



Údarás Sábháilteachta Bia NA hÉIREANN
Food Safety AUTHORITY OF IRELAND



HR & OD Manager

The Exchange, George's Dock, IFSC, Dublin, D01 P2V6

Closing Date for receipt of completed applications:

5pm, Monday, 15 July 2024

“Safe and trustworthy food for everyone”

Job Description

JOB TITLE: Human Resources & Organisational Development Manager

REPORTS TO: Director, Corporate Affairs

JOB ENVIRONMENT

The Food Safety Authority of Ireland (FSAI) is a statutory, independent and science-based national agency, dedicated to protecting public health and consumers' interests in the area of food safety and hygiene. The overall mission of the FSAI is to protect peoples' health and peoples' interests by ensuring that food consumed and produced in the State meets the highest standards of food safety reasonably achievable and that people have accurate and worthwhile information about the nature of the foods they eat.

HR is part of the Corporate Affairs area and operates in a diverse and challenging environment with high levels of responsibilities. The successful candidate will have broad experience across all areas of HR with recent relevant experience in the areas outlined below. They can expect challenging yet rewarding work providing best practice HR support to the organisation. They will have excellent communication and influencing skills, the ability to prioritise and manage a busy workload and possess very strong attention to detail. The ability to work under pressure while maintaining a high level of performance and confidentiality is necessary. This is an excellent opportunity for a senior HR professional to design and implement a Strategic HR model which progresses the organisation to achieve its strategic aims.

FSAI are committed to fostering a positive work environment and are currently seeking a HR & OD Manager to lead our HR team and drive strategic initiatives in talent management, workforce planning, organizational development, learning and development, performance management, employee relations as well as managing health and safety, compliance and pension scheme administration.

JOB PURPOSE

As HR & OD Manager, you will play a pivotal role in shaping and implementing HR strategies to support the FSAI's strategy. Reporting to the Director of Corporate Affairs you will lead a team of HR professionals (5 staff) and collaborate across teams to drive organizational effectiveness and staff engagement. There will also be a requirement to engage regularly with the Senior Leadership Team,

KEY RESPONSIBILITIES

1. People Strategy

- Develop and implement comprehensive HR and people strategies aligned with the FSAI's strategy.
- Analyse workforce trends and metrics to inform strategic decisions and enhance organisational performance.
- Continuously review and update HR (and related) policies and procedures to ensure compliance with legislation and best practices.

2. Organisational Development

- Lead/support initiatives to foster a culture which is aligned with FSAI values and strives for continuous improvement and embedding a culture of innovation within the team in line with FSAI's risk appetite statement.
- Design and implement talent management programmes to attract, develop, and retain talent.

- Work across the organisation, to support a programme of continuous organisational performance improvement and successful implementation of change initiatives.

3. Learning & Development

- Develop and oversee a learning and development programme that facilitates and fosters a culture of continuous learning in line with FSAI Strategy.
- Implement an L&D framework to develop knowledge, skills and competencies and professional growth that meet organizational needs as well as those of staff.

4. Workforce Planning & Talent Management

- Review FSAI's Strategic Workforce Plan in line with the development of FSAI's strategy and implementation plan to ensure the workforce remains agile, responsible and aligned.
- Develop and implement recruitment and onboarding strategies to meet the FSAI's resourcing requirements.
- Develop and implement strategies to strengthen diversity, equality, inclusion and belonging within the organization.

5. Health and Safety

- Oversee health and safety to ensure compliance and foster and promote a safe and healthy working environment.
- Work in collaboration with the Staff Well-being group to implement health and wellness programmes to support staff well-being.

6. Superannuation Management

- Oversee the administration of the FSAI's superannuation schemes.
- Provide information, guidance and support to employees on their pension and in relation to retirement planning.
- Keep up-to-date on changes in superannuation legislation and regulatory requirements and implement the necessary systems / procedure changes to incorporate these as appropriate.

7. Performance Management

- Oversee and develop FSAI's performance management processes, including goal setting, performance evaluation, feedback mechanisms and professional development for staff.
- Provide guidance and support to managers and employees to drive performance excellence.

8. HR Metrics/Analytics, Systems and Processes

- Assess, develop and implement enhancements to current HR systems and lead on ensuring effective utilisation of systems to enhance the delivery of HR services.
- Oversee the utilisation of HR metrics and reports to inform decision-making and measure effectiveness.
- Continuously review and enhance HR processes and workflows to streamline operations and enhance employee experience.
- Ensure processes and procedures are aligned with organisational objectives and best practice.

Qualifications and Experience

- A Bachelor's degree in Human Resources, Business Administration, or a related field is required. A Master's degree would be desirable.
- Extensive experience in HR leadership roles, preferably within a government agency or a regulatory environment (HR Manager, Senior HR Business Partner or equivalent roles)
- In-depth knowledge of Irish employment law, regulations, and best practices.
- Proven experience in developing and implementing HR strategies to drive organisational success.
- Strong leadership and communications skills and the ability to influence stakeholders at all levels.

- Must excel in producing high quality and impactful business writing, including daily correspondence and comprehensive business reports.
- Must be capable of handling conflict and resistance to change effectively.
- Must have an awareness and understanding of current best practices, trends or new developments in HR strategic and operational management.

BENEFITS

- A competitive salary.
- Comprehensive benefits package, including annual leave and membership of FSAI's pension scheme.
- Flexible working arrangements underpinned by the FSAI Blended Working Policy – this currently involves an average attendance in the office 2 days per week
- Excellent opportunities for professional development.
- A dynamic and collaborative work environment dedicated to public service and excellence.

Required Competencies

- Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self Development

The interview will be competency based. The competencies will be assessed in line with the [standard requirements for Assistant Principal Officer](#).

This job description is subject to change from time to time, in line with the FSAI's work requirements.

DIVERSITY, EQUITY, INCLUSION AND BELONGING

The FSAI is committed to a policy of Equal Opportunities. The FSAI's vision is to be a leader in diversity, equity, inclusion and belonging, (DEI&B) in the Irish public sector. The FSAI and its staff is committed to:

- Treating all people equally and respectfully
- Being equitable and fair by working to attract and develop a diverse workforce and ensuring that individuals feel valued in their workplace.
- Being inclusive and seeking out and learning from multiple perspectives.

FSAI STRATEGY AND VALUES

This FSAI's current strategy sets out our vision, mission, values, strategic goals and objectives for the period 2019 - 2023. Our vision of safe and trustworthy food for everyone and our mission of protecting consumers and raising compliance through partnership, science and food law enforcement is fulfilled through working closely with all our stakeholders.

The following corporate values and behaviours underpin the working environment at the Food Safety Authority of Ireland and assist us in delivering on our strategy:

Teamwork: We develop and inspire people to build a better organisation by collaborating with colleagues, both internally and externally, in a way that is aligned to and promotes our core values.

Integrity: We are honest, open and independent in all we do.

Respect: We act with respect and personal responsibility.

Passion: We are passionate about protecting consumers.

Transparency: We conduct our work activities with openness and through open and clear channels of communications to promote great awareness of what we do.

Collaboration: We recognise and value our partners.

More information can be found at <https://www.fsai.ie/strategy/>

Eligibility to compete and certain restrictions on eligibility

European Economic Area Nationals

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

Citizenship Requirements

Eligible candidates must be:

- a. A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b. A citizen of the United Kingdom (UK); **or**
- c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- e. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- f. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a

Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Principal Conditions of Service

Location

There is a hybrid work model in place with the office location based in The Exchange, George's Dock, IFSC, Dublin D01 P2V6.

Probation

A probationary period of 12 months applies to this position.

Pay

As per the current Government pay policy, the starting pay for this position will be at the minimum point of the payscale for the position (first point on scale). If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

The salary scale for this position is as follows:

€78,956 – €80,477 – €83,250 – €86,027 – €88,800 – €91,577 – €94,352 – €97,128

Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Superannuation

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. The Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from another public service employment where the break in service, if any, is less than 26 weeks), the terms of the Food Safety Authority of Ireland Staff Superannuation Scheme will apply.

Pension Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act, 2009.

Annual Leave

Annual leave is 30 days.

Selection Procedure

How to Apply

A completed CV must be uploaded online no later than **5pm, Monday, 15 July 2024**

Selection Process

The Food Safety Authority of Ireland will convene a selection panel to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in the CV to reduce the list of candidates to a more manageable number for interview
- A preliminary interview which may include a written exercise or assessment
- A final competitive interview which may also include a presentation
- Any other tests or exercises that may be deemed appropriate

Interview Dates

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

General Information

Interview Expenses

The Food Safety Authority of Ireland will not be responsible for any expense, including travelling expenses, which applicants may incur in connection with their application for this post.

Candidates Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process
- Interfere with or compromise the process in any way

Where a candidate is found guilty of canvassing or in breach of any of the above then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
- Where he/she has been appointed to a post, he/she shall forfeit that appointment

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview when and where required by the Food Safety Authority of Ireland, or who do not, when requested, furnish such evidence as the Food Safety Authority of Ireland require in regard to any matter relevant to their candidature, their application will be considered withdrawn and they will have no further claim for consideration.

The Importance of Confidentiality

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they

are managed by the Food Safety Authority of Ireland are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Food Safety Authority of Ireland.

Data Protection and the Recruitment Process

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided on the application documents will be stored securely by the FSAI and will be used solely for the purposes of processing your candidature.

Legal compliance

The FSAI is committed to complying with all relevant legislation over the course of this recruitment campaign. This includes, but is not limited to, the Employment Equality Acts 1998-2015, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

Protecting personal data

Personal data is collected and processed as part of the recruitment process. This section sets out the relevant information under the following headings:

1. Personal data collected
2. Lawful basis for processing personal data
3. How your information may be shared
4. How long your information may be stored
5. Your data protection rights

1. Personal data collected

The FSAI collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, the FSAI is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines 'personal data' as meaning any information relating to an identified or identifiable living individual. It defines types of 'personal data' as being name, address, date of birth, etc. The GDPR also sets out 'special categories of personal data' for more sensitive information which include, for example, data concerning health.

2. Lawful basis for processing personal data

The FSAI processes personal data provided by you in your application documents during the recruitment process on the lawful basis of 'consent'. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

Contractual

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

Legal obligation

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) are processed on the basis that they are required for the FSAI's compliance with legislation (e.g., employment legislation).

3. How your information may be shared

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

4. How long your information may be stored

The FSAI has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

Unsuccessful candidates

For those individuals who have been unsuccessful in the recruitment process, all information provided to the FSAI will be retained by the FSAI for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Successful candidates

For those individuals who have been successful in the recruitment process, all information provided to the FSAI will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

5. Your data protection rights

You have rights in relation to the personal data collected, processed and stored by the FSAI. Further information is available on our website under the heading 'Data Protection and Access Requests.' That section outlines what your data protection rights are and how to make a Data Subject Access Request to the FSAI.

Further information

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer (DPO) at the FSAI. The contact details are as follows:

By post	Data Protection Officer Food Safety Authority of Ireland The Exchange George's Dock IFSC D01 P2V6
By email	DPO@fsai.ie



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