



Údarás Sábháilteachta Bia NA hÉIREANN  
Food Safety AUTHORITY OF IRELAND

## **Candidate Information Booklet**

**Please read carefully**

The Food Safety Authority of Ireland (FSAI) is undertaking a competition for the purpose of identifying a suitable candidate for appointment to the position of:

### **Technical Executive, Audit & Investigations Temporary - 12 month career break cover**

The Exchange, George's Dock, IFSC, Dublin D01 P2V6

Closing Date for receipt of completed applications: **Midnight, Monday, 25 November 2024**

# Job Description

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**TITLE:** Technical Executive, Audit & Investigations  
*Temporary – 12 month career break cover*

**REPORTS TO:** Audit & Investigations Manager

## **JOB PURPOSE**

The appointee will be a member of a team of auditors/investigators with responsibility to ensure the Authority has an objective and effective audit and investigation service. The work of the service determines whether official agencies comply with the requirements of official control legislation/ service contracts and whether food business operations comply with food law. They will also support and participate in investigations where food fraud is suspected in order to detect, deter and disrupt those involved thereby ensuring public health is not put at risk and there is no impact on food integrity/authenticity.

The successful candidate will be responsible for providing technical and quality back-up support for all aspects of the management and operation of the Audit, Incidents and Investigations area. A key function will be the in the research, development and preparation of detailed documentation for use by audit/investigation teams during their onsite activities.

## **JOB ACCOUNTABILITIES**

- Support managers in audit projects to determine compliance with official control requirements, food legislation and to determine whether official agencies are adhering to the terms of their service contracts.
- Participate in the development and drafting of risk-based audit programmes within the Authority and liaise with the internal audit functions in the official agencies on their programmes.
- Provide technical support to networks and committees under the remit of the Audit and Investigations Division.
- Provide support in relation to food incidents as required.
- Participate as a member of audit, protected disclosure and investigation teams.
- Monitor on-line and social media sites where information has been received that individuals may be using these platforms to engage in fraudulent or deceptive practices.
- Support the work of the division through the input and assessment of data collected during audit/investigations and the preparation of reports on these activities.
- Keep up-to-date with developments in EU or national official control/food safety legislation to ensure that the audit and investigations division operates to optimum efficiency and effectiveness.
- Act as the contact point in the exchange of information on issues of non-compliance and food fraud on the EU RASFF (Rapid Alert System for Food and Feed) and the Food Fraud Administrative Assistance and Cooperation (FFAAC) platform.
- Develop incident and Intelligence reports on the FSAI Intelligence Management System.
- Carry out such other duties as assigned.

## **REQUIRED KNOWLEDGE AND EXPERIENCE**

- A degree in food science, agricultural science, microbiology, environmental health or other related discipline
- Experience in auditing food safety or quality management systems
- Knowledge of, or experience in, the requirements of investigation techniques would be an advantage
- Have an appreciation of the aims and objectives of the FSAI, of its legislative framework and an awareness of the interactions between the FSAI and its official agencies
- Be computer literate. The standard business software in the FSAI is Microsoft Windows 10 Enterprise and Microsoft Office 365
- Have a proven track record and relevant experience of not less than two years in the provision of executive /technical support in the areas of:
  - Determination of compliance with food safety legislation
  - Assessment of data to determine conformance with specifications
  - Minute and or report writing skills
  - An ability to assess large amounts of data and draw logical conclusions
  - Experience in documenting processes/protocols

## **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, 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, (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

This FSAI's current strategy sets out our vision, mission, values, strategic goals and objectives for the period 2019 - 2023. Our vision of safe and trustworthy food for everyone and our mission of protecting consumers and raising compliance through partnership, science and food law enforcement is fulfilled through working closely with all our stakeholders.

The following corporate values and behaviours underpin the working environment at the Food Safety Authority of Ireland and assist us in delivering on our strategy:

**Teamwork:** We develop and inspire people to build a better organisation by collaborating with colleagues, both internally and externally, in a way that is aligned to and promotes our core values.

**Integrity:** We are honest, open and independent in all we do.

**Respect:** We act with respect and personal responsibility.

**Passion:** We are passionate about protecting consumers.

**Transparency:** We conduct our work activities with openness and through open and clear channels of communications to promote great awareness of what we do.

**Collaboration:** We recognise and value our partners.

More information can be found at <https://www.fsai.ie/strategy/>

## **Eligibility to compete and certain restrictions on eligibility**

### **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. 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 is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- e. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- f. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

**To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.**

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and

the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

# Principal Conditions of Service

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## **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.

## **Pay**

*As per the current Government pay policy, the starting pay for this position will be at the minimum point of the payscale for the position (first point on scale).* If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

The salary scale for this position is as follows:

€42,195 – €45,417 – €48,645 – €51,849 – €55,179 – €58,570 – €61,984 – €65,398 – €69,073

Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## **Superannuation**

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. The Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from another public service employment where the break in service, if any, is less than 26 weeks), the terms of the Food Safety Authority of Ireland Staff Superannuation Scheme will apply.

## **Pension Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act, 2009.

## **Annual Leave**

Annual leave is 29 days.



# Selection Procedure

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## How to Apply

A completed application form must be uploaded online no later than **Midnight, Monday, 25 November 2024**.

## Selection Process

The Food Safety Authority of Ireland will convene a selection panel to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in the application form to reduce the list of candidates to a more manageable number for interview
- A preliminary interview which may include a written exercise or assessment
- A final competitive interview which may also include a presentation
- Any other tests or exercises that may be deemed appropriate

## Interview Dates

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

## Queries

Please email [recruitment@fsai.ie](mailto:recruitment@fsai.ie) with any queries.

# General Information

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## Interview Expenses

The Food Safety Authority of Ireland will not be responsible for any expense, including travelling expenses, which applicants may incur in connection with their application for this post.

## Candidates Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process
- Interfere with or compromise the process in any way

Where a candidate is found guilty of canvassing or in breach of any of the above then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
- Where he/she has been appointed to a post, he/she shall forfeit that appointment

## Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview when and where required by the Food Safety Authority of Ireland, or who do not, when requested, furnish such evidence as the Food Safety Authority of Ireland require in regard to any matter relevant to their candidature, their application will be considered withdrawn and they will have no further claim for consideration.

## **The Importance of Confidentiality**

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by the Food Safety Authority of Ireland are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Food Safety Authority of Ireland.

## **Data Protection and the Recruitment Process**

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### **Confidentiality**

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided on the application documents will be stored securely by the FSAI and will be used solely for the purposes of processing your candidature.

### **Legal compliance**

The FSAI is committed to complying with all relevant legislation over the course of this recruitment campaign. This includes, but is not limited to, the Employment Equality Acts 1998-2015, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

### **Protecting personal data**

Personal data is collected and processed as part of the recruitment process. This section sets out the relevant information under the following headings:

1. Personal data collected
2. Lawful basis for processing personal data
3. How your information may be shared
4. How long your information may be stored
5. Your data protection rights

#### **1. Personal data collected**

The FSAI collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, the FSAI is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines 'personal data' as meaning any information relating to an identified or identifiable living individual. It defines types of 'personal data' as being name, address, date of birth, etc. The GDPR also sets out 'special categories of personal data' for more sensitive information which include, for example, data concerning health.

#### **2. Lawful basis for processing personal data**

The FSAI processes personal data provided by you in your application documents during the recruitment process on the lawful basis of 'consent'. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

#### *Contractual*

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

#### *Legal obligation*

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) are processed on the basis that they are required for the FSAI's compliance with legislation (e.g., employment legislation).

### 3. How your information may be shared

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

### 4. How long your information may be stored

The FSAI has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

#### *Unsuccessful candidates*

For those individuals who have been unsuccessful in the recruitment process, all information provided to the FSAI will be retained by the FSAI for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

#### *Successful candidates*

For those individuals who have been successful in the recruitment process, all information provided to the FSAI will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

### 5. Your data protection rights

You have rights in relation to the personal data collected, processed and stored by the FSAI. Further information is available on our website under the heading 'Data Protection and Access Requests.' That section outlines what your data protection rights are and how to make a Data Subject Access Request to the FSAI.

#### **Further information**

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer (DPO) at the FSAI. The contact details are as follows:

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| By post  | Data Protection Officer<br>Food Safety Authority of Ireland<br>The Exchange<br>George's Dock<br>IFSC<br>D01 P2V6 |
| By email | DPO@fsai.ie  |