



## CANDIDATE INFORMATION BOOKLET

Open Competition for appointment to the position of:

**Standards & Metrology Division - Standards Technical Department - Standards Officer – Technical Built Environment/ Engineering**

**National Standards Authority of Ireland**

**Closing Date:  
29<sup>th</sup> January 2021**

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

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**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

<b>JOB TITLE:</b>	Standards Officer –Built Environment/Engineering
<b>DIVISION:</b>	Standards and Metrology
<b>DEPARTMENT:</b>	Standards Technical
<b>REFERENCE:</b>	26-20
<b>REPORTS TO:</b>	Manager Standards Technical
<b>GRADE:</b>	Scientific Officer Grade (SO Grade)
<b>FULL TIME:</b>	Yes
<b>STATUS:</b>	Fixed Term contract to 15 <sup>th</sup> July 2023
<b>LOCATION:</b>	Santry, Dublin 9

### NSAI Standards

NSAI contributes to the development of National and International Standards for the next-generation technologies which are being incorporated, daily, into every aspect of Irish life.

Our Standards Officers, who are part of a highly motivated team, are responsible for co-ordinating the standards development work of stakeholders across a sector, including government departments, industry bodies and state agencies.

In addition to project management and network building experience, they need to possess or have the ability to develop, the excellent technical, interpersonal and communication skills required. Excellent negotiation and influencing skills while also possessing the ability to learn quickly and draft quality technical documents are essential for this role.

We are seeking candidates who are interested in project managing the development of Irish, European and International standards for products, services and systems in a wide range of technical fields including:

- Sustainability, the built environment
- Eurocodes, execution codes and construction product specifications
- Energy/utilities, environment, and adaptation for climate change
- Electro-technical and mechanical engineering
- Life sciences

If you are interested in being at the centre of sector networks developing standards for any of these technologies, then the NSAI team would be delighted to hear from you.

### Job Overview

The brief will require you to manage the development of standards to support best practice, in the assigned sectors.

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**

- Developing and delivering on standards development work programmes to support government policy, regulation and industry needs, in consultation with stakeholders.
- Managing and supporting relevant committees, experts and regulators.
- Supporting the Technical Editing function within the department, to comply with relevant CEN CENELEC (European Committee for Electrotechnical Standardisation) and Reg 1025 requirements.
- Representing NSAI at national/international standards development.
- Assisting in preparation and delivery of promotional/training/networking activities.
- Managing and reporting on activities as appropriate.
- Take on additional duties or projects across NSAI, where required by management.

### **QUALIFICATIONS AND EXPERIENCE**

#### **ESSENTIAL**

- Degree in relevant engineering, scientific, technical or related discipline.
- Professional experience of at least 2 years in related technical role.
- Experience with use and application of technical standards.
- Project management experience and ability to deliver projects on time.
- Fully proficient in MS Office including Powerpoint, Excel and Word.
- Strong ICT, organisational and administration skills.

#### **DESIRABLE**

- Evidence of continuing professional development in related areas.
- Experience of network building/network support/engagement.
- knowledge of standardisation and regulations.

#### **TECHNICAL COMPETENCIES**

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

#### **CORE COMPETENCIES**

- Excellent communication skills and technical writing skills.
- Ability to adapt quickly to different environments and to work under pressure.
- Ability to work independently and as part of a team.
- Good organisational, time-management and problem-solving skills.
- Self-motivation, innovative and pro-active attitude.
- High level of attention to detail.

## Key Competencies for Standards Officer

<b>Team Leadership</b>
<ul style="list-style-type: none"> <li>• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise</li> <li>• Provides clear information and advice as to what is required of the team</li> <li>• Strives to develop and implement new ways of working effectively to meet objectives</li> <li>• Leads the team by example, coaching and supporting individuals as required</li> <li>• Places high importance on staff development, training and maximising skills &amp; capacity of team</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change</li> </ul>
<b>Analysis and Decision Making</b>
<ul style="list-style-type: none"> <li>• Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors</li> <li>• Takes account of any broader issues and related implications when making decisions</li> <li>• Uses previous knowledge and experience to guide decisions</li> <li>• Draws accurate conclusions and makes fair and balanced recommendations backed up by evidence</li> <li>• Puts forward solutions to address problems</li> </ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Takes responsibility and is accountable for the delivery of agreed objectives</li> <li>• Successfully manages a range of different projects and work activities simultaneously</li> <li>• Structures and organises their own and others work effectively</li> <li>• Is logical and pragmatic in approach, delivering the best possible results with the resources available</li> <li>• Delegates work effectively, providing clear information and evidence as to what is required</li> <li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation</li> <li>• Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</li> <li>• Applies appropriate systems/processes to enable quality checking of all activities and outputs</li> <li>• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>
<ul style="list-style-type: none"> <li>• Builds and maintains contact with colleagues and other stakeholders to assist in performing role</li> <li>• Acts as an effective link between staff and senior management</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Is assertive and professional when dealing with challenging issues</li> <li>• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances</li> <li>• Expresses self in articulate and clear manner when speaking and in writing</li> </ul>

**Specialist Technical Knowledge, Expertise and Self Development**

- Has a clear understanding of the role, objectives and targets and how they support the work of the Market Regulatory and Support 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 two documents as set out below to [human.resources@nsai.ie](mailto:human.resources@nsai.ie) by close of business on **5pm, 29<sup>th</sup> January 2021**.

- 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 **the two documents are submitted in a single word document or PDF** where possible.

**Please note** that omission of any or part of the tw2 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](mailto: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, 4<sup>th</sup> 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 29<sup>th</sup> January 2021. 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.

### **NSAI Recruitment and Selection Review Process**

In relation to all NSAI recruitment campaigns, Human Resources (HR) take all necessary steps to ensure a fair, open and transparent appointment process that produces a quality outcome and commands public confidence. HR also abides by the core recruitment principles of probity, equity and fairness, selection based on merit, and best practice, which are observed in all NSAI recruitment processes. All appointments made will also comply with relevant employment and equality legislation, and all candidates will be treated fairly, to a consistent standard and in a consistent manner.



**Stage One Review:** When a request for a review of a selection decision is received from a candidate every effort is made to resolve the matter at Stage One by e.g. providing feedback to the candidate. The Stage One Review process may be availed of within five working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision.

HR will carry out the Stage One Review without delay and within a period of time that enables the candidate to avail of the Stage Two Review procedures within the specified timelines should he/she so wish. Where a candidate remains dissatisfied following a Stage One Review, he/she may adopt the Stage Two procedures set out below. If the candidate wishes the matter to be dealt with by way of a Stage Two Review, he/she must notify HR within two working days of the notification of the outcome of the Stage One review. Recruitment and selection processes will not be suspended pending the outcome of a review.

**Stage Two Review:** The candidate must address his/her concerns in relation to the process in writing to the Head of HR, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.

The candidate must support their request for review by outlining the facts they believe show the action/decision taken was wrong. A request for review may be refused if the candidate cannot support their request.

The case will be reviewed by a person other than any individual directly associated with the decision in question. The person(s) conducting the Stage Two Review will consider any written submissions made by the candidate, and all other relevant information, including any relevant e-mails, notes or memoranda held by HR in respect of the selection process. Where necessary, the reviewer may meet with the personnel involved in the selection process and/or the candidate for the purpose of eliciting further information. The outcome will generally be notified to the candidate within 10 working days of receipt of the complaint or request for review. Where the investigation does not allow a decision within this timeframe, the reviewer will keep the candidate informed of the status of the review. The decision of the Stage Two reviewer is final.

### **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 SO Contributory Salary scale: €39,822 (Point 1), €41,729 (Point 2), €45,065 (Point 3), €47,433 (Point 4), €48,998 (Point 5), €50,498 (Point 6), €54,322 (Point 7), €55,945 (Point 8), €57,667 (Point 9), €59,373 (Point 10), €61,088 (Point 11), €62,815 (Point 12), €63,765 (Point 13), €65,300 (LSI 1\*), €67,484 (LSI 2\*) p.a.

Level SO Non-Contributory Salary scale: €37,919 (Point 1), €39,731 (Point 2), €42,902 (Point 3), €45,154 (Point 4), €46,624 (Point 5), €48,066 (Point 6), €51,698 (Point 7), €53,241 (Point 8), €54,877 (Point 9), €56,499 (Point 10), €58,127 (Point 11), €59,768 (Point 12), €60,671 (point 13), €62,128 (LSI 1\*), €64,202 (LSI 2\*) p.a.

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

All appointments are made in accordance with Department 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 to 17:15 on Monday to Thursday and 9:00 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 fixed term contract basis with the expiry date of 15<sup>th</sup> July 2023. 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 will be 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.

#### **Annual Superannuation Contribution (ASC)**

This appointment is subject to the ASC deduction as provided for under Part 4 of the Public Service Pay and Pensions Act 2017.

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 completed internal application 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.
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.