



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

Recruitment Service Tender

Sample Job Specification

Grade III Inspector

The Roles - Grade III Inspectors:

We have a number of opportunities for Inspector Grade III positions across the Authority, including a number of roles in our Agriculture Team. These roles will be based across each of our three divisions, Occupational Health, Occupational Safety and Chemicals and Industrial Products. The work of a Grade III inspector is varied and can involve the following non-exhaustive list of activities and tasks across all our mandates.

Specific tasks for the successful candidate will depend on the team or area they work in.

- Complete inspections and investigations.
- Prepare criminal investigation files for review by the Office of the DPP.
- Undertake market surveillance of industrial products and chemicals.
- Contribute to the development of legislation, policy and guidance.
- Provide technical and scientific support to national and EU Committees.
- Assess and prepare regulatory reports.
- Participate in Inspector exchange programmes with other Member State regulatory bodies.
- Evaluate potential for chemical exposure to workers, consumers and/or the environment.
- Research technical requests and provide advice to support the activities of the Authority's Chemicals Helpdesk/Contact centre.
- Support the work of National Advisory Committees.
- Represent Ireland and the Authority at national, EU, and international meetings.
- Support awareness raising activities and maintain good communications with all stakeholders.
- Other tasks as may be assigned from time to time.

Essential Requirements:

In addition to demonstrating that you possess the required competencies, the ideal candidate must be able to demonstrate:

- Honours degree (NFQ Level 8 or equivalent) in Engineering, Science, Agriculture Science, Occupational Health and Safety or other appropriate discipline.
- Minimum of two years relevant work experience.
- Possession of a full driving licence (Category B).

Desirable Requirements:

- In addition to the above essential requirements, it would be a decided advantage for candidates to have one or more of the following:
- A recognised qualification at Diploma level or higher in Occupational Safety and Health.
- Post graduate technical/scientific qualification relevant to the work of the Authority e.g. DGSA, process safety, occupational hygiene.
- Experience in regulatory or technical assessment, inspection, investigation, report writing, policy development, enforcement, or prosecution functions.
- Familiarity with relevant EU Legislation.

Successful candidates will be placed on a panel from which appointments will be made. Vacancies will be offered to candidates placed on the relevant panel based on the order of merit from the interview process. Any panel formed as part of this campaign, will expire 12 months from its establishment.

Conditions of Service**Tenure**

The successful candidate will secure their full-time permanent position as Grade III Inspector grade in the public service after successfully completing an eleven-month probation period.

Salary

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

€36,086; €38,558; €39,220; €42,519; €45,829; €49,139; €52,479; €54,575; €56,683; €58,807; €60,918; €63,036; €65,154; €67,264; €69,393; €71,745(LSI-1); €74,094(LSI-2)

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.

Note: Different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy.

Probationary Period

The successful candidate will carry out an 11 month probationary period. Shortly before the end of this period, a decision will be made on substantive appointment to the position.

Location

The Authority has office locations nationwide in Dublin, Cork, Kilkenny, Athlone, Waterford, Limerick, Galway and Sligo. Candidates will be advised of location at offer stage. The Authority reserves the right, at its discretion, to change the primary location to meet the operational needs.

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. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

25 days per annum, rising to 29 days after 5 years' service and 30 days after 10 years' service in the grade, exclusive of the usual public holidays. 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 Grade III Inspector level, which reflects the complex environment in which this position will operate:

Communication/Confidence/Personal Effectiveness
▪ Demonstrates effective communication style appropriate to audience and situation
▪ Ability to get a message across orally and in writing as well as listen effectively to others
▪ Creates a positive impact and conveys confidence, credibility, objectivity and impartiality to others
▪ Ability to represent the Authority effectively with key stakeholders
▪ Demonstrates strong report writing and presentation skills
▪ Ability to work independently and effectively while adhering to strict timelines and procedures.

Teamwork
▪ Ability to work effectively and co-operatively with others
▪ Establishes and maintains good working and interpersonal relationships with colleagues and stakeholders.

Achievement/Drive/Commitment
▪ Takes responsibility, is accountable and demonstrates a strong focus on producing timely results
▪ Sets challenging standards and goals for yourself and others
▪ Applies appropriate systems/processes to enable quality checking of activities and deliverables
▪ Ability to take a leading role in initiating action, making decisions and taking responsibility
▪ Can cope effectively with setbacks and pressure and maintain commitment when faced with opposition.

Judgement and decision making
▪ Ability to make decisions based on logical processing of information, sound thinking and problem solving, taking account of all available information
▪ Understands complex issues, accurately absorbs and evaluates data
▪ Can devise and propose solutions to address problems
▪ Uses previous knowledge and experience to guide decisions.

Planning and Organising
▪ Ability to produce results, prioritise objectives and schedule work to make best use of time/ resources
▪ Structures and organises their own and others work effectively as needed
Demonstrates strong organisational and administrative skills and a proven ability to work to deadlines
▪ Ability to multi-task in a dynamic and challenging environment
▪ Ability to use initiative and work independently.

Customer Service
▪ Ability to identify customer needs
▪ Ability to propose and implement actions to satisfy customer needs
▪ Identifies opportunities to exploit new and innovative methods to deliver quality customer service.

Technical Expertise
▪ Ability to apply technical knowledge and experience to health and safety and chemical safety principles
▪ Demonstrates a good understanding of the key technical issues
▪ Draw on best practice and innovations in devising solutions
▪ Is competent in using a range of electronic information technologies.