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| **Job Specification; Sample Content**  **Regional Public Analyst, Deputy (3767)** | |
| **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 assist the Public Analyst in the provision of an analytical service for the protection of Public Health, with special responsibility in the **[add / amend as appropriate]** area. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Regional Public Analyst, Deputy will:*  **Professional**   * Assist and support the Public Analyst in the effective management of the Public Analyst Laboratory (PAL), making the best possible use of allocated resources, with special responsibility in the **[add/amend as appropriate]** area. * Assist the Public Analyst in the planning, organisation and co-ordination of the overall development of the PAL service. * Operate within scope of practice and in accordance with national and local guidelines. * Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation. * Co-ordinate, in conjunction with the Public Analyst and service users, the production and implementation of the annual Food Surveillance Programme. * Co-ordinate in conjunction with external partners the annual Cosmetics Microbiological Surveillance Programme. * Ensure that customer service is delivered to the highest standards. * Ensure that 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 Environmental Health Officers, Local Authorities and other customers, as appropriate. * Liaise with ***Safe*food** regarding:   + Research   + Training   + Inter-laboratory co-operation   + Information publication * Ensure the continued accreditation status of PAL is maintained, with special responsibility for the **[add/amend or delete, where relevant]** area. * Have an excellent working knowledge of the ISO 17025 standard, including auditing under this standard. * Be familiar with relevant legislation, regulations and procedures as they apply to provision of service. * Ensure the timely reporting of samples, including individual, quarterly and annual reports, as appropriate. * Carry out microbiological analysis and the microscopical examination of food, cosmetics, drugs, pharmaceuticals, water, sewage, or articles of miscellaneous nature, as appropriate. **[add/amend or delete, where relevant]** * 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]** * Deputise for the Public Analyst as required.   **Education & Training**   * Participate in the teaching and training (including in-service training) of staff as required, ensuring 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; identifying the training needs of staff and providing 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**   * Assist with the development, maintenance and implementation of standards operating procedures, protocols and safe working practices; ensure on-going quality control and validation of services. * Ensure that correct procedures are adhered to in relation to accidents and investigations and ensure that proper reporting arrangements are adhered to in line with the requirements of the Health, Safety and Welfare as 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**   * Assist the Public Analyst in the management, support and supervision of staff allocated to the PAL in line with HSE policies and procedures. * Effectively manage the overall day-to-day activities of the **[add/amend or delete, where relevant]** area. * 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. * Demonstrates 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. |