

Job Specification

TITLE: Technical Executive, Food Incidents - Fixed Term (11 months)

REPORTS TO: Manager(s), Food Incidents

JOB ENVIRONMENT

The Food Safety Authority of Ireland (FSAI) is an independent, statutory and science-based body, set up under the Food Safety Authority of Ireland Act 1998. Our mission is to protect consumers and raise compliance through partnership, science and food law enforcement.

The obligations of the FSAI with regard to food safety and hygiene are extensive and onerous. It is important that the response of the FSAI to food safety issues is proportionate to the risks involved. A detailed knowledge of the various regulations and standards is essential along with practical experience of their application in a variety of situations.

JOB PURPOSE

The jobholder will work with a team of technical and administrative staff undertaking the enforcement of food safety laws and managing food incidents.

KEY ACCOUNTABILITIES

- Assist the Manager(s) with the management of food incidents, including incidents relating to food supplements.
- Assist in assessing, processing and managing food incidents submitted to the FSAI.
- Liaise with the Health Services Executive or other official agencies and other State agencies and Government Departments to ensure compliance with food law.
- Liaise with food business operators and representative groups on matters relating to food incidents and to ensure appropriate recalls and withdrawals of food are conducted in compliance with food law.
- Provide advice on food safety matters as requested.
- Provide technical reports, support/assistance to the Risk Manager and others as required.
- Assist in the development of appropriate guidance and present at associated training courses if required.
- Assist in the promotion of a food safety culture in Ireland.
- Keep up to date on developments in areas of specialisation and in job accountabilities.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Candidates must have an honours degree (Level 8) in food science, environmental health or an equivalent related discipline.
- A relevant post graduate qualification would be an advantage.
- Experience in a food regulatory environment would be an advantage
- Must have an up-to-date knowledge of food safety legislation and regulations, and a good appreciation and understanding of the role of the FSAI
- A good knowledge of the food alert system and proven experience in dealing effectively and decisively with food incidents or similar is desirable

- Experience dealing with crisis situations in a similar work environment
- Must have a high level of computer proficiency. The standard business software in the FSAI is Microsoft Windows 11 Enterprise and Microsoft Office 365.

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

The salary scale for this position is as follows: **€44,127** - €47,381 - €50,642 - €53,949 - €57,414 - €60,941 - €64,495 - €68,047 - €72,768

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 29 days, on a pro rata basis.