

TITLE Senior Administrative Assistant, Data - *Fixed Term (11 months)*

REPORTS TO Data Manager, and others as nominated

JOB ENVIRONMENT

The Food Safety Authority of Ireland (FSAI) is a statutory, independent and science-based national agency, dedicated to protecting consumers by ensuring 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 Senior Administrator Assistant, Data will primarily provide administrative support to the Data Manager who leads the FSAI's Data Driven Programme and chairs the Data Governance Council (DGC) and the Data-Driven Steering Group (DDSG). These groups oversee the organisation's data governance framework and the delivery of the data-driven programme of projects. The successful appointee will support the Data Manager in ensuring that structures operate efficiently, documentation is well-maintained, and programme activities are supported.

This is an opportunity to:

- Work as part of a data team and support the delivery of the FSAI's data driven programme
- Avail of training provided to build an understanding of data governance principles (data quality, stewardship, metadata, policies)
- Avail of training provided to navigate and disseminate MS PowerBI reports for operational or programme monitoring

KEY REQUIREMENTS

- Provide full administrative support to the DGC and DDSG, including scheduling meetings, preparing agendas, circulating papers, and managing logistics.
- Prepare accurate minutes, decision logs, and action trackers, ensuring timely follow-up and escalation where required.
- Support the Data Manager in ensuring data governance processes are followed and documented in line with organisational requirements.
- Assist in the coordination and administration of the data-driven programme of projects.
- Assist in maintaining data governance documentation, including policies, standards, stewardship documentation, and data registers.
- Support communication between the Data Manager, project teams, data owners, data stewards, and senior stakeholders.
- Provide administrative support to the wider Data Collection & Analysis (DCA) team and other Corporate Affairs Managers as required, and as agreed, with the Data Manager.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Leaving certificate, or equivalent
- Relevant experience in an administrative, coordination, or support role
- Strong organisational and planning skills, with the ability to manage competing priorities
- Excellent written communication skills, including minute-taking and preparation of high-quality documentation
- Strong attention to detail and accuracy in maintaining records
- Ability to work collaboratively with colleagues at all levels and handle sensitive information appropriately
- Proficiency in MS Office, particularly MS Excel, Teams, SharePoint, and other collaboration tools

Desirable knowledge and experience

- Relevant post leaving certificate qualification
- Experience working with project management structures or programme governance frameworks
- Experience supporting transformation programmes

REQUIRED COMPETENCIES**Teamwork**

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise. Values and supports the development of others and the team Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion. Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet it's objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which they work – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts and interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills / expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive and Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/teamwork
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

REPORTING AND WORKING RELATIONSHIPS

- **Reports to:** Data Manager (Chair of the DGC and DDSG), and others as nominated
- **Key relationships:** Data Governance Council members, Data-Driven Steering Group members, Data Owners, Data Stewards, Project Leads, Project Management Office, ICT / DCA teams, and senior management.

This job 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

As at 01 June 2026 the salary scale for this position is as follows: **€35,655** - €37,492 - €38,923 - €40,610 - €42,419 - €44,064 - €46,038 - €48,016 - €49,999 - €51,995 - €54,045 - €56,154 - €58,271 - €61,375.

The starting pay for this position will be at Point 1 of the scale in line with Government policy. If you are currently a serving civil or public servant, your entry point on the scale 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 24 days per annum, on a pro rata basis.