



CANDIDATE INFORMATION BOOKLET

Open competition for appointment to the position of:

**Standards Officer - Built Environment/Electrotechnical Engineering
Standards Division**

**National Standards Authority of Ireland
Closing Date:
COB 24/05/2019**

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/>**



Job Description

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|--------------------|---|
| JOB TITLE: | Standards Officer Built Environment/Electrotechnical Engineering |
| DIVISION: | Standards |
| REPORTS TO: | Manager Standards Technical |
| GRADE: | Scientific Officer (SO) |
| TENURE: | 4 Year Fixed Term Contract /Full-time |
| REFERANCE: | 16-19 |
| LOCATION: | Swift Square - Dublin |

NSAI Standards

In NSAI Standards, we are about bringing people together to agree, voluntarily and by consensus, the technical specifications for their sector. We are about enabling these people and organisations, to influence the direction and content of standards that their industry will work to – at home, in Europe or across the world.

NSAI Standards Committees contribute to the development of National and International Standards for next-generation technologies that direct the development of new products and systems used by millions of people. Due to a recent internal promotion, NSAI is seeking to recruit a Standards Officer with a background in Built Environment/Utilities to join our team and support our Standards Committees.

Do you have the necessary technical ability and believe in working with others to find solutions?

Are you an excellent communicator and want to shape the direction of best practice in your industry?

If so, we want to hear from you.

Job Overview

The role will require you to manage the development of standards to support best practice, primarily in the Built Environment/Utilities/Consumer protection and related sectors.

Examples of current standards activity include:

- Standards for Construction products including lighting, doors and windows
- Codes for use by the Utility Sector
- Fire safety of buildings and products
- Environment and sustainability
- Standards related to Consumer protection/Accessibility
- Standards relating to Government policy around climate change
- Building Information Modelling
- Standards for PPE/Safety of machinery

As a member of a highly motivated and talented team, a Standards Officer facilitates the interaction of a wide range of industry experts in the development of National Standards and/or of the National position in relation to International Standards.



KEY TASKS AND RESPONSIBILITIES

- Advancing and delivering standards development work programmes for your areas
- Providing Secretariats for relevant national and international committees
- Managing and supporting relevant experts in related standards activities
- Ensuring effective stakeholder consultation
- Representing NSAI at national/international standards development
- Assisting in preparation and delivery of promotional/training/networking activities
- Provide technical support to regulator on standardisation related issues
- Managing and reporting on activities as appropriate
- Managing relationships with relevant regulators when necessary
- Engaging with peers, management and other Divisions of NSAI to contribute to and deliver on NSAI Strategy
- Take on additional duties or projects deemed necessary by management.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Degree in a technical/engineering discipline or related field
- Minimum of 2 years recent experience in a related technical role
- Experience with use and application of technical standards
- Project Management experience
- ICT, organisational and administration skills

DESIRABLE

- Evidence of continuing professional development in related areas
- Experience of network building/network support/engagement
- Experience of standardisation and interrelationship with regulation, industry development etc.

TECHNICAL COMPETENCIES

- Technical competence in related sector
- Ability to fully understand, analyse and communicate complex technical material
- Data analysis, report writing and presentation skills

CORE COMPETENCIES

- Interpersonal/communication skills needed to build effective networks
- Negotiation, influencing skills and good judgement
- Ability to contribute in a productive team environment
- Flexible, co-operative and adaptable
- Self-motivated

Key Competencies for Standards Officer

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|---|
| Leadership and Strategic Direction |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • 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 with the ability to analyse and communicate complex technical material

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 24/05/2019.

- a) A comprehensive CV detailed as relevant to the position (no longer than 3 pages);
- b) 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 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 24/05/2019. 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

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:

SO Contributory scale: €38,370 (Point 1), €40,207 (Point 2), €43,421 (Point 3), €45,703 (Point 4), €47,211 (Point 5), €48,657 (Point 6), €52,341 (Point 7), €53,905 (Point 8), €55,564 (Point 9), €57,208 (Point 10), €58,860 (Point 11), €60,524 (Point 12), €61,440 (Point 13), €62,919 (LSI 1) *, €65,023 (LSI 2) * per annum.

SO Non-Contributory scale: €36,536 (Point 1), €38,282 (Point 2), €41,338 (Point 3), €43,508 (Point 4), €44,941 (Point 5), €46,314 (Point 6), €49,812 (Point 7), €51,299 (Point 8), €52,876 (Point 9), €55,458 (Point 10), €56,007 (Point 11), €57,588 (Point 12), €58,458 (Point 13), €59,862 (LSI 1) *, €61,860 (LSI 2) * per annum. (only applicable for relevant category of Civil/Public Servants).

*Please note this increment is applicable after 3 years' service on the previous point

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 28 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 4 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:

| 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

| 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/transferrable format, at any time. |



| | |
|---------------|---|
| Erase | 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.