

JOB SPECIFICATION

TITLE Temporary Senior Technical Executive, Chemical Safety – *maternity leave cover*

REPORTS TO Chief Specialist, Chemical Safety

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.

JOB PURPOSE

The job holder will be responsible for developing and managing projects on the chemical safety of food, including annual chemical monitoring programmes and chemical safety risk assessments. The job holder will be responsible for the assessment of notified products such as infant formula, follow on formula, foods for special medical purposes and food supplements for compliance with food additives legislation.

The job holder will participate at national and international technical and legislation meetings. The job holder will also assist the Chief Specialist in the work of the chemical safety team including the management of the day-to-day activities of the Technical Executives.

KEY ACCOUNTABILITIES

- Develop and manage projects aimed at ensuring the safety of food with respect to chemical contaminants, food improvement agents, and residues.
- Conduct chemical safety risk assessments to support the FSAI's food incident management activities.
- Develop and manage risk-based national chemical monitoring programmes.
- Assess compliance of notified products with the additive's legislation.
- Implement initiatives and measures to address emerging issues in the chemical safety area.
- Develop appropriate guidance documents, training materials and other sources of information on chemicals in food for consumers, the food industry and enforcement officers in Official Agencies.
- Provide support to the acting Chief Specialist in Chemical Safety and assist in any activities that arise from the work of the Chief Specialist.
- Provide technical support to the FSAI Scientific Committee. In particular, to support the acting Chief Specialist in the role of Scientific Secretary to the Sub-committee on Chemical Safety.
- Provide technical support to FSAI colleagues, Official Agencies and the food industry in the area of chemical safety.
- Represent and negotiate on behalf of the FSAI at national and international technical and legislation meetings (e.g. EU, EFSA and Codex Alimentarius).
- Participate in cross divisional projects within FSAI as required.
- Keep up to date with developments in own area of specialisation to ensure that functions are discharged to optimum effectiveness.
- Manage the day-to-day work of the Technical Executives in the Chemical Safety Team.
- Carry out other duties as assigned and ensure maintenance of confidentiality.

REQUIRED KNOWLEDGE AND EXPERIENCE

The following requirements are essential to the role:

- An honours degree in toxicology, chemistry, food science, or related discipline and a related post graduate qualification.
- Proven track record of relevant experience of not less than four years is required (or not less than three years if doctorate studies are taken into account).
- Specialist knowledge in one or more of the following areas: risk assessment of chemical contaminants, food improvement agents, or residues in food.
- Working knowledge of FSAI and its role.
- Strong project management skills.
- Experience managing people effectively and efficiently.
- Strong computer literacy, adept in Microsoft Office 365 for producing high quality documents, managing and accessing data, and creating clear presentations, with the ability to adapt to new software.

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

Team 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

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

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: €72,067 - €74,616 - €77,128 - €79,589 - €82,047 - €84,041 - €86,552 - €89,066 - €91,578

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.

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/>

How to Apply

Applicants interested in applying should upload their CV and a Covering letter outlining their interest and suitability for the post no later than, **Thursday 21st of May 2026 at 5pm.**