

**Public Laboratory Scientist, Senior (RPAL)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Public Laboratory Scientist (RPAL), Senior** *(Grade Code: 3040)* |
| **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 formed as a result of this campaign for **Public Analyst’s Laboratory, XXX** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | XXX, Public Analyst **Tel:** xxx **Email:** xxx@hse.ie  |
| **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 website The 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. (review re. chief, see staff grade spec) |
| **Purpose of the Post**  | To perform Chemical and Microbiological analysis of food, water, cosmetic or other sample types as determined by the Public Analyst and to participate in providing a high quality and efficient laboratory service in compliance with ISO / IEC17025 to all its customers. ADD IN POST-SPECIFIC DETAILS HERE FOR SLT ACTIVITIES ‘additional responsibilities as defined by the Public Analyst’ ‘contribution’ ‘as relevant to the senior responsibilities of the role’ |
| **Principal Duties and Responsibilities** | **Professional** *The Public Laboratory Scientist, Senior (RPAL) will:** Perform chemical or microbiological analysis, as appropriate, of samples of food, cosmetics, water, pharmaceuticals, 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
* Actively participate in the improvement and development of services within the laboratory in liaison with Executive Analytical Chemists, Deputy Public Analyst(s) and the Public Analyst.
* Participate in the preparation and review of standard operating procedures or other laboratory documents, in accordance with the Laboratory’s document control procedures if required.
* Take responsibility for performance of routine maintenance, conditioning, calibration, quality control and record keeping of instruments within their work area, as appropriate.
* To assist and/or help to direct the work of Public Laboratory Scientists, in the absence of a more senior member of staff and/or as agreed with a more senior member of staff
* To take the lead in maintaining good laboratory practice within their laboratory sections and in the broader shared areas of the laboratory.
* Contribute to the Quality Management System
* Assist and facitiate competency training of Public Laboratory Scientists to carry out sample preparation and analytical procedures as appropriate to the role.
* Promote a culture of learning by participating and assisting in professional development of self and others.
* Deliver training to staff within the Laboratory to support the training of new and existing Staffworking in their section.
* Document staff training, as appropriate to the role.
* Promote healthy working relationships and a professional, punctual and dedicated team.
* Facilitate open communication within the Laboratory and to the Laboratory’s customers, as appropriate to the role.
* Ensure that the Laboratory standard operating procedures and health and safety policies are understood and carried out. Contributing to the development of laboratory standard operating procedures as appropriate to the role.
* 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.
* Trained staff to carry out Audits, as appropriate
* Contribute to the Quality Management System by conducting audits if requested by Laboratory Management

**Health & Safety***The Public Laboratory Scientist, Senior (RPAL) will:** Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards
* Work in a safe manner with due care and attention to the safety of self and other staff members and visitors in the laboratory
* Be aware of risk management issues, identify risks and take appropriate action; report any adverse incidents or near misses
* Assist and cooperate with senior staff in procedures aimed at accident prevention in the Laboratory
* Adhere to Laboratory policies in relation to the care and safety of any equipment supplied for the fulfilment of duty
* 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.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service
* To take the lead in reagent stock management, including related safety documentation, in their related work area

**Education & Training***The Public Laboratory Scientist, Senior (RPAL) will:** Participate in mandatory training programmes.
* Take responsibility for, and keep up to date with current practice by participating in ongoing professional development.
* Maintain an up-to-date personal training / retraining record in accordance with Laboratory policy.
* Facilitate arrangements in the Laboratory area for educating and training Laboratory, personnel and others as appropriate.
* Co-operate fully with the implementation of new procedures, technologies and IT systems.

**Administrative** *The Public Laboratory Scientist, Senior (RPAL) will:** Cooperate with the Public Analyst, Deputy Public Analyst and EACs in the proactive introduction of agreed policies, procedures and methods.
* Be familiar with, and duly implement, all documented procedures and policies.
* Participate in the provision of appropriate statistical and management information, as appropriate to the role.
* Make the most effective use of information technology for both Laboratory staff and customer support.
* Attend meetings and conferences as requested.
* Promote a culture that values diversity and respect in the workplace. (Including awareness of the ‘Dignity at Work Policy’)
* Keep up to date with organisational developments within the Irish Health Service.

**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** | **Candidates must have at the latest date of application: -** 1. **Statutory Registration, Professional Qualifications, Experience, etc.**
	1. Eligible applicants will be those who on the closing date for the competition:

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| (i) | 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** |
| (ii) | Hold an N.C.E.A. Diploma in Science (Chemistry, Biology or Microbiology option) or equivalent qualification.  |
|  | **AND** |
| (iii) | Have at least three years post qualification experience in a Public Analysts Laboratory or equivalent.  |
|  | **AND** |
| (iv) | Have practical experience of analytical chemistry [add microbiology where required] in the analysis of food or waters/effluents or drugs or cosmetics in a Public Analyst’s laboratory or equivalent.  |

**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.
1. **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 in the area of analytical chemistry instrumentation and techniques as relevant to the role, including Microbiology analysisIn the Dublin Public Analyst's Laboratory, they have Chemistry and Microbiology Sections; there is no need for an applicant to the Chemistry Section to have Microbiology Experience.  |
| **Other requirements specific to the post** | N/A |
| **Skills, competencies and/or knowledge** | **Professional Knowledge:***Candidates must:** Demonstrate a good knowledge of fundamental Chemistry or Microbiology
* Demonstrate a technical knowledge of chemical analysis or microbiological analysis
* Demonstrate knowledge of modern instrumental techniques and classical methods of chemical analysis, microbiological or molecular biological analyses
* Demonstrate the ability to identify and resolve system failures and anomalies
* Demonstrate experience in documentation preparation
* Demonstrate the ability to evaluate information, solve problems and make effective decisions.
* Demonstrate evidence of commitment to professional development

**Quality Focus:***Candidates must:** Demonstrate a commitment to deliver a high quality, customer centered service.
* Demonstrate knowledge of laboratory accreditation systems, for example ISO/IEC 17025.
* Demonstrate an ability to comply with quality assurance policies and procedures at all times.

**Communication and Interpersonal Skills:***Candidates must:** Demonstrate good interpersonal skills.
* Demonstrate evidence of effective planning and organising skills
* Demonstrate effective communication skills including the ability to present information in a clear and concise manner

**Teamwork**:*Candidates must:** Demonstrate an ability to work with and within a laboratory team.
* Demonstrate capacity for management responsibility and demonstration of initiative, including decision making. Improve efficiency within working environment, ability to evolve and adapt to a Rapid Changing Environment.
* Demonstrate experience in staff training and maintaining staff records
* Demonstrate supervisory, management and leadership experience

**General**:*Candidates must:** Demonstrate knowledge of appropriate computer / I.T. skills.
* Demonstrate knowledge of Health, Safety & Welfare and other relevant areas.
* Demonstrate commitment to ongoing professional development.
* Demonstrate experience of managing workloads, ability to work under pressure and multi-task
* Demonstrate good time management skills
* Demonstrate the ability to self-manage in a busy working environment
* Demonstrate evidence of project management skills
* Demonstrate ability to work on your own initiative, work independently and as a lead person.
* Demonstrate ability to deal with challenging situations
* Ensure most effective use of resources
* Assist in all costing activities within the Laboratory
* Provide appropriate statistical and management information as needed
* Demonstrate flexibility and openness to change
* Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others
* Be aware of and adhere to relevant standards, policies and legislation for example Health and Safety, Freedom of Information Act 2014.

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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, Senior (RPAL)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is 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 stage |
| **Working Week** | The standard working week applying to the post is 35 hours per 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 is 29 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. |
| **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.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)