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|  |  **Job DescRiption** |
| **Job title:**  | **Legal Metrology Inspector** |
| **Division:**  | Legal Metrology |
| **Updated:** | March 2019 |
| **Reports to:** | Head of Legal Metrology |
| **Grade:** | Technician, Grade 2 |
| **FULL TIME/Part Time** | Full-time |
| **Status:**  | Permanent |
| **Location** | Sligo Office – Sligo, Donegal and Leitrim area. |

**Job Overview**

Under the overall direction of the Head of Legal Metrology, the Legal Metrology Inspector shall carry out all duties required to be performed by inspectors under the Metrology Acts, 1980 - 1998, and Regulations made thereunder.

**Key Tasks and Responsibilities**

* In accordance with the Metrology Acts, conduct verification and inspection of measuring instruments used for trade, and inspection of both pre-packaged and loose goods.
* Preparing for, organising and carrying out inspections and verification activity in accordance with Legal Metrology procedures.
* Writing of inspection reports and contributing to the preparation of reports for joint or accompanied inspections.
* Assisting in the compilation of data and preparation of management reports as required
* Assist the Head of Legal Metrology and the Technical Manager to ensure the effective implementation of the Quality Management System.
* Maintenance of standards, care and efficient usage of equipment and transport.
* Investigation of complaints alleging breaches of the Metrology Acts and associated Regulations.
* Efficient and effective use of both official company vehicles and private vehicles will be required to support daily Inspector activities.
* Effective use of the Authority’s IT systems to record all compliance activity undertaken and assist in on-going compliance activity
Working with other enforcement agencies to conduct joint enforcement activity
* Identification and investigation of offences and potential offences under the Metrology Acts, the collection, recording and processing of evidence
* The compilation and presentation of case files to prosecution level, together with court attendance
* Advance scheduling and oversight of all inspection and verification activity to ensure delivery of agreed performance targets, increased compliance and improved consumer confidence.
* Working with the line manager to agree and reach appropriate performance related targets
* Taking measures to identify and resolve issues impacting performance
* Reporting regularly on progress against specific objectives, goals and performance targets
* Effectively communicating objectives, goals and performance targets within the team
* Promoting a positive, open, friendly and professional working environment
* Participating the NSAI Performance Management development System (PMDS).
* Such other duties as may be assigned to the inspector by or under the authority of the Head of Legal Metrology.

**Qualifications and Experience**

**Essential:**

* Candidates must hold a primary degree in Science, Engineering or related discipline.
* At least one year’s relevant experience in a testing or manufacturing environment.
* A current clean driving licence.

**Desirable:**

* Have investigatory and/or compliance experience; and have experience of prosecutions.
* Relevant technical background in the area of science or measurement.

**Technical Competencies:**

* A clear understanding of metrology and a general appreciation of legal metrology.
* An appreciation of modern measurement technologies and an understanding of the role of measurement in the achievement of quality.
* Demonstrated IT skills to manage and query the various databases and IT systems used by Legal Metrology
* Knowledge of MS Word, MS Excel, Outlook, and PowerPoint
* Knowledge of ISO 9001 & ISO 17020 Quality Management System documentation and requirements
* Knowledge and understanding of conformity assessment to module F, initial verification.
* The ability to collect, record and present evidence to criminal prosecution standard
* The ability to conduct interviews with complainants and suspected or alleged offenders

**Core Competencies:**

* Evidence of excellent decision making skills
* Possessing excellent communication and influencing skills, including ability to deal with people at various levels, across a range of industries and have an engaging, resilient approach;
* Good interpersonal and relationship skills
* Strong written/verbal communication skills and excellent telephone manner
* Ability to effectively plan work, meet deadlines and manage multiple tasks simultaneously;
* Ability to work on own initiative, as part of a team and be resourceful in finding required information
* A proven track record of working in an environment requiring a high degree of flexibility.
* Proven ability to react effectively to emerging work related issues
* The ability to meet the demands and challenges of compliance within a 24/7 industry

**Application Process**

**Please submit your CV and Cover letter to** **Human.resources@nsai.ie** **no later than COB 25-04-2019**

***NSAI is an equal opportunities employer***

**Salary Scale**

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 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)

**Please note in accordance with departmental guidelines, all new entrants to the public service are appointed on the first point of scale**. Salary implications for existing Civil/Public servants should be queried with HR Unit, NSAI.

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

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

**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>