CANDIDATE INFORMATION BOOKLET

Open competition for appointment to the position of:

Metrology Technician -National Metrology Laboratory, Electrical Department

**National Standards Authority of Ireland**

**Closing Date:**

**COB 21/06/2019**

PLEASE READ CAREFULLY

GDPR Privacy Statement is appended to the back of the booklet

National Standards Authority of Ireland is committed to a policy of equal opportunity

**Contact: NSAI Human Resources Department on 01 8073839 or at**

**1 Swift Square, Northwood, Santry, Dublin 9, Ireland**

**Telephone Number: (353) 1 8073839**

**URL: https://www.nsai.ie/**

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|  | Job Description |
| job title: | Metrology Technician |
| Division: | NML |
| Department: | Electrical Laboratory |
| reference: | 10-19 |
| Reports to: | NML Technical Manager |
| Grade: | T2 |
| Full time / part time: | Full Time |
| Status: | 2 Year Fixed Term Contract |
| Location | Dublin |

**Job Overview**

The National Metrology Laboratory maintains the national measurement standards for a range of quantities and offers a calibration service with traceability to national and international standards. The main functions associated with the post are assisting with the maintenance of the national measurement standards, calibration of measuring instruments and standards, and assisting with research activities in the laboratory.

**Key Tasks and Responsibilities**

**Maintenance and development of the Irish national standard(s):**

* Assist in the maintenance of the national standards.
* Carry out tasks associated with NML’s participation in international measurement inter-comparisons as appropriate.
* Assist in the laboratory programme of internal comparisons to provide confidence that standards are reliable and that their values remain within their stated uncertainty.
* Engage in projects for the improvement in the range and quality of measurement services to meet the developing needs of Irish users.

**Calibration service**

* Perform calibrations of client measuring instruments in a timely manner and as per standard operating procedures.
* Ensure the efficient administration of calibration activities including the issuing of calibration certificates.
* Ensure the quality of calibration results by means of internal cross-checks and other quality control procedures.
* Communicate effectively with clients.
* Develop, document and validate new calibration procedures when required.

**Maintenance of Quality System in Laboratory**

* Work with Technical Manager and Quality Manager in maintaining a quality management system that meets the requirements of ISO17025 and ISO9001.

**Research and Development**

* Carry out technical and administrative tasks associated with NML’s participation in co-operative European research projects.
* Provide technical assistance to researchers working in the NML.
* Identify and implement opportunities for efficiency improvements in the laboratory via the use of information technology or otherwise.

**Other**

* Manage the laboratory’s environmental control and monitoring systems.
* Assist with NML’s training programme.
* Any other duties assigned from time to time.
* Ensure health & safety compliance is adhered to at all times.

**Qualifications and Experience**

**Essential**

* 3rd level qualification in a physics, engineering, instrumentation or related discipline.
* Strong abilities in numeracy and mathematical analysis.
* Excellent IT Skills including remote communication with and control of instrumentation.
* Previous experience of undertaking careful and methodical work.

**Desirable**

* A strong knowledge and understanding of the requirements of the ISO 17025 Quality Standard.
* A good knowledge of measurement and calibration principles.
* Previous experience of working in a metrology laboratory and/or a quality-controlled environment would be a distinct advantage.
* Experience with instrumentation interfacing and software programming.

**Competencies**

* Excellent IT skills; experience with developing automated test systems would be an advantage.
* Strong numeracy skills, detail-oriented with the capability of following precise procedures.
* Excellent written and verbal communication.
* Ability to work on their own initiative.

**Key Competencies for Metrology Technician**

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| **Leadership and Strategic Direction** |
| * Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise * Provides clear information and advice as to what is required of the team * Strives to develop and implement new ways of working effectively to meet objectives * Leads the team by example, coaching and supporting individuals as required * Places high importance on staff development, training and maximising skills & capacity of team * Is flexible and willing to adapt, positively contributing to the implementation of change |
| **Analysis and Decision Making** |
| * Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors * Takes account of any broader issues and related implications when making decisions * Uses previous knowledge and experience to guide decisions * Draws accurate conclusions and makes fair and balanced recommendations backed up by evidence * Puts forward solutions to address problems |
| **Management & Delivery of Results** |
| * Takes responsibility and is accountable for the delivery of agreed objectives * Successfully manages a range of different projects and work activities ~~at the~~ simultaneously * Structures and organises their own and others work effectively * Is logical and pragmatic in approach, delivering the best possible results with the resources available * Delegates work effectively, providing clear information and evidence as to what is required * Proactively identifies areas for improvement and develops practical suggestions for their implementation * Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively * Applies appropriate systems/processes to enable quality checking of all activities and outputs * Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers |
| **Interpersonal & Communication Skills** |
| * Builds and maintains contact with colleagues and other stakeholders to assist in performing role * Acts as an effective link between staff and senior management * Encourages open and constructive discussions around work issues * Is assertive and professional when dealing with challenging issues * Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances * Expresses self in articulate and clear manner when speaking and in writing |
| **Specialist Technical Knowledge, Expertise and Self Development** |
| * Has a clear understanding of the role, objectives and targets ~~of self and team~~ and how they support the work of the Standards Department * Has high levels of expertise and broad Public-Sector knowledge relevant to his/her area of work * Focuses on self-development, striving to improve performance * Displays technical competence in their related sector * Ability to carry out careful and methodical work |

**Application and Selection Process**

**How to Apply**

Please submit the 2 documents as set out below to human.resources@nsai.ie by the close of business on 21st June 2019.

1. A comprehensive CV detailed as relevant to the position (no longer than 3 pages);
2. A short cover letter/ personal statement (i.e. no more than 2 pages)outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the position.

We request that **all two documents are submitted in a single word document or PDF** where possible.

**Please note** that omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Requests for Reasonable Accommodations**

NSAI, in line with the Employment Equality Acts 1998-2015, will ensure that it does all that is reasonable to accommodate the needs of a person who has a disability and will ensure that its services are accessible across the range of disabilities.

If you require reasonable accommodations made, please indicate this during the application process by emailing human.resources@nsai.ie by writing to the following address: HR Department, NSAI, 1 Swift Square, Northwood, Santry, Dublin 9 DO9 AOE4. Any requests for reasonable accommodation need to be accompanied by a medical/psychologist’s report, the purpose of which is to provide NSAI with information necessary to make the decision on reasonable accommodation as promptly as possible. NSAI will consider each request on a case by case basis. All information provided will be treated as strictly confidential.

**Requests for Documentation/Information in an Alternative Format**

All documents/information related to the application process is available in an alternative format. You can make a request for documents/information in an alternative format by emailing [human.resources@nsai.ie](mailto:human.resources@nsai.ie) or in writing to the following address: HR Department, NSAI, 4th Floor, 1 Swift Square, Northwood, Santry, Dublin 9 DO9 AOE4.

Please provide the following details when making a request:

* Name, address, contact details
* Details of document/information being requested
* The information format sought

All requests will be acknowledged within 3 working days of receipt and will be dealt with within 10 working days. Where a delay in providing the requested information occurs, NSAI will confirm the new date the person can expect to receive the information. If NSAI is unable to provide the requested information, the reason will be explained fully in writing to the person making the request.

**Closing Date**

**The closing date and time for applications is 21st June 2019. Applications received after the specified deadline will not be accepted.**

*If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email* [*human.resources@nsai.ie*](mailto:human.resources@nsai.ie)

**Selection Methods**

NSAI will convene an expert board 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 their application;
* A competitive, competency focussed, interview;
* A second-round interview (if applicable);
* Presentation/Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate; and
* Reference and online checks.

**Shortlisting**

Based on the number of applications received, the NSAI may in the first instance conduct a shortlisting exercise.

During any short-listing exercise that may be employed, NSAI is guided by an interview board who examine the applications and assess them against pre- determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on your application.

Prior to recommending any candidate for appointment to this position NSAI 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.

**Interviews**

The onus is on each applicant to ensure that she/he is in receipt of all communications from NSAI. Candidates should make themselves available on the date(s) specified by NSAI and should make sure that their contact details specified on their application are correct. NSAI will not be responsible for refunding any expenses incurred by candidates for attendance at interview.

**Candidates’ Rights–** **Review Procedures in relation to the Selection Process**

NSAI will consider requests for review in accordance with its Recruitment & Selection Policy.

**References**

NSAI would appreciate it if you would start considering names of people who you feel would be suitable referees (1 - 2 names and contact details). The referees listed do not have to include your current employer but should be in a position to provide a work reference for you. Please be assured that NSAI will only collect the details and contact your referees should you come under consideration at interview stage.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that NSAI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Should the person recommended for appointment decline, or having accepted it, relinquish it, NSAI may at its discretion, select and recommend another person for appointment from the panel on the results of this selection process.

**Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other selection processes when and where required by NSAI, or who do not, when requested, furnish such evidence as NSAI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

**Principal Conditions of Service**

**Remuneration:**

Level T2 Contributory Salary scale: €50,163 (Point 1), €52,282 (Point 2), €54,462 (Point 3), €56,746 (Point 4), €58,988 (Point 5), €61,084 (Point 6), €63,301 (Point 7), €65,432 (Point 8) p.a

Level T2 Non-Contributory Salary scale: €47,744 (Point 1), €49,757 (Point 2), €51,828 (Point 3), €53,997 (Point 4), €56,129 (Point 5), €58,118 (Point 6), €60,224 (Point 7), €62,250 (Point 8), p.a. (only applicable for relevant category of Civil/Public Servants)

All appointments are made in accordance with Dept. of Finance and Public Expenditure and Reform guidelines.

Salary implications for existing Civil/Public servants should be queried with HR Unit, NSAI.

**Starting Salary**

Candidates should note that entry will be at the first point of the appropriate scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Duties of the Post**

The duties and responsibilities set out in this job description are indicative of responsibilities related to this role. As with all posts, the nature of NSAI business is evolving and flexibility is required to adapt to changing business needs.

**Annual Leave**

Annual Leave 29 working days and this leave is exclusive of Public Holidays.

**Hours of Attendance**

Working hours are from 9:00 a.m. to 5:15 pm on Monday to Thursday and 09.00 to 16.45 on Friday, with 45 minutes lunch break unless otherwise stated. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

**Tenure**

The appointment will be on a 2-year Fixed Term Contract basis. The appointee must serve a probationary period, which lasts for 12 months. Should the appointee’s service be satisfactory with regards to health, conduct, and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointee’s services be unsatisfactory, the appointment may be terminated at any time during the period.

**Location**

This position is currently based at 1 Swift Square, Northwood, Santry, Dublin 9.

**Confidentiality and Conflict of Interest**

Employees are prohibited from having any personal or financial interest in any industry that NSAI certifies from the date of appointment with the NSAI. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the NSAI.

**Superannuation and Retirement**

The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in NSAI depending on the status of the successful appointee:

a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 [Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers];

b) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

**Appointee’s status for superannuation purposes**

Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee’s status. The following points should be noted:

**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 existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**Pension Abatement**

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree’s public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment.

**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.

**Pension Related Deduction**

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

For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>

**GDPR Privacy Statement- Recruitment Process**

**Purpose of Processing**

NSAI conducts a competency-based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit a CV, Cover Letter and Key Achievements form for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address).

**Legal Basis for Processing**

* Necessary for performance of a contract or to enter into such a contract
* Compliance with legal obligation (Terms of Employment Information Act)

**Recipients**

The following shall receive your information for reasons outlined below:

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| **Recipient** | **Reason** |
| HR (internal) | Storing application, acknowledging responses and corresponding with applicants. |
| HR (external Service provider) | If outsourced support is sought, NSAI’s outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process. |
| Interview Panel | The Interview Panel will receive your applications to conduct shortlisting and assessing applicants. |
| Referees | Applicants are asked to provide references for people who can be contacted to validate work records and/or comment on suitability of the applicant for the NSAI position in question. These people shall be contacted, and the applicants name will need to be provided to receive the reference. |
| Company Doctor | NSAI will use your personal details to refer you to the company doctor if considered for appointment. |

**Details of Data Transfers Outside the EU**

This does not apply to this process.

**Automated Decision Making**

This does not apply to this process.

**Retention Period for Data**

For unsuccessful candidates, applications and correspondence shall be retained for 2 years. For successful candidates, their application will be placed on their employee file and retained during their employment and for 7 years thereafter.

**Your GDPR Rights in Relation to this Process**

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| --- | --- |
| **Right** | **Explanation** |
| Access | You can request and receive access to the information requested in the process at any time. |
| Portability | You can request and receive a copy of this data, in electronic/transferable format, at any time. |
| Erasure | You can request the data held be erased. We have outlined the anticipated retention period above. |
| Rectification | You can request that any incorrect information, due to this information being updated or otherwise, be corrected. |
| Objection | You can object to this information being processed |

If you have any questions or complaints about NSAI’s use of your personal data, please contact NSAI’s Data Protection Officer:

* By post: Data Protection Officer, National Standards Authority Ireland, 1 Swift Square, Northwood, Santry, Dublin 9 DO9 AOE4  by phone: +353 1 8073800

You also have the right to lodge a complaint with the Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found on the Data Protection Commission’s website.