

**Regional Public Analyst, Deputy**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Regional Public Analyst, Deputy**  *(Grade Code: 3767)* |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (01/10/21)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder? |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | What is the overall high-level purpose of the job?  *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** | **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 xxxxxx area. **[add / amend as appropriate]** * 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 xxxx area. **[add/amend or delete, where relevant]** * 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, individual and team-based performance management; identifying the training needs of staff and providing support and mentoring to staff as required.   **Quality, Risk, Health & Safety**   * Assist with the development, maintenance and implementation of standard 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 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**   * 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 XXXX area. **[add/amend or delete, where relevant]** * 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **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. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.  The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Regional Public Analyst, Deputy**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of 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 as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€69,676 as at 01.10.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)