be an advantage:

- A post graduate qualification in dietetics.
- A track record in project management.
- Aptitude for collaboration and engagement with multiple stakeholders including universities, internal customers, food industry, government agencies and consumers.
- A general understanding of food law as it relates to food labelling and claims on food.

Required Skills and Competencies

Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and 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

Judgment, 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 goal

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 & 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.

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
Teamwork:	We develop and inspire people to build a better organization
Collaboration:	We recognise and value our partners

For more information, please click on <https://www.fsai.ie/strategy/>

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

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

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:

€61,044 - €63,203 - €65,330 - €67,415 - €69,498 - €71,186 - €73,313 - €75,443 - €77,570

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, in PDF format, outlining your suitability against the requirements of the position.

Closing Date

The completed application must be submitted no later than: **Thursday 16th December 2021**

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.