



Chemical Safety Team

Title Monitoring Assistant – Total Diet Study (Temporary)

Reports to Chief Specialist Chemical Safety and/or Senior Technical Executive

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.

The FSAI is carrying out a Total Diet Study (TDS) from 2026-2027, as a follow-up to the last TDS study carried out in Ireland from 2012-2014. A TDS is a public health tool used for the determination of dietary exposure to chemical substances such as contaminants, pesticides, additives and nutrients across a population's entire diet. A TDS consists of selecting, purchasing and collecting commonly consumed foods at retail level, processing and preparing these foods as they would be prepared for consumption and analyzing them for harmful and/or beneficial chemical substances. These occurrence data are then combined with food consumption data from the Irish Universities Nutrition Alliance dietary surveys to provide an estimate of the dietary exposure to chemicals in the Irish diet. A comparison of these dietary exposure estimates for each chemical parameter with its respective health-based guidance value (HBGV) provides a realistic estimate of the risk of exposure or inadequate consumption in the case of nutrients to the Irish population from these chemicals in food.

Job Purpose

The FSAI Chemical Safety Team requires a Temporary TDS Monitoring Assistant to support the purchase and collection of food samples, from food retail outlets, in Ireland. This is a temporary role (**16 weeks duration**) and as such, applicants interested in applying must be available for the full duration of the role advertised. Training will be provided on site in the FSAI offices, located in The Exchange, George's Dock, IFSC, Dublin D01 P2V6.

Key Tasks will include:

- Identification, purchase, collection, preparation, storage, transport, recording and reporting of label details of 143 composite foodstuff samples (made up of approx 1500 individual food products).
- Utilising a handheld data collection device e.g. CLAS android application to gather data from food product labels from designated supermarkets
- Reclassifying food categories within the National Adult Nutrition Survey to develop a shopping list, if required.
- Accurately inputting gathered data into the specified database system
- Preparing samples for transport
- Organising logistics of sample transport e.g. sample storage, packing and courier services
- Ensuring timely transport of samples
- Collaborating with team members to maintain consistency and accuracy in data collection
- Maintaining records of sample collection activities
- Adhering to safety and security protocols while working in supermarket environments



Required knowledge and experience

- Currently studying or recently graduated from a related degree e.g. Human nutrition, food science etc.
- Experience in food composition data collection and entry would be an advantage
- Computer literate with a proficiency in a full range of general computer software (Word, PowerPoint and Excel)
- Must have excellent communication and interpersonal skills, with the ability to interact with all levels within the organisation and members of the public where necessary.
- Excellent organisational skills are essential, as well as the ability to maintain high levels of confidentiality.
- Candidate must be able to work independently on his or her own initiative and as a member of a team

REQUIRED COMPETENCIES

Teamwork

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

Information Management / Processing

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g., written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.

Delivery of Results

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self-reliant and uses judgment on when to ask manager or colleagues for guidance

Customer Service & Communication Skills

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these



- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g., relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
- Clearly understands the role, objectives, and targets and how they fit into the work of the taskforce.
- Is committed to self-development and continuously seeks to improve personal performance

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level and deliver a quality service
- Serves the Government and people of Ireland
- Is thorough and conscientious, even if work is routine
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks
- Is personally honest and trustworthy
- At all times, acts with integrity

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

Pay

As per the current Government pay policy, the starting pay for this position will be at the minimum point of the pay scale for the position (first point on scale),

Administrative Assistant

31,253 – 33,122 – 34,042 – 34,997 – 36,358 – 37,721 – 39,085 – 40,075 – 41,208 – 42,153 – 43,449 – 44,742 – 46,036 – 47,867 – starting at point 1.

DIVERSITY, EQUITY, INCLUSION AND BELONGING

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 (DEIB) 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.

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, **Friday the 8th of May 2026 at 5pm.**

Selection Process & Interview Dates

The Food Safety Authority of Ireland will carry out the selection process to the highest standards of best practice. Shortlisting of candidates will take place on the basis of the information provided by the applicants. The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.