

**Make the  
change  
to make  
a real  
difference**



Candidate Information Booklet  
Technical and Scientific Chemical  
Policy Advisor (Principal Officer)

One Year Fixed Term Contract

Closing date:  
**2pm on Thursday, 2nd April 2026**

**HSA**

An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority

## Who are we?

The Health and Safety Authority (the Authority) was established in 1989 under the Safety, Health and Welfare at Work Act 1989. Additional functions have been conferred on the Authority since then under the Safety, Health and Welfare at Work Act 2005, the Chemicals Acts 2008 and 2010 and other legislation. In 2014, the Irish National Accreditation Board (INAB) was included under the Authority's functions. **The Authority reports to the Minister of State for Business, Employment and Retail under delegated authority from the Minister for Enterprise, Tourism and Employment.**

The Authority has a very broad mandate as set out below across the areas of workplace health and safety, chemicals, market surveillance and accreditation.

- To regulate the safety, health & welfare of people at work and those affected by work activities.
- To promote improvement in the safety, health, and welfare of people at work & those affected by work activities.
- To regulate & promote the safe manufacture, use, placing on the market, trade & transport of chemicals.
- To act as a surveillance authority in relation to relevant single European market legislation.
- To act as the national accreditation body for Ireland.



The Chief Executive Officer, together with the Assistant Chief Executives (ACEs), manages the implementation of strategy in line with the Authority's statutory responsibilities. Each Assistant Chief Executive has responsibility for the divisions as set out below.

- a) The **Corporate Services** Division provides the support structure of the Authority on which all other divisions and sections rely to carry out their functions and roles. The Corporate Services Division has responsibility for people and organisational development, finance, ICT, facilities, communications, legislation and corporate governance, procurement, strategic management including risk management, Freedom of Information, quality assurance and internal audit.
- b) The **Chemicals and Industrial Products** Division has responsibility for international, EU and national legislation for the safe manufacture, use, transport, import, trade and sale of chemicals and industrial products to industrial and professional users as well as consumers.
- c) The **Occupational Safety** Division has responsibility for the development and implementation of policy across specific sectors such as construction, transport as well as national inspection and investigation teams for occupational health & safety. The division also incorporates the Authority's legal team who provide legal advice and handle prosecutions via the Office of Public Prosecution.
- d) The **Occupational Health** Division has responsibility for the development and implementation of policy as well as inspections in health and social care, agriculture, and across other sectors in a range of occupational health and hygiene topics. It also has responsibility for the delivery of the Authority's Enterprise and Employee supports such as BeSmart and HSAlearning and the delivery of the Authority's new occupational medical functions.



- e) The **Irish National Accreditation Board** (INAB) provides the national accreditation service for Ireland. INAB was established in 1985 and is a Committee of the Health and Safety Authority under legislation (Safety, Health and Welfare at Work Act 2005, as amended by the Industrial Development (Dissolution of Forfas) Act 2014. Accreditation is the formal recognition that an organisation is competent to perform specific processes, activities, or tasks in a reliable credible and accurate manner. INAB reports directly to the CEO of the Health and Safety Authority.

Further information about the Authority, including current structure, publications and key documents, is available at [www.hsa.ie](http://www.hsa.ie)

Further information about INAB is available at [www.inab.ie](http://www.inab.ie)

## Why consider this role?

This role is designed to assist in the preparation and execution of Ireland's EU Presidency in the areas of Chemicals Policy and Legislation. The successful candidate will be employed by the Health and Safety Authority and will be seconded to the Department of Enterprise, Tourism and Employment for the duration of the contract term.

The Technical and Scientific Chemical Policy Advisor will be able to bring their knowledge and skills in the area of chemicals to chemical policy and legislation. They will support the permanent representative and the Department during the Irish hosting of the EU Presidency on relevant chemical related dossiers. The Advisor will ensure the technical requirements are translated into EU legislative text. They will co-ordinate the inputs and draft scientific and technical material for the Department of Enterprise, Tourism and Employment.

They will be responsible for stakeholder engagement including engaging with representative interest groups on complex technical areas to ensure that needs are balanced.

It is expected that from the outset, the successful candidate will be able to make a substantive contribution to the work during Ireland's EU Presidency supporting the Department of Enterprise, Tourism and Employment which operates within a fast moving and constantly evolving regulatory landscape. The person should be able to demonstrate an appetite and aptitude for change, including the assignment of additional or alternative responsibilities. The appointed person shall have the capacity to undertake foreign travel as required and lead other functions/programmes as the areas of responsibility may change in accordance with priority requirements.

The successful candidate will have strong business acumen, credibility and influencing capabilities and will effectively represent chemical interests to all external stakeholders. The successful candidate will need to demonstrate the capacity to quickly master wide ranging briefs, assimilate complex information and assume significant levels of responsibility and accountability.

The person appointed will be able to bring their knowledge and skills in the areas of chemicals to contribute to the development of the Presidency objectives. They will have a strong ability to write high quality, clear and concise policy, briefings and other documents and contribute to the development of policy in a busy, high-profile environment working within tight timeframes.

This role provides an exciting opportunity for the right candidate to make a real and sustainable impact on a European wide level for the duration of the EU Presidency.



## Our commitment to supporting our Staff:

- The Authority is committed to embracing opportunities for blended working, to build a dynamic, agile and responsive organisation while sustaining strong standards of performance and high levels of productivity.
- A healthy work-life balance is important to us and we recognise this by offering a comprehensive range of work-life balance options and a wide variety of special leave options.
- We also provide access to the Cycle to Work Scheme and the Tax Saver Scheme.
- We have a comprehensive staff occupational health and wellbeing programme including an Employee Assistance Programme, health screening, health and nutrition advice and wellbeing talks.
- We are committed to providing ongoing learning and development opportunities so that you can develop to your full potential. Staff are actively encouraged to pursue further education opportunities through our Refund of Fees Scheme.

## Our commitment to Diversity and Inclusion:

- As an equal opportunity employer, we are committed to implement equal opportunities in all our employment policies and procedures.
- The Health and Safety Authority values and welcomes diversity and is committed to creating a truly inclusive workplace. We aim to develop colleagues to enable them to make a full contribution to meeting the Authority's objectives, and to fulfil their own potential on merit.
- Diversity and inclusion is reflected in and embedded across our employment policies and practices and is reflected in our current workforce demographic.
- We welcome and encourage job applications from candidates of all backgrounds.



## The Role: Technical and Scientific Chemical Policy Advisor (Principal Officer)

The Health and Safety Authority are currently managing a broad and expanding volume and complexity of new EU chemical legislation.

To maintain the role in the provision of technical and scientific support to the Department of Enterprise, Tourism and Employment policy and negotiation priorities, and to ensure continuity in servicing Ireland's obligations under EU chemical legislation in particular during Ireland's EU Presidency, we are recruiting for a Technical and Scientific Chemical Policy Advisor (Advisor) to support stakeholder engagement, to assist in the preparation of scientific and technical policy material and the strategic coordination of input into EU legislative processes during Ireland's hosting of the EU Presidency.

The Principal Officer will play a pivotal role in stakeholder engagement and the provision of scientific and technical advice to European Union laws, Regulations and Policy developments. The role will require the person to undertake foreign travel, primarily to Brussels.

The successful candidate will be recruited at Principal Officer and will be **seconded to Department of Enterprise, Tourism and Employment, WREM Safety Health and Chemical Policy Unit for the one year contract duration.**

The successful candidate will report to the Assistant Secretary, WREM and will act as a member of the DETE Senior Management Team.

The Principal Officer's key responsibilities include, but are not limited to, the following:

- Providing leadership on the development and management of EU Chemical policy by inputting, coordinating, identifying and developing key scientific, technical and legislative briefings to the Department of Enterprise, Tourism and Employment.
- Providing specialist technical and scientific chemical advice to support the Permanent Representative and the Department during Ireland's EU Presidency
- Supporting a wide range of technical and scientific advisory work across a wide range of chemical issues and government departments
- Providing technical support to the Department and Minister to represent Ireland's interests by engaging and building relationships with national, pan-European and international stakeholders and institutions.
- Responsible for stakeholder engagement including engagement in complex technical and scientific areas to ensure needs of all parties are balanced.

- Working in partnership with other across government departments in the field of chemical scientific and technical policy to ensure consistency, cohesion and co-ordination of effort.
- Drafting positions proposals and information to facilitate framing of EU/International Chemical policy and legislation.
- Available to attend or accompany Department officials and Perm Rep to provide technical and scientific support at EU meetings or to co-ordinate the attendance of other relevant scientific or technical experts as relevant.
- Leading, motivating, supporting and developing staff in the relevant business units within the portfolio of responsibility, including in the development and implementation of chemical relevant activities a cross governmental departments, state authorities and agencies.
- Maintaining active networks of appropriate contacts to ensure awareness of emerging issues and current/developing best practice.
- Participating in the organisational Management Group and contributing to the implementation of strategic, organisational, financial and operational goals and objectives.
- Ensuring reporting resources comply with the relevant processes and procedures and memorandums of understandings.
- Ensuring (public) information is available.
- Managing the safety, health and welfare, oversees compliance with the responsibilities as set out in the Safety Statement.
- Implementing change initiatives, promoting a culture which encourages innovation and supporting staff through any change process.
- Undertaking such other duties as may be assigned in accordance with the operational needs of the role.

### Essential Requirements

In addition to demonstrating that you possess the required competencies, the ideal candidate must be able to demonstrate:

- First or second class qualification to an honour's degree (NFQ Level 8 or equivalent) in a relevant scientific or technical discipline to the role.  
OR
- First or second class higher diploma (NFQ Level 8 or equivalent) in a relevant scientific or technical discipline to the role and a primary degree in any discipline (at least NFQ Level 7).  
OR
- Master's degree or a Post Graduate Diploma (NFQ Level 9) in a relevant scientific or technical discipline to the role.  
AND
- A minimum of 5 years' relevant professional experience.
- Strong Interpersonal and Communication skills.
- Evidence of proven negotiating and influencing skills.
- A proven track record at a senior level (within either the private or public sector).
- Evidence of building and maintaining high performing teams.
- Possession of a full driving licence (Category B).
- Demonstrate that they possess the competencies required of a Principal Officer as set out below.

### Conditions of Service

#### Tenure

Appointment from this competition will be to 1-year fixed term position at Principal Officer grade in the Public Service.

#### Salary

For persons paying Class A rate of PRSI contributions, the scale is as follows:

PRINCIPAL OFFICER SCALE (PPC)

€107,081	€111,625	€116,133	€120,676
€124,508	€128,483	LSI1	€132,450 LSI2

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.

**The starting salary will be at the minimum point of the scale and the rate of remuneration will not be subject to negotiation.**

### Desirable Requirements:

In addition to the essential requirements, it would be a decided advantage for candidates to have one or more of the following:

- Previous work experience in a Government Department or within a regulatory body, working in the field of chemical legislation and/or experience in European law.
- Current working knowledge of European Chemical legislation.
- Evidence of developing effective working relationships and providing robust and timely scientific and technical advices to aid effective decision making.
- Relevant postgraduate/professional qualification relevant to the activities of the role.



**Note:** Different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy.

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

#### Probationary Period

On appointment, the appointee will serve a six-month probationary period.

#### Location

This role will be based in the DETE Offices in Dublin and will involve EU travel when required.



## Hours of Attendance

Hours of duty will be subject to the exigencies of the post but will not be less than 41 hours 15 minutes gross or 35 hours per week, Monday to Friday, excluding luncheon intervals. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

## Annual Leave

30 days, exclusive of the usual public holidays. This allowance is subject to the usual conditions regarding the granting of annual leave in the public service and is based on a five-day week.

Additional conditions of service are available in **Appendix 1**.

## How to Apply

The Authority, invites applications from suitably qualified candidates, and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Applications should be submitted by email to [recruitment@hsa.ie](mailto:recruitment@hsa.ie) and must include:

**A CV and cover letter** outlining why you wish to be considered for the role and why you believe your skills and experience meet the requirements of the role and;

A completed comprehensive **Application Form**, clearly showing your relevant qualifications, achievements and experience in your career to date.

Only applications fully submitted by email will be accepted into the campaign.

## Closing Date

Deadline for application:  
**2pm on Thursday 2nd April, 2026**

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact the [recruitment@hsa.ie](mailto:recruitment@hsa.ie) to ensure your application has been received.

To apply for this role, visit  
[www.hsa.ie/careers](http://www.hsa.ie/careers)



## Acceptance of Application

Before you apply for any position please familiarise yourself with the job description and ensure that you meet the essential requirements. The acceptance of an application from a person, or the requesting of a candidate to attend for interview or any other test, is not to be regarded as an admission that such person possesses the prescribed qualifications, experience, or other essential requirements. Prior to appointing any candidate to a position, the Authority will make any enquiries it deems necessary to establish the suitability of that candidate.

For further information on the application and selection process, please see **Appendix 2**.



## APPENDIX 1: ADDITIONAL CONDITIONS OF SERVICE

### Contract Arrangements

Appointments arising from this competition are subject to Section 52, of the Safety, Health and Welfare at Work Act 2005 and any other Act for the time being in force relating to the Authority.

Staff of the Health and Safety Authority may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the Authority or be inconsistent with their official positions. For this reason, candidates who come under consideration for appointment will be required to complete a conflicts of interest declaration, which will be reviewed by the Head of P&OD prior to their appointment. In the event of identified conflicts of interest, it may arise that candidates may not be considered for certain posts.

### Payment Arrangements

Salary will be paid fortnightly in arrears by credit transfer into your nominated bank account. In the event of overpayment, deductions will be made from subsequent salary payments in accordance with agreed procedures.

### Travel and Subsistence

Travel and subsistence expenses properly incurred and vouched in the discharge of your duties shall be paid by the Authority in accordance with the scale applicable to civil servants at a comparable level subject to such conditions as approved from time to time.

### Health

Any person appointed must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Appointees, who will be paying the Class A rate of PRSI, will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Health & Safety Authority. Payment of salary during illness will be subject to the appointee making

the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

### The Organisation of Working Time Act 1997 (As Amended)

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this appointment.

### Superannuation and Retirement

Successful candidates will be offered the appropriate superannuation terms and conditions as prevailing in the public service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

## APPENDIX 1: ADDITIONAL CONDITIONS OF SERVICE continued

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, (the 2012 Act).

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e., non- Single Scheme) as per the 2012 Act shall apply. The 40-year limit is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Early Retirement Schemes and Redundancy Schemes within the public sector**

Such schemes imposed certain conditions on those availing of these schemes in relation to employment later in the wider public service. The onus is on each applicant to ensure, that if they have availed of such a scheme, they are eligible to apply for this competition.

### **Ill-Health Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract.**

### **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.

## APPENDIX 2: APPLICATION TERMS AND CONDITIONS

### Contact details

On completing your personal details, you must provide a valid email address. You should note that all future correspondence during the selection process will be via the email address that you supply. It is your personal responsibility to monitor this email account.

### Canvassing

Any attempt by candidates themselves, or by any person(s) acting at their instigation, directly or indirectly, by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour any officer of the Authority or any person acting on behalf of the Authority, will automatically disqualify the candidates for the position(s) they are seeking.

### Eligibility to compete

Eligibility to compete is conditional on applicants, where relevant, having the necessary requisite work permit/visa/permission to enable them to work legally in the Republic of Ireland. The onus is on each applicant to satisfy themselves that they meet this requirement.

### Selection Procedures

The Agency will use both essential and desirable requirements as referred to earlier in this candidate information booklet to shortlist candidates and scoring will be based on the information contained in the application form for the role.

The Authority, with the assistance of the Agency will convene an expert board to carry out the competitive stages of the selection process to the highest standard of best practice. Normally the number of applications received for a position exceeds that required to fill the vacancy. While candidates may meet the eligibility criteria of the competition, if the numbers applying for the post are such that it would not be practical to process all candidates to the next stage of the selection process, the Authority may decide that a certain number only will be progressed to the next stage. Candidates will be progressed through the various stages of the selection process based on their order of merit at each stage.

In the event of many applications the Authority may shortlist based on information provided in the application. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications, and experience meet the requirements of the post.

Selection methods may include:

- Shortlisting of applicants as outlined above.
- Competitive initial/preliminary interview.
- Online testing of candidate's abilities.
- Written assessments with work sample test or other exercises.
- Presentation to selection panel.
- Competitive Final Interview.
- Any other test or assessment as deemed appropriate including psychometric assessment.

Candidates will be required to attend for interview or any other tests at their own expense. It is not possible to alter the allocated interview/test date or time.

At the final stage, candidates who meet the required standard for the job are placed in order of merit and considered for appointment in that order.

We aim to accommodate candidates with no unnecessary obstacles placed in their way. We will assist candidates with disabilities, so they are provided with appropriate and reasonable accommodations to ensure that they have the best opportunity to perform to their optimum.

Prior to recommending any candidate for appointment to the position, the Agency will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Authority, with the assistance of the Agency, may at its discretion select and recommend another candidate for appointment based on the results of this selection process.

### Communication with Candidates

The Authority conducts its recruitment in line with the Commission of Public Service Appointments (CPSA) Code of Practice. There is a commitment to open, timely and effective communication to candidates. Accurate, sufficient and appropriate documentation is issued to candidates. Enquiries are dealt with in an efficient and timely manner.

Clear, specific and meaningful feedback is provided when requested by candidates. Effective systems are in place to manage the feedback function.

The Authority's recruitment process is governed by the Freedom of Information Acts and candidates may request information in line with the requirements of that Act. It is Authority policy however to provide such information without the necessity for an FOI request.

## APPENDIX 2: APPLICATION TERMS AND CONDITIONS continued

### Candidate Obligations

1. Candidates who do not attend for interview or any other test when and where required, or who do not furnish any material or evidence that the Authority may require in relation to their application, will have no claim for further consideration. Failure to furnish any documentation or other material within the required timelines will result in the candidate being deemed to have withdrawn their application from the competition.
2. Candidates must produce satisfactory documentary evidence of all qualifications claimed by them if required. Any credit given to a candidate at interview in respect of such claims is provisional and liable to revision if the necessary supporting documents are not furnished as requested. The Authority may request copies of academic transcripts and/or verify the authenticity of an applicant's qualifications with the relevant institutions.
3. Any candidate who supplies false or misleading information in their application may be disqualified. Candidates must not personate another candidate at any stage or interfere with or compromise the process in any way. Sharing information on the selection process through any means may result in you being disqualified.
4. Candidates must not canvass either directly or indirectly any person involved in the recruitment process.
5. The use of recording equipment of any type is not permitted at any stage of the recruitment process. Any candidate found to be in breach of this provision will be disqualified from a competition.

Candidates who fail to comply with these obligations may be disqualified from the process or, if already appointed they may have to forfeit the appointment.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:
  - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
  - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### Candidates Right to Review

The review process enables candidates to seek review when they believe that an action or decision taken in relation to the selection process was unfair or unreasonable.

Candidates must address their concerns in relation to the process, in writing, to the Agency in the first instance. A request for review must be received within 7 working days of the notification of the decision. Where the decision relates to an interim stage of the selection process (e.g., shortlisting for interview) a request for review must be received within 3 working days.

The case will be dealt with in an efficient and timely manner and in line with this policy and procedures and will be reviewed by a person other than the individual who made the decision in question. If the candidate is unhappy with the outcome of the review, he/she may request a further review which will be carried out by the Agency.

## APPENDIX 2: APPLICATION TERMS AND CONDITIONS continued

### Screening (References, Medical Examination and Garda Vetting)

When a selected candidate has indicated their interest in the position which is being filled, the next stage is to carry out reference checks, medical examinations and if appropriate Garda Vetting.

References are sought, in writing or by phone, and candidates will be informed in advance of referees being contacted.

Verification of qualifications relevant to the post will be required. This may take the form of requiring sight of qualifications in original or copy form, transcripts of results, verification of awards/memberships directly by the awarding/professional body etc.

Medical examinations will be carried out to ensure that candidates are fit to fulfil the requirements of the role and, where necessary, to identify special arrangements which should be put in place to assist them in fulfilling the requirements of the position.

Garda Clearance must be sought for all staff who will be appointed to an Inspector role and any other position in accordance with our Garda Clearance Policy. Should this be necessary candidates will be required to complete an online Garda Vetting Form should they come under consideration for appointment. **Please note that the garda clearance process which we carry out only covers addresses in the Republic of Ireland and Northern Ireland.**

Candidates who have lived or worked outside Ireland are required to provide Police Clearance for any address(es) where he/she has resided overseas for a period of 6 months or more. You will be required to provide the Authority with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you. The clearance must be dated after you left the respective countries. **Any costs incurred in this process must be borne by the candidates**

## APPENDIX 3: GENERAL INFORMATION

### Ethics of Public Office Act

The Ethics of Public Office Act 1995 and the Standards in Public Office Act 2001 applies to this post.

### Confidentiality

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

### Legal Compliance

The Agency and the Authority are committed to complying with all relevant legislation over the course of this recruitment campaign, including but not limited to, the Employment Equality Acts 1998-2011, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

### Expenses

The Agency and/or the Authority will not be responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

### Data Protection (Recruitment Process)

Personal data is collected and processed as part of the recruitment process. The following personal data is collected:

- Your full name
- Your email address
- Your mobile telephone numbers

### Lawful Bases for Processing Personal Data Consent

The Agency / the Authority processes personal data provided by you in your application during the recruitment process on the lawful basis of 'consent'. Your consent is required to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process. By entering a recruitment competition, you agree to us processing your data for the purposes of this recruitment process as outlined within this booklet.

### Contractual

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

### How your Information may be shared

We will not disclose your personal information for any purpose which is not connected with the job application. We may disclose your data on a confidential basis to select employees of our external service providers who support us with the administration of recruitment applications and selection processes.

### How long will your Information will be stored

Any personal data gathered in connection with your job application will be retained for 12 months.

### Unsuccessful Candidates

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

### Your Data Protection Rights

You have the right to:

- ask what personal data we hold about you at any time,
- ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge, and
- have any personal data about you deleted.

If you wish to exercise any of the above rights, please email your request to our data protection officer at [DPO@hsa.ie](mailto:DPO@hsa.ie)

## APPENDIX 4: REQUIRED COMPETENCIES

### Key Competencies for the Role

The attention of candidates is drawn to the key competencies model that has been developed for posts at Principal Officer level which reflects the complex environment in which this position will operate:

#### PRINCIPAL OFFICER

##### Leadership & Strategic Direction

- Demonstrates commitment to and acts as a role model of the Authority's values.
- Leads the team, setting high standards, tackling any performance problems & facilitating high performance.
- Contributes to the shaping of Authority and Departmental strategy and policy.
- Develops capability and capacity across the team through effective delegation.
- Develops a culture of learning & development, offering coaching and constructive/supportive feedback.
- Leads on preparing for and implementing significant change and reform.
- Anticipates and responds quickly to developments in the sector/broader environment.
- Actively collaborates with government Departments and other Agencies.

##### Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/situations.
- Sees the relationships between issues and quickly grasp the high level and socio-political implications.
- Identifies coherent solutions to complex issues.
- Takes action, making decisions in a timely manner and having the courage to see them through.
- Makes sound and well informed decisions, understanding their impact and implications.
- Strives to effectively balance the sectoral issues, political elements and the citizen impact in all directions.

##### Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/services in own area.
- Balances strategy and operational detail to meet business needs.
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus.
- Makes optimum use of resources and implements performance measures to deliver on objectives.
- Ensures the optimal use of ICT and new delivery models.
- Critically reviews projects and activities to ensure their effectiveness and that they meet Authority's requirements.
- Instills the importance of efficiencies, value for money and meeting corporate governance requirements.
- Ensures team are focused and act on Business plan priorities, even when faced with pressure.

##### Building Relationships & Communication

- Speaks and writes in a clear, articulate and impactful manner.
- Actively listens, seeking to understand the perspective and position of others.
- Works effectively within the political process, recognizing and managing the tensions arising from different stakeholder perspectives.
- Proactively engages with colleagues at all levels of the organization and across other Departments/Agencies and builds strong professional networks.
- Makes opinions known when s/he feels it is right to do so.

## APPENDIX 4: REQUIRED COMPETENCIES continued

### Specialist Knowledge, Expertise and Self Development

- Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Authority.
- Keeps up to date with key sectoral, national and international policies and economic, political and social trends that affect the role.
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth.

### Drive and Commitment

- Consistently strives to perform at a high level.
- Demonstrates personal commitment to the role, maintaining determination and persistence.
- Is personally trustworthy and honest, delivering on promises and commitments.
- Ensures the customer is at the heart of all services provided.
- Is resilient, maintaining composure even in adverse or challenging situations.
- Promotes a culture that fosters the highest standards of ethics and integrity.



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