

**Public Laboratory Scientist (RPAL), Staff Grade**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Public Laboratory Scientist (RPAL), Staff Grade***(Grade Code: 3039)*  |
| **Campaign Reference** |  |
| **Closing Date** |  |
| **Proposed Interview Date (s)** | To be Confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** |  |
| **Location of Post** | A panel may be created from this campaign for the **Regional Public Analyst's Laboratory, xxx** from which current and future, permanent and specified purpose vacancies of full time or part time duration may be filled.  |
| **Informal Enquiries** | xxx, Public Analyst**Email:** xxx@hse.ie**Tel:** xxx |
| **Details of Service** | The statutory responsibility of the three Public Analyst’s Laboratories (PALs), located in Cork, Dublin and Galway, is the protection of public health by providing an accredited independent scientific analytical and advisory service to a wide range of customers. The Legislative Statutory framework for the PALs is enshrined in all relevant food safety and food control legislation and cosmetics safety legislation, both EU and Nationally, as implemented by Statutory Instruments (S.I.). The latter include S.I. 117 of 2010 EC (Official Control of Foodstuffs) Regulations and S.I. No. 440 of 2013 European Union (Cosmetic Products) Regulations 2013.The PALs are listed as Official laboratories authorised and mandated to perform scientific testing of:1. Food; including for food safety and risk assessment reasons to protect Public Health in relation to food safety and quality;
2. Cosmetics; for cosmetics control and safety.

Certain grades are listed as Approved Examiners.INSERT LABORATORY SPECIFIC DETAILS HEREFull details of the current scope of accreditation are available at the INAB websiteThe analytical service provided by the laboratory includes Food Control and Food Safety, water analysis and Cosmetics Control.  |
| **Reporting Relationship** | The work of the laboratory is carried out under the direction of the Public Analyst. The post holder will report to the Executive Analytical Chemist/ Deputy Public Analyst /Public Analyst as appropriate.  |
| **Purpose of the Post**  | To perform chemical analysis or microbiological examination, as appropriate, of food, drugs, cosmetics, water or other sample types as determined by the Public Analyst. |
| **Principal Duties and Responsibilities** | *The Public Laboratory Scientist**(RPAL), Staff Grade will:***Professional*** Perform chemical or microbiological analysis, as appropriate, of samples of food, cosmetics, water, drugs, sewage or articles of miscellaneous nature
* Use instrumental, classical and molecular biological techniques for chemical analysis or microbiological analysis, as appropriate
* Partake in method development, method validation and system suitability testing as appropriate
* To actively participate in required training consistent with the position
* Maintain good laboratory practice within their laboratory sections and in the broader shared areas of the laboratory.
* Promote healthy working relationships and a professional, punctual and dedicated team. Including awareness of dignity at work policy
* Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive Laboratory team and the achievement of team objectives.

**Quality & Audit*** Comply with the requirements of ISO/IEC 17025 and with the laboratory documented policies and procedures as appropriate
* Perform the calibration and qualification of equipment and instrumentation as delegated
* Participate in, and be subject to appropriate internal and external audit including method demonstration as determined by ISO/IEC 17025
* Report suspected non-conforming work or opportunities for improvement or preventative actions to their supervisor
* Carry out investigations into non-conforming work as delegated

**General*** Work independently and as part of a team
* Attend daily at the Public Analyst’s Laboratory at such times as may be determined by the Chief Officer
* Carry out such duties appropriate to the office as may be assigned by the Public Analyst

**Health & Safety*** At all times comply with the requirements of the agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards as well as the Laboratory Safety Statement
* Participate in risk assessments, identify risks, propose and implement appropriate remedial measures
* Report incidents and near misses as appropriate
* 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service
* Adhere to Laboratory policies in relation to the care and safety of any equipment supplied for the fulfilment of duty
* Participate in reagent stock management, including related safety documentation, in their related work area
* Work in a safe manner with due care and attention to the safety of self and other staff members and visitors in the laboratory

**Education & Training*** Participate in mandatory training programmes
* Take responsibility for, and keep up to date with current practice by participating in continuing professional development as appropriate
* Co-operate fully with the implementation of new procedures, technologies and IT systems

**Administrative*** Be familiar with and duly implement all documented procedures and policies
* Make the most effective use of information technology
* Promote a culture that values diversity and respect in the workplace

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The post holder has a duty to attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and Confidentiality Policies
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained
* Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment
* Every employee is responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks

**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 him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | 1. **Statutory Registration, Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. Hold a minimum of a Level 7 qualification on the National Framework of Qualifications (NFQ) maintained by the Quality and Qualifications Ireland (QQI) in which Chemistry, Food Chemistry, Microbiology or Biochemistry was a major subject or option in the final examination or hold an equivalent professional qualification.

**Or**1. Hold an N.C.E.A. Diploma in Science (Chemistry, Biology or Microbiology option) or equivalent qualification.

**And**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability), for the proper discharge of the duties of the office.
2. **Age**

Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.1. **Health**

Candidates 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. 1. **Character**

Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience of chemical analysis of food or waters/effluents or pharmaceuticals or cosmetics in a Public Analyst’s Laboratory, or equivalent, as relevant to the role. Add microbiology where required |
| **Other Requirements Specific to the Post** | N/A |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:*****Professional Knowledge*** Demonstrate a technical knowledge of chemical, microbiological or molecular biological analyses
* Demonstrate knowledge of modern instrumental techniques and classical methods of chemical, microbiological or molecular biological analyses
* Demonstrate a good knowledge of fundamental Chemistry, Microbiology or Molecular Biology
* Demonstrate the requisite professional knowledge to carry out the duties and responsibilities of the role
* Demonstrate knowledge of Health, Safety & Welfare and other relevant areas

**Planning & Organising*** Demonstrate evidence of effective planning and organising skills
* Demonstrate the ability to manage self in a busy working environment

**Commitment to Providing a Quality Service*** Demonstrate a commitment to deliver a high quality, customer centred service
* Demonstrate knowledge of laboratory quality systems
* Demonstrate an ability to comply with quality assurance policies and procedures at all times
* Demonstrate commitment to continuing professional development

**Communication and Interpersonal Skills*** Demonstrate good communication and interpersonal skills
* Demonstrate evidence of computer skills and a willingness to develop I.T. Skills relevant to the role

**Team Skills*** Demonstrate effective team skills, including working with and within a laboratory team

**Problem Solving & Decision Making*** Demonstrate the ability to evaluate information, solve problems and make decisions in a busy changing working environment.
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| **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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://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. |



**Public Laboratory Scientist (RPAL), Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent and whole-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**  | To be updated at recruitment stageNew 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** | 35 Hours |
| **Annual Leave** | 27 Days |
| **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. |
| **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. |