

JOB SPECIFICATION

TITLE Temporary Technical Executive, Chemical Safety – 11 months

REPORTS TO Chief Specialist, Chemical 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 job holder will be responsible for assisting the Chief Specialist Chemical Safety in providing advice to the FSAI, Government Departments and the food industry on potential hazards to health from chemical contaminants and regulated products in food. To assist in the preparation of risk assessments, monitoring programmes, guidance documents and evaluating food additives in notified products and other activities in the chemical safety area including assisting the work of the Scientific Committee as appropriate.

KEY ACCOUNTABILITIES

- Work under the guidance of the Senior Technical Executive to provide support to the Chief Specialist in Chemical Safety and assist in any activities of the chemical safety team.
- Assess compliance of notified products with additives and contaminants legislation.
- Develop appropriate guidance documents, training materials and other sources of information on chemicals in food for the food industry and enforcement officers in Official Agencies
- Provide technical support to the FSAI Scientific Committee as directed by the Chief Specialist Chemical Safety
- Contribute to chemical safety risk assessment to support food incident management activities of the Authority.
- Contribute to the Authority's Chemical Safety monitoring activities.
- Provide technical support to the FSAI advice line in the area of Chemical Safety.
- Participate in meetings between FSAI and Official Agencies.
- Conduct scientific literature reviews.
- Represent FSAI at national and EU technical and legislation meetings and global standards development meetings.
- Participate in cross divisional projects within FSAI as required.
- Keep up to date with developments in own area of specialisation to ensure that functions are discharged to optimum effectiveness.
- Carry out activities in conformance with FSAI policies and procedures.
- Participate in groups set up by the FSAI under the broader corporate governance remit of the Authority.
- Carry out such other duties as assigned and ensure maintenance of confidentiality.

REQUIRED KNOWLEDGE & EXPERIENCE

The following requirements are essential to the role:

- An honours degree in chemical safety related discipline e.g., food science, food chemistry, food toxicology, human nutrition.
- Experience of collating, summarising and critically evaluating scientific data
- Must be computer literate. The standard business software in the FSAI is Microsoft Windows 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 and/or relevant on-the job training.
- Experience in chemical safety risk assessment and/or exposure assessment.
- Basic understanding of food law in Ireland as it pertains to chemical safety.

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.

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: €44,568 – €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 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.

Note:

The FSAI recognises that applicants may use AI tools to help prepare job applications and support their participation in the recruitment process. Applicants remain fully responsible for all content submitted.

All information provided must be accurate, truthful, and verifiable. Applications that misrepresent an applicant's skills, knowledge, qualifications, experience, or achievements may be excluded from the recruitment process.

Candidates will be asked during the selection process to explain, expand upon, or demonstrate the experience and competencies described in their application.

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.

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



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Food Safety Authority of Ireland

- 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/>

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 4th of September 2026 at 5pm.**