

Job Description

TITLE Audit and Investigations Manager - *Fixed Term 11 months*

REPORTS TO Director, Audit Incidents and Investigations

JOB ENVIRONMENT

The Food Safety Authority of Ireland (FSAI) is a statutory, independent and science-based national agency, dedicated to protecting consumers by leading a collaborative food safety community to continuously raise food standards and create a culture of excellence. Core FSAI objectives exist to ensure through regulation and engagement with stakeholders, that food consumed, produced, distributed or marketed in Ireland is to the highest possible standards. Consumers are placed at the centre of all its activities.

JOB PURPOSE

The appointee will be a member of a team of auditors / investigators with responsibility to ensure, through the provision of an objective and effective audit and investigation service, that the work of official agencies fully reflects the requirements of official control legislation and service contracts.

The appointee will also carry out investigations and audits of industry, as required, to ensure compliance with food legislation and the protection of consumers health and interests.

PRINCIPAL JOB ACCOUNTABILITIES

- Carry out audits to determine compliance with official control requirements/food legislation and to determine whether official agencies are adhering to the terms of their service contracts
- Carry out audits of food business operations to determine compliance with specific aspects of food legislation
- Participate in investigation teams where food fraud/crime is suspected including the collection, development and assessment of intelligence.
- Participate in investigations into protected disclosures notified to the Authority under the provisions of the Protected Disclosures Act 2014.
- Prepare where necessary the relevant documentation regarding court proceedings taken by the Authority
- Take enforcement action as required and appear in court to present evidence
- Prepare in a timely manner audit and investigation reports to include where necessary the corrective action to be taken to address findings identified
- Input into the development of audit programmes
- Support the Authority's participation in audits carried out in Ireland by the European Commission or third countries
- Contribute to the development and maintenance of documented procedures/ protocols which describe the activities of the audit and investigation function
- Keep up to date with developments in EU or national legislation to ensure that the audit, incidents and investigations functional area operates to optimum efficiency and effectiveness
- Carry out such other duties as assigned

REQUIRED KNOWLEDGE AND EXPERIENCE

- An honours (Level 8) degree, preferably in Food Science, Veterinary Medicine, Environmental Health or other relevant discipline.
- A relevant post graduate qualification would be an advantage.
- A proven track record and relevant experience at a senior level of not less than 5 years in a regulatory, audit, or relevant law enforcement environment, including experience in auditing or assessing compliance with food law
- An appreciation of the aims and objectives of the FSAI, of its legislative framework and an understanding of the interactions between the Authority and its official agencies and other stakeholders
- Knowledge of EU and Irish food law and the official controls carried out to ensure protection of consumer health
- Knowledge and experience of investigation techniques and the procedures for the preparation of prosecution files for non-compliance with national or EU legislation
- Be well-organised, a self-starter and be computer literate.
- Computer literacy. The standard business software in the FSAI is Microsoft Windows 11 Enterprise and Microsoft Office 365.

REQUIRED COMPETENCIES

Leadership

- Actively contributes to the development of the Strategies and policies of the Department/Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/goals and delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

Judgment, Analysis & Decision Making

- Researches issue thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data
- Integrates diverse stands of information, identifying inter-relationships and linkages
- Uses Judgement to make clear, timely and well-grounded decisions on important issues
- Takes a firm position on issues s/he considers important
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders

Management and Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Look critically at issues to see how things can be done better
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Is open to new ideas, initiatives and creative solutions to problems
- Effectively manages multiple projects

Interpersonal & Communication skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
- Maintains poise and control when working to influence others
- Instills a strong focus on Customer Service in his/her area

Specialist knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
- Has a breadth and depth knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out specific requirements of the role

Drive and Commitment to Public Service Values

- Is self-motivated and shows desire to continuously perform at a high level
- Is personality honest and trustworthy and can be relied upon
- Ensures the citizen is at heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

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

DIVERSITY, EQUALITY AND INCLUSION

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

The FSAI's current strategy sets out our vision, purpose, values, strategic goals and objectives for the period 2025-2029.

Our Vision

Safe and trustworthy food for everyone

Our Purpose

As Ireland's independent regulator and the central competent authority for the enforcement of food safety legislation, we will protect consumers' health and interests by:

- Building a culture of food safety
- Improving food safety within a risk analysis framework
- Leading a robust food safety control system
- Continuing to drive organisational excellence

Our Values

- We develop and inspire people to build a better organisation through **teamwork**
- We act with **integrity** and are honest, open and independent in all we do
- We are **passionate** about protecting consumers
- We act with **respect** and take personal responsibility
- We recognise and value **collaboration** with our partners
- We are **transparent** and open, and we communicate clearly

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

ELIGIBILITY CRITERIA

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 (EEA). 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 has a Stamp 4 permission or a Stamp 5 permission.

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

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 3 months applies to this position.

Salary

The salary scale for this position is as follows: **€82,976** - €84,574 - €87,489 - €90,406 - €93,321 - €96,239 - €99,156 - €102,073

The starting pay for this position will be at the minimum point of the payscale for the position (first point on scale) in line with Government policy. If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

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

Annual Leave

Annual leave is 30 days, on a pro rata basis.