

## Job Description

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**TITLE:** Temporary Technical Executive, Public Health Nutrition Safety - *11 months*

**REPORTS TO:** Manager, Public Health Nutrition 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.

To this end, the FSAI oversees the enforcement of food law through an inspection service that is operated to agreed high standards by various State agencies. Consumers are placed at the centre of all its activities and have a fundamental right to safe food and not to be misled about the food they purchase or eat.

### **JOB PURPOSE**

The person appointed will be responsible for performing risk assessments on foods in relation to their nutritional safety and suitability and in assessing compliance of notified food supplements, fortified foods and foods for specific groups with applicable food law.

Their specialist nutrition knowledge will enable the provision of expert advice for the development of European food law in the field of Nutrition and Health Claims, Foods for Specific Groups, Fortified Foods and Food Supplements.

Furthermore, this expert knowledge will enable transposition of food law by the Department of Health, the efficient and effective implementation of official controls by Official Agencies and timely compliance with food law by the food industry.

### **KEY ACCOUNTABILITIES**

- Providing support/assistance to the Manager, Public Health Nutrition Safety
- Enabling FSAI, on behalf of the Government, to protect consumer health by conducting risk assessments on:
  - Food Supplements
  - Fortified foods
  - Foods for Specific Groups including Infant and Follow-on formula, Processed cereal-based foods and baby foods, Food for special medical purposes, Total diet replacements for weight control
- Supporting food incident management through the provision of risk assessments on foods on the Irish market suspected of being unsafe
- Contributing to the provision of technical and scientific support to enable Ireland to meet its obligations in respect of the development and transposition of European food nutrition legislation through support to the Department of Health and attendance at European Commission legislation expert working groups in the following areas:
  - Nutrition and Health Claims
  - Nutrient Profiles and Front-of Pack labelling
  - Fortified Foods
  - Food Supplements
  - Foods for Specific Groups

- Facilitating effective official controls by providing technical support into the operation of fair and transparent enforcement systems for food nutrition law including training for enforcement officers and associated compliance documentation for the food industry and enforcement agencies
- Provision of nutritional information and advice for Irish food businesses and Irish consumers through direct request for presentations at industry seminars and via the Authority's advice line
- Development and design of appropriate literature and web updates for the Authority in relation to public health and nutritional aspects of food safety and consumer protection
- Representing the Authority in meetings with consumer groups and industry and EU working groups
- Contributing to the culture and life of FSAI through involvement in FSAI internal committees.
- Keeping up to date on developments in areas of specialisation and in job accountabilities.
- Other duties as assigned.

### **REQUIRED KNOWLEDGE AND EXPERIENCE**

The following requirements are essential to the role:

- An honours degree is essential; ideally this will be in nutrition or dietetics but degrees in a related discipline such as food science, chemistry will also be considered
- Up to two years' experience of collating, summarising and critically evaluating scientific data
- Good computer literacy. The standard business software in the FSAI is Microsoft Windows 10 Enterprise and Microsoft Office 365.
- Excellent written and verbal communication skills and a proven track record in report writing
- Good appreciation and understanding of the role of the FSAI

The following requirements would be an advantage:

- Related post graduate qualification e.g. nutrition or dietetics and/or relevant on-the job training
- Experience in nutritional risk assessment
- A general understanding of food law, in particular, foods for specific groups, nutrition and health claims, nutrition labelling, fortified foods and food supplements

### **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.*

**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: **€44,568** - €47,855 - €51,148 - €54,488 - €57,988 - €61,550 - €65,140 - €68,727 - €73,496

*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.