



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Recruitment Service Tender

Sample Job Specification

Executive Officer

The Role

Executive Officer roles and responsibilities

Executive Officers are involved in a wide range of roles and activities covering various functional responsibilities across the Authority. The precise nature of the role and the duties assigned will vary depending on the team in which the appointment is made. Key accountabilities include but are not limited to the following:

- Provides administrative and other assistance to manager and team as required.
- Manages and coordinates scheduling of internal and external meetings.
- Provides administration support and service to relevant committees and working groups including preparation of agendas, document packs, organising meeting set-up logistics and taking of minutes.
- Assists with cross-organisational projects, working with colleagues from across the organisation to analyse processes and ways of working, bringing solutions and ideas to gain efficiencies.
- Assists in monitoring delivery of programme of work and projects.
- Assists in the preparation of responses to external stakeholders and statutory reports.
- Researches and drafts proposals relating to policy issues and legislation.
- Develops and maintains appropriate databases.
- Assists in the administering of FOI and Data Protection Requests.
- Supervises, assigns work and directs staff, who may report to them.
- Any other duties as may be assigned in accordance with the operational needs of the Authority.

Essential Requirements:

The ideal candidate must be able to demonstrate:

- 2 years relevant work experience.
- Strong computing skills including use of database and Microsoft office packages.
- They possess the required competencies for the role.

Desirable Requirements:

The following requirements are desirable:

- A third level qualification in a business related subject or other relevant discipline.
- A third level qualification in occupational safety, health and welfare.
- Proven administrative track record including conducting research, drafting proposals and preparation of written reports.
- Awareness and understanding of safety, health and welfare legislation.

Conditions of Service**Tenure**

Appointment from this competition will be a full-time permanent Executive Officer grade in the public service following successful completion of an eleven-month probation period.

Salary

For persons paying Class A rate of PRSI contributions, the scale is as follows:

€34,562, €36,464, €37,538, €39,634, €41,513, €43,330, €45,141, €46,914 €48,705, €50,446, €52,264, €53,482, €55,219¹, €56,969²

Long service increments may be payable after 3(LSI- 1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

The starting salary will be at the minimum point of the scale and the rate of remuneration will not be subject to negotiation.

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

Probationary Period

On appointment, the appointee will serve an 11 month probationary period. Prior to the end of this probationary period, a decision will be made on substantive appointment to the position.

Location

This role can be based in the Authority's Dublin HQ or in one of the regional offices as may be agreed by the Authority and the candidate. The role will have a nationwide remit. The Authority reserves the right, at its discretion, to change the primary location to any other place within Ireland. A panel of successful candidates will be established for the filling of current and future vacancies at the Authority's Offices.

Hours of Attendance

Hours of duty will be subject to the exigencies of the post but will not be less than 41 hours 15 minutes gross or 35 hours per week, Monday to Friday, excluding luncheon intervals. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. A flexible working hours scheme is in operation.

Annual Leave

The annual leave allowance for this post is 23 days per annum, exclusive of public holidays, rising to 24 days after five years' service, 25 days after ten years' service, 26 days after 12 years' service and 27 days after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is based on a five-day week.

Key Competencies for the Role

The attention of candidates is drawn to the key competencies model that has been developed for posts at Executive Officer level, which reflects the complex environment in which this position will operate:

People Management
▪ Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
▪ Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
▪ Encourages and supports new and more effective ways of working
▪ Deals with tensions within the team in a constructive fashion
▪ Encourages, listens to and acts on feedback from the team to make improvements

- Actively shares information, knowledge and expertise to help the team to meet its objectives.

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented.

Information Management / Processing

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, division/team objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts and interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence.

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues

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| <ul style="list-style-type: none">▪ Expresses self in a clear and articulate manner when speaking and in writing. |
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Drive & Commitment to Public Service Values
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| <ul style="list-style-type: none">▪ Is committed to the role, consistently striving to perform at a high level |
| <ul style="list-style-type: none">▪ Demonstrates flexibility and openness to change |
| <ul style="list-style-type: none">▪ Is resilient and perseveres to obtain objectives despite obstacles or setbacks |
| <ul style="list-style-type: none">▪ Ensures that customer service is at the heart of own/team work |
| <ul style="list-style-type: none">▪ At all times, acts with integrity |
| <ul style="list-style-type: none">▪ Is personally honest and trustworthy |
| <ul style="list-style-type: none">▪ Acts with integrity and encourages this in others. |

Specialist Knowledge, Expertise and Self Development

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| <ul style="list-style-type: none">▪ Displays high levels of skills/ expertise in own area and provides guidance to colleagues |
| <ul style="list-style-type: none">▪ Has a clear understanding of the role, objectives and targets and how they support the service delivered by the team and division/Authority and can communicate this |
| <ul style="list-style-type: none">▪ Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team. |