

Job Specification

Title Food Reformulation Taskforce Manager
Maternity leave cover to April 2027

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. We are Ireland's independent regulator and the competent authority for the enforcement of food safety legislation. We focus on building a culture of food safety, improving food safety within a risk analysis framework and leading a robust food safety control system whilst continuing to drive organisational excellence.

The FSAI is responsible for the enforcement of food law in Ireland as it relates to food safety, labelling and claims on food as well as certain food compositional standards. Nearly all food law is harmonised at European level and is initiated by the European Commission and developed in consultation with Member States. The Department of Health and the Department of Agriculture, Food and the Marine are responsible for setting Irish policy with respect to food law, thereby coordinating national input into the development of food law at European level and enacting national legislation to bring European legislative acts into force.

We provide policy advice to Government regarding the requirements of food law and develop detailed compliance guidance for food businesses to ensure the highest standard of food safety and hygiene are respected. We also ensure that food law is implemented consistently by coordinating a seamless system of food control activities to an agreed high standard through our Official Agency partners.

The work and governance of the FSAI is overseen by a Board appointed by the Minister of Health and we are advised by a Scientific Committee of independent scientists and a Food Safety Consultative Council of stakeholders

The Food Reformulation Task Force (2022 – 2027) was set up and is led by the Food Safety Authority of Ireland under two Service Level Agreements with the Department of Health. The Task Force is dedicated to delivery against the Reformulation Roadmap developed by the Obesity Action Plan Implementation and Oversight Group (OPIOG) established by the Department of Health. The Food Reformulation Task Force is managed by the FSAI, and its work is 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 and a member of the Obesity Policy Implementation Oversight Group.

Job Purpose

The person appointed will be responsible for managing the Food Reformulation Task Force team, planning its work, managing its budget and delivering the activities agreed in workplans approved by the Oversight and Monitoring Group which are aligned to the Food Reformulation Task Force Service Level Agreement with the Department of Health. The Task Force comprises a small team of skilled

scientists together with an administrative assistant, dedicated to activities designed to bring about an improvement in the nutritional profile of food through reformulation by the food industry.

Key Accountabilities

- Back filling and managing a dedicated team of skilled scientists and an administrative assistant.
- Planning and execution of projects designed to deliver on the Food Reformulation Roadmap.
- Workplan development, management, and reporting.
- Budget planning, management and accountability.
- Keeping up to date on scientific and technical developments in the food reformulation area.
- Representing the FSAI at national and international technical meetings on food reformulation.
- Communicating the work of the Food Reformulation Task Force both nationally and internationally.
- Maintaining a network of reformulation specialists in academia, public bodies, and the food industry.
- Maintaining good governance in line with the Food Reformulation Task Force Service Level Agreement with the DoH.
- Aligning the work with the Strategic Plans of the FSAI and integrating the team in wider FSAI activities.

Required Knowledge and Experience

The following requirements are essential for the role:

- An honours degree in food science, nutrition or dietetics and a post graduate qualification in a related scientific field.
 - A proven track record of relevant experience at a senior level, of not less than 5 years including experience in the following:
 - An understanding of the nutritional aspects of food and the technical role certain nutrients also play in food structure and performance.
 - Scientific data collation, summary and critical evaluation relating to the evolution in the nutritional composition of food.
 - Knowledge and experience of working on national and/or international technical groups in the area of nutrition.
 - Strong project/programme management and budget management skills.
 - Experience leading and motivating people effectively.
 - A good understanding of food law as it relates to reformulation and food labelling.
 - Excellent written and verbal communication skills and a proven track record in report writing.
 - Experience of negotiation and persuasion.
 - Experience of public presentations to technical and/or lay audiences.
- Strong computer literacy and data analytic skills. The standard business software in the FSAI is Microsoft Windows 11 Enterprise and Microsoft Office 365 including MS Teams and MS Power BI.

The following requirements would be an advantage:

- A PhD in a related field.
- Current registration as a dietitian with CORU.
- A strong scientific network of peers and technical contacts in academia and the Irish food industry.
- An understanding of product development and amendment in the food industry.

- Aptitude for collaboration and positive engagement with multiple stakeholders including universities, internal customers, food industry, government agencies and consumers.

REQUIRED COMPETENCIES

Leadership

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance.
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication.
- Develops capability and capacity across the team through effective delegation.
- Develops a culture of learning & development, offering coaching and constructive/supportive feedback.
- Anticipates and responds quickly to developments in the sector/ broader environment.
- Actively collaborates with stakeholders.

Judgment & 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 grasps the high level and socio-political implications.
- Identifies coherent solutions to complex issues and can think outside the box.
- 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 balance the sectoral issues, political elements, and the citizen impact in all decisions.

Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services.
- 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 plan priorities, even when faced with pressure.

Interpersonal and Communication skills

- 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.

Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across several areas that are relevant to their field.
- Keeps up to date with key departmental, sectoral, national, and international developments in the food sector including political and social trends that affect the role.
- Maintains a strong focus on self-development.

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintaining 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 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.