

## Job Description

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**TITLE:** Senior Technical Executive, Data Driven Programme (Fixed Term - 11 months)

**REPORTS TO:** Data Manager

### **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 Senior Technical Executive, Data Driven will support the delivery of the organisation's Data Driven Programme by managing projects and initiatives that improve effective use of data across the organisation through enhancing data governance, data quality and data management processes. The role will involve working closely with business stakeholders to understand information needs, identify data gaps that impact reporting and decision-making, and support the delivery of meaningful insights that inform organisational priorities, service improvement and build the organisations data driven culture.

The postholder will work under the direction of the Data Manager (Programme Manager) and in collaboration with the PMO/Change Manager, the postholder will manage projects, monitor delivery, engage with stakeholders and support the implementation of recommendations arising from data maturity assessments.

This is an opportunity to play a key role in shaping the organisation's data-driven transformation journey. The successful candidate will work with senior stakeholders to influence strategic decision-making, drive improvements in data quality and governance, and help build a culture where data informs service delivery and organisational performance. This role offers significant scope to make a visible impact while developing expertise in data management, change delivery and organisational transformation.

### **KEY RESPONSIBILITIES**

#### **Stakeholder Engagement and Insights**

- Act as a key liaison between the Data Team, Data Governance Council, business areas and programme stakeholders.
- Engage with stakeholders to understand business priorities, reporting requirements and information needs.
- Improve how information is presented and interpreted and assist teams to generate deeper insights that support evidence-based decision-making.
- Identify data gaps, data quality issues and process challenges that hinder reporting and analysis.
- Facilitate workshops, working groups and stakeholder engagement activities.

**Data Maturity and Governance**

- Support data maturity assessments and coordinate delivery of improvement actions.
- Implement and support data governance structures, policies, standards and processes.
- Work with Data Owners and Data Stewards to strengthen data management practices.
- Monitor compliance with agreed governance standards and data quality requirements.

**Project Delivery and Coordination**

- Manage the delivery of data maturity projects and workstreams, ensuring milestones, deliverables and objectives are achieved.
- Develop and maintain project plans, risk registers, action logs and delivery schedules.
- Monitor and report on progress, risks, issues, dependencies, lessons learned and programme benefits.

**Procurement and Contract Management**

- Manage procurement activities in accordance with public sector procurement policies and organisational procedures.
- Support the preparation of business cases, procurement documentation and evaluation processes.
- Manage supplier and contractor relationships to ensure delivery of agreed outcomes.
- Monitor contract performance, expenditure, milestones and service levels.

**REQUIRED KNOWLEDGE & EXPERIENCE**

- An honours (Level 8) degree in the areas of Science, Computing, Statistics, Mathematics, Engineering or other relevant discipline is essential.
- Candidates should demonstrate a minimum of 4 years of relevant post-qualification professional experience in:
  - Delivering reporting, analysis or data-driven insights to support decision-making.
  - Identifying and addressing data gaps, risks and organisational challenges.
  - Working with stakeholders across business, technical and senior management levels.
  - Excellent facilitation and influencing skills with the ability to build strong relationships across technical and non-technical teams.
  - Managing projects or workstreams in a complex organisational environment.
  - Managing procurement activities, contracts and supplier relationships.
  - Using Power BI, SharePoint and Microsoft 365 solutions.

**DESIREABLE KNOWLEDGE & EXPERIENCE**

- A relevant postgraduate qualification would be an advantage.
- Public sector transformation or change programmes.
- Supporting or implementing data maturity assessments, data governance and data quality initiatives
- Public sector procurement
- Project management methodologies such as PRINCE2, Agile or MSP.

## **REQUIRED COMPETENCIES**

### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing 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.*

### **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:

€72,788 - €75,362 - €77,899 - €80,385 - €82,867 - €84,881 - €87,418 - €89,957 - €92,494

*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 29 days, on a pro rata basis.

### **Closing Date for Applications**

Wednesday the 9<sup>th</sup> of September 2026 at 5pm