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| **Job Specification; Sample Content****Regional Public Analyst (3759)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** To manage the Public Analyst Laboratory resources and to identify the resources needed to ensure the provision and development of an effective analytical service for the protection of consumer interests and public health.  |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Regional Public Analyst will:***Professional*** Ensure that professional Standards are maintained in relation to confidentiality, ethics and legislation.
* Operate within scope of practice and in accordance with national and local guidelines.
* Effectively manage the Public Analyst Laboratory (PAL) making the best possible use of allocated resources.
* Plan, organise and co-ordinate the overall development of the PAL service.
* Ensure the service is delivered to the highest standards with particular reference to the analysis of samples received by the laboratory for testing and the issuing of reports of the results of that analysis. Including but not limited to **[please add/delete or amend as required]:**
	+ Chemical analysis of food and water samples for the HSE and other designated agencies.
	+ Chemical analysis of water and food samples for the public.
	+ Chemical analysis of samples of food for export certification.
	+ Microbiological analysis of the above.
	+ Microbiological analysis of cosmetics.
	+ Chemical analysis (metals) of clinical samples.
* Ensure that the service agreements with the Food Safety Authority of Ireland (FSAI), Health Products Regulatory Authority (HPRA) or other agencies are agreed, monitored and fulfilled.
* Liaise with Safefood regarding:
	+ Research.
	+ Training.
	+ Inter-laboratory co-operation.
	+ Information publication.
* Ensure that the accreditation status of the PAL is maintained and the scope of accreditation is extended as required.
* Be familiar with relevant legislation, regulations and procedures as they apply to Laboratory services.
* Ensure that the National Reference Laboratory functions of the Laboratory are effectively carried out.
* Ensure that the Official Medicines Control Laboratory (OMCL) status of the Pharmaceutical section of the laboratory is maintained. **[please add/delete or amend as required]**
* Carry out chemical analysis and the microscopical examination of any samples of food, drugs, water, sewage or articles of a miscellaneous nature. **[please add/delete or amend as required]**
* Act out such bacteriological examinations as may be appropriate. **[please add/delete or amend as required]**
* Act as required as Gas Examiner on behalf of any Local Authority which has entered into an arrangement with the HSE for the performance of such duties. **[please add/delete or amend as required]**

**Education & Training*** Participate in the teaching and training (including in-service training) of staff as may be required, and ensure the effective implementation of learning plans in relation to mandatory, statutory and developmental education and training.
* Promote and actively participate in continuing professional development and research activities consistent with the post.
* Promote staff development; identify the training needs of staff and provide support and mentoring to staff as required.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality, Risk, Health & Safety*** Develop, maintain and implement standard operating procedures, protocols and safe working practices, ensure on-going quality control and validation of all services.
* Ensure that correct procedures are adhered to in relation to accidents and investigations and ensure that proper reporting arrangements are in place in line with the requirements of the Health, Safety and Welfare at Work Act 2005, to include frequent risk assessments, adherence to the Site Safety Statement and COVID-19 workplace guidance.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.
* Support, promote and actively participate in sustainable energy water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management*** Manage the Laboratory with regard to personnel, finance, quality assurance mechanisms, planning & operations.
* Manage resources effectively and efficiently having reference to budgetary provision.
* Contribute to the CHO Management Team as a senior member of staff in relation to strategic direction, policy, service developments and collaborative working.
* Assist CHO Management in the development of management policy in relation to the PAL service including budgetary policy in accordance with national HSE, PSI & HIQA standards, key performance indicators & risk management parameters.
* Lead on liaison activity with Safefood, FSAI, other laboratory facilities, national and international bodies in order to develop effective partnerships to maintain the safety of the population served by the PAL.
* Ensure the effective implementation of and compliance with information technology, Children First, Human Resources, Safeguarding and other key national policies and procedure across the PAL.
* Ensure compliance with Freedom of Information and GDPR legislation.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***Professional Knowledge***For Example** Demonstrates a level of knowledge, skills and experience appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrates the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area(s) of responsibility. Has a sound knowledge of risk assessment and management as relevant to the role.
* Demonstrates knowledge of legislative requirements relating to service delivery.
* Demonstrates a commitment to continuous professional development and knowledge sharing.
* Demonstrates a willingness to engage with and develop IT skills relevant to the role.

**Planning and Managing Resources***For Example** Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money.
* Demonstrates ability to effectively manage deadlines and handle multiple tasks.
* Foresees potential problems or competing priorities and takes appropriate action to ensure service standards don’t suffer.
* Demonstrates a high level of initiative and adaptability in response to workforce demands.

**Analysis and Decision Making***For Example** Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have an input.
* Demonstrates the ability to evaluate information and judge situations effectively.
* Demonstrates effective problem solving and decision making strategies.
* Demonstrates strong attention to detail and the ability to effectively undertake complex analysis and reporting.

**Leadership** *For Example** Builds credibility and portrays the profession in a positive light by being professional and well informed.
* Demonstrate excellent leadership and staff management skills.
* Adapts leadership style to suit the demands of the situation and the people involved.
* Inspires others to work to high standards by being enthusiastic about the profession and the service.

**Commitment to Providing a Quality Service***For Example** Demonstrates a commitment to the provision of a quality service.
* Is open to change and leads of the implementation of change and service improvement.
* Is sufficiently aware of policy and professional requirements to ensure appropriate standards in their area of responsibility.
* Demonstrates commitment to continuing professional development.

**Communication & Interpersonal Skills***For Example** Demonstrates effective communication skills including the ability to present information in a clear and concise manner.
* Has strong interpersonal skills including the ability to build and maintain relationships, understanding and valuing individuals and their respective professional roles.
* Demonstrates the ability to facilitate and manage groups through the learning process and the ability to give constructive feedback to encourage learning.
* Demonstrates sensitivity, diplomacy and tact when dealing with others.
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