



**An tSaotharlann Stáit**  
**State Laboratory**

## Candidate Information Booklet

Applications are invited from  
Chemistry Graduates and  
Chemistry Postgraduates  
for the position of:

# Chemist Grade III

*in the*  
**State Laboratory**



### **Chemist III at the State Laboratory**

Scientists working at the grade of Chemist III play an integral part in enabling the State Laboratory to provide a service to clients and in turn, the Irish public. The role and remit of Chemists III can vary greatly. With ongoing and rapid technological advances in the field of analytical chemistry, State Laboratory Chemists III utilise advanced instrumentation to produce high-quality data, crucial to supporting Irish society.

Advanced analytics and expertise along with state-of-the-art laboratory facilities and equipment enable Chemists III to drive novel method development and validation, to consistently improve the service provided by the State Laboratory.

### **Who we are looking for**

We are seeking to fill a number of vacancies at the grade of Chemist III. Chemist III is a skilled, scientific, career grade, that requires expertise in chemistry and analytical techniques. The successful candidates will contribute to the delivery of high-quality chemical analyses. Successful candidates will prove their ability to interpret complex data alongside their potential to develop and validate analytical methods. An aptitude to engage with scientific innovation, logic and problem solving will distinguish a candidate from their peers. Successful candidates will be able to demonstrate a capacity for continuous self-development to produce high quality results in the field of chemistry.



### *Why consider a role in the State Laboratory?*

Do you love chemistry? Do you want to work in excellent laboratory facilities utilising the latest technology to perform world-class analysis? If you are looking for a career where you can make a real difference, and you are interested in protecting consumers, preventing fraud and safeguarding public health through excellent chemical analysis and innovation, then we urge you to consider a role with the State Laboratory.

We want you to work with us in the State Laboratory where you will have continuous opportunities for developing your skills and progressing your chemistry career in an organisation that values its people. All of our staff, regardless of their specific job, work towards achieving our vision “Excellence in chemical analysis and innovation”.

### Information Sessions

Join us for a session on October 29th (in person) or October 30th (MS Teams).  
Learn more about the role of Chemist III and the work of the State Laboratory.  
Visit <https://www.gov.ie/en/state-laboratory/publications/careers/> for more information and instruction how to register.

#### *Laboratory Location*

The State Laboratory has a staff of approximately 150 people who are mainly professional and technical. Situated at the Backweston Laboratory Campus on the Dublin/Kildare border, it is serviced by the C4 & L58 Dublin Bus Routes, with a shuttle bus service provided from nearby stations at Celbridge, Hazelhatch and Leixlip Louisa Bridge. Active transport is also encouraged with ample shelter for bicycles as well as shower and changing facilities. Car parking is provided for staff who wish to drive. Facilities on campus include walking trails, a staff restaurant and an on-site crèche facility (subject to availability).



#### *Culture*

We want every staff member to play a full part in delivering on the Laboratory's goals, while doing so, developing and achieving their own potential. We have a culture of high performance and continuous improvement. This encourages high levels of staff engagement and personal development. We value our staff and recognise the importance of employee well-being, work-life balance, fairness and inclusion in the workplace.

#### *Equality, Diversity and Inclusion*

The State Laboratory is an equal opportunities employer. The State Laboratory is committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to foster a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work. Reasonable accommodations will be provided to candidates, if required during the recruitment process. To discuss and request reasonable accommodations in confidence please contact the State Laboratory's Disability Liaison Officer, Ms. Margaret Harney at [Margaret.harney@statelab.ie](mailto:Margaret.harney@statelab.ie) or (01) 5057046.

#### *Work-life balance policy*

The State Laboratory has many flexible- and family-friendly working policies which include flexi-time, shorter working year, part-time working, career breaks and a blended working policy. The laboratory-based nature of the role of the Chemist III requires a majority on-site attendance with remote working possible on occasional days only.

#### *Learning and Development*

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. You will have a regular opportunity to apply for promotion and progress your career within the State Laboratory. Staff at Chemist Grade III have the option to complete further study in chemistry to Ph.D. level.

### Role and Responsibilities

We are seeking motivated and skilled individuals to join our team as Chemists. Chemists III carry out both qualitative and quantitative chemical analyses, covering a mix of routine and more complex, non-routine work. Supporting key legislation and government regulatory programmes, successful candidates will help to ensure high standards of public and environmental protection.

As part of the State Laboratory's Vision to "Excellence in chemical analysis and innovation" successful Chemists III will have the opportunity to build expertise and contribute to the development of new analytical methods, using the latest technologies and innovative approaches.

The successful candidates will be assigned to our chemistry sections and will play an active role in supporting the wider objectives of the laboratory.

Key duties associated with this position are:

- Employ and maintain a strong knowledge of chemistry and analytical techniques, applicable to a practical laboratory setting;
- Assist with routine and non-routine chemical analyses to international standards with a commitment to accuracy and compliance with quality and safety systems;
- Interpret analytical data, draw conclusions and report findings within agreed time schedules;
- Proactively keep abreast of scientific innovation, anticipate trends and make recommendations;
- Learn and apply laboratory software systems, including the Laboratory Information Management System (LIMS), and developing confidence with instrument software and relevant IT tools;
- Develop and validate methods of analysis;
- Acquire knowledge of relevant legislation and contribute to draft legislation when requested;
- Plan, structure, prioritise and manage the duties assigned by the Senior Chemist or Chemist II as appropriate;
- Participate fully in the Laboratory's Performance Management and Development System (PMDS), both in the role of Manager (where required) and jobholder;
- Develop, manage and organise teams to achieve analytical goals;
- Communicate clearly with colleagues and contributing to a positive, professional working environment;
- Act as expert witness when required;
- Take part in training opportunities, workshops, and relevant conferences to build your professional knowledge and networks.
- Keep up to date with scientific advances and emerging techniques relevant to the laboratory's work.



## Person Specification

### Essential Requirements

Candidates must:

On or before closing date of competition, hold a qualification of at least Level 8 on the National Framework of Qualifications (NFQ) in Science with chemistry/analytical chemistry being a significant component of the final year programme, or, a relevant qualification which is acceptable to the State Laboratory as being at least equivalent with either:

- (i) a minimum 2.2. Honours result

*or*

- (ii) an additional and higher qualification (level 9 or 10 on the National Framework of Qualifications) in Chemistry or Analytical Chemistry (where chemistry/analytical chemistry is the significant component of the qualification).

*and*

have recent (in the last 3 years) relevant laboratory experience of at least 12 months' duration (12 months experience is also acceptable from a postgraduate taught/ research programme);

*and*

have practical chemistry laboratory skills.

### Desirable Requirements

- A Masters or PhD (NFQ level 9 or 10) in analytical chemistry.
- Expertise in mass spectrometry.

Further expertise and skills that are desirable in applicants are listed under 'Key duties of the position', in the "Role and Responsibilities" section, above.

In addition to the above, the **Key Competencies** for effective performance at this level are detailed in Appendix I. Should you be shortlisted for interview, your capability will be evaluated under competency headings.



## 1. Eligibility to compete and certain restrictions on eligibility

### Citizenship Requirement

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4<sup>2</sup> permission: or Stamp 5 permission

<sup>2</sup> Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.**

### 1.1 **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### 1.2 **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### 1.3 **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### 1.4 **Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the

Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

### 1.5 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

## 2. Principal Conditions of Service

### 2.1 General

The appointment is subject to the Civil Service Regulations Acts 1956 to 2005 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

### 2.2 Starting salary & Payment arrangements

The Chemist III (PPC) salary scale is as follows, with effect from 1<sup>st</sup> August 2025:

Point 1	Point 2	Point 3	Point 4
€39,474	€41,996	€42,670	€46,036
Point 5	Point 6	Point 7	Point 8
€49,413	€52,824	€56,392	€58,645
Point 9	Point 10	Point 11	Point 12
€60,908	€63,191	€65,460	€67,736
Point 13	Point 14	Point 15	Point 16*
€70,011	€72,279	€74,567	€77,094
Point 17**	*Point 16 – LSI 1 **Point 17 – LSI 2		
€79,618			

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation

scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

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

Increments will be awarded annually subject to satisfactory performance.

In the normal course, starting pay will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Where the State Chemist is of the view that there are exceptional circumstances justifying the offer of starting pay above the minimum, the specific sanction of the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation will be required in advance of any offer being made.**

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the State Laboratory. Statutory deductions from salary will be made as appropriate.

**Important note:** Different terms and conditions may apply if immediately prior to appointment the appointee is already a serving Civil or Public Servant.

### 2.3 Tenure and Probation

The appointment is to a permanent position in the Laboratory and by extension, the Civil Service, and will be subject to a probationary period.

The probationary contract will be for a period of one year from the date of appointment.

Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of the probationary contract, an officer's performance will be subject to review by the appropriate supervisor(s) to determine whether the officer:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct, and
- (iii) is suitable from the viewpoint of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not the officer will be retained pursuant to Section 5A(2) of the Civil Service Regulation Acts 1956-2005. This decision will be based on the appointee's performance assessed against the criteria set out in (i) to (iii) above. The details of the probationary process will be explained to the officer by the State Laboratory on commencement of employment.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances the contract may be extended and the probationary period suspended. The extension must be agreed by both parties.

The probationary period stands suspended where an employee is absent due to Maternity or Adoptive leave. Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may in these circumstances make an application to the State Laboratory for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

## **2.4 Acceptance of Offer**

When a candidate is offered a position with the State Laboratory, should they not wish to accept the offer at that time for personal reasons, they may select to move to the bottom of the panel and be offered the position at a later date, if a vacancy arises before the panel expires. Note, terms and conditions apply and future position offer and appointment cannot be guaranteed.

## **2.5 Duties**

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role in the State Laboratory.

## **2.6 Location**

The State Laboratory is based in Backweston Laboratory Complex, Young's Cross, Celbridge, Co. Kildare.  
W23 VW2C.

When absent from home and headquarters on official duty, an officer will be paid appropriate travelling expenses and subsistence allowances, subject to normal Civil Service regulations.

## **2.7 Hours of attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours net



per week. 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. Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy.

## **2.8 Annual Leave**

In addition to the usual public holidays the annual leave entitlement for this role (based on a full-time role) is 25 working days, rising to 29 after 5 years' service and to 30 after 10 years' service.

## **2.9 Sick Leave**

The rate of 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.

Officers who will be paying 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 State Laboratory. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## **2.10 Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **2.11 Conduct and Disciplinary Record**

As part of the clearance process, a contract will not be awarded if a disciplinary warning/sanction is in place against the candidate.

## **2.12 The Organisation of Working Time Act 1997:**

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

## **3 Secrecy, confidentiality and standards of behaviours**

### **3.1 Official Secrecy and Integrity**

The appointment will be subject to the provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 2014. Successful candidates will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment

### **3.2 Civil Service Code of Standards & Behaviour**

The officer will be subject to the Civil Service Code of Standards and Behaviour.

### **3.3 Ethics in Public Office Act**

The Ethics in Public Office Acts 1995 to 2001 will apply, where appropriate, to this employment.

### **3.4 Prior approval of Publications**

An officer will agree not to publish material related to his or her official duties without prior approval by the State Chemist.

### **3.5 Political activity**

During the term of employment, the officer will be subject to the rules governing civil servants and politics.

### **3.6 Personnel Code**

Further details and circulars regarding these terms and conditions can be found on the following web site [gov.ie/circulars](http://gov.ie/circulars)

## **4 Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 <http://www.per.gov.ie/pensions>.

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 at 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

#### 4.1 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 Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

**Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER, the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, which renders a person ineligible for the competition) the entitlement to that pension

will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

#### Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

#### 4.2 Ill-Health Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

#### Appointment post ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete

probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

#### Appointment post ill-health retirement from Public Service

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

#### **4.3 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. This 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.

#### **4.4 Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

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)

#### **4.5 Disclosure of Information**

All appointees will be required to disclose all information and sign a declaration relating to any prior public service employment in order to correctly determine their public service pension entitlement. For further information in relation to the Single Public Service Pension Scheme for Public Servants, please see the following website: <http://www.per.gov.ie/pensions>.

#### **Please note:**

As an Employer of Choice the Civil Service has many flexible and family friendly working policies including some opportunities for remote working. Please note, successful candidates may request flexible working opportunities, however, this is at the discretion of the employer and decided in line with the business needs of the organisation, and on a case by case basis.

#### **5. Important Notice**

Should similar positions arise in other Civil Service Departments, these vacancies may be filled from this panel.

**The information above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment. These will be set out in the employment contract to be agreed with the successful candidate.**

## **Appendix I**

### **Key Competencies for Effective Performance as Chemist Grade III in the State Laboratory**

<b>Specialist Knowledge, Expertise and Self Development</b>
<ul style="list-style-type: none"> <li>• Has a good knowledge of chemistry and the principles underlying the analytical techniques used in the Laboratory and applies that knowledge to the work of the Laboratory. Provides advice and acts as expert witness when required.</li> <li>• Troubleshoots problems with methods of analysis or instruments and implements appropriate solutions.</li> <li>• Identifies and implements improvements to existing methods of analysis and / or processes or workflows.</li> <li>• Develops and validates new test methods to meet client requirements.</li> <li>• Has a good level of IT literacy and uses the Laboratory's Information Management System (LIMS) effectively.</li> <li>• Has a good knowledge of accreditation procedures and the requirements of the quality system and ensures that results reported to clients are fit for purpose.</li> <li>• Has a good knowledge of the legislation related to their work area. Contributes to the drafting of such legislation as appropriate. Provides expert scientific advice to client Departments / Offices.</li> <li>• Understands the importance of Health &amp; Safety in the workplace and ensures that safety guidelines are followed in his / her Section.</li> <li>• Represents Ireland and the State Laboratory at national and international meetings and on specialist chemical committees when appropriate.</li> <li>• Maintains continuing professional development through appropriate means (self-managed learning, training courses, etc.) and keeps abreast of scientific innovation.</li> <li>• Welcomes constructive feedback and sees it as a learning opportunity.</li> </ul>
<b>Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"> <li>• Interprets analytical data and draws appropriate conclusions. Understands the implications of results of analyses. Identifies key facts in a range of data. Notices when data appear wrong or incomplete, or need verification.</li> <li>• Applies logic and reason successfully when making decisions. Has the ability to understand a complex problem or situation and approach it in a step-by-step way.</li> <li>• Displays sound judgment in advising clients and in responding to questions or resolving problems. Promptly refers appropriate issues to their Line Manager.</li> <li>• Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information / data.</li> <li>• Is resourceful and creative, generating original approaches when solving problems and making decisions.</li> </ul>
<b>Delivery of Results</b>
<ul style="list-style-type: none"> <li>• Plans, structures and prioritises the duties assigned by their Senior Chemist or Chemist II as appropriate.</li> <li>• Reports results of analyses within timeframes agreed with client departments.</li> <li>• Maintains a strong focus on meeting the needs of clients at all times. Shows interest in, anticipates, and responds in a timely manner to clients' needs.</li> <li>• Assumes personal responsibility for, and delivers on, agreed objectives / goals.</li> <li>• Manages and progresses multiple projects and work activities successfully and sometimes simultaneously.</li> <li>• Manages own time efficiently. Accurately estimates time parameters for projects, anticipating obstacles and making contingencies for overcoming them.</li> </ul>

<b>Interpersonal &amp; Communication Skills</b>
<ul style="list-style-type: none"> <li>• Communicates in a fluent, logical, clear and convincing manner verbally and in writing.</li> <li>• Proactively engages with colleagues at all levels in the Laboratory and across client Departments / Offices. Builds strong professional networks.</li> <li>• Actively shares information, knowledge and expertise to help the team meet its objectives.</li> <li>• Fully participates in the Laboratory's Performance Management and Development System (PMDS).</li> <li>• Contributes to a positive working environment where all staff are motivated to do their best. Maintains an open, approachable manner and treats others fairly and respectfully.</li> <li>• Sees the potential in others and takes opportunities to apply and develop that potential.</li> </ul>
<b>Drive &amp; Commitment</b>
<ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level, reviews own performance and sets challenging goals and targets for self.</li> <li>• Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.</li> <li>• Demonstrates interest in, and enthusiasm for, the work of the Laboratory. Willingly puts in extra effort in crisis situations and goes the "extra mile" to ensure goals are met.</li> <li>• Demonstrates high levels of initiative, taking ownership of projects and demonstrating high levels of self-sufficiency. Ensures quality system responsibilities are discharged on time.</li> <li>• Is punctual, has a good attendance record and follows instructions, policies and procedures.</li> <li>• Is personally honest and trustworthy, can be relied upon and upholds the highest standards of ethics and integrity.</li> </ul>
<b>Leadership Potential</b>
<ul style="list-style-type: none"> <li>• Deputises for their Senior Chemist/Chemist II, making decisions and providing direction where appropriate.</li> <li>• Manages and develops staff reporting to them (by managing underperformance and encouraging high performance) using PMDS; and/or leads by example, coaching and supporting colleagues as required.</li> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change in the Laboratory.</li> <li>• Works to maximise the contribution of their Section to the work of the Laboratory by supporting and working effectively with others. Willing to assist other Sections.</li> <li>• Formulates a perspective on issues of importance to the Laboratory and contributes actively and constructively to the efficient management of the Laboratory.</li> <li>• Anticipates and responds quickly to developments in their field and in client Departments/Offices.</li> </ul>



## Appendix II

### Information on how to apply via Sigmar Recruitment

#### **How to Apply**

All candidates should visit <https://www.statelaboratoryjobs.com> for the Application Form and further information on the competition. There will also be a link to the online application portal where all applications must be submitted.

To apply, candidates must enter their details into the portal and upload:

1. A completed **Application Form** (using the template provided)
2. A current **CV**

Both of these must be submitted to be accepted into the competition. Applications will not be accepted after the closing date.

#### **Closing Date**

Your online application form must be submitted by **12 noon on Friday 14<sup>th</sup> November 2025**. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact [publicsector@sigmar.ie](mailto:publicsector@sigmar.ie)

Competition updates will be issued to your registered email address as entered on the online application portal. The onus is on each applicant to ensure that they are in receipt of all communication from Sigmar Recruitment Consultants Ltd. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

Sigmar Recruitment accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the interview date(s) specified by Sigmar Recruitment Consultants Ltd. and should make sure that the contact details specified on their application form are correct.

## **Appendix III**

### **State Laboratory Privacy Notice for New Applicants**

#### **1. Identity and contact details of the data controller and data protection officer**

The State Laboratory has created this data protection notice as the controller of potential employee's personal data to demonstrate our firm commitment to privacy and to inform potential employees about the information we collect and process in connection with your application. If you have any queries about this notice, please contact our Data Protection Officer Ellen McEvoy.

This notice sets out an explanation of what information about you we process, why we process your information, with whom your information is shared and a description of your rights with respect to your information.

#### **2. What information does the organisation collect about the individual?**

As your potential employer, we need to keep and process certain information about you for normal recruitment and selection purposes, to comply with our legal obligations and, where necessary, to protect our legitimate interests.

Personal data is normally obtained directly from you. In certain circumstances, it will, however, be necessary to obtain data from internal third parties, e.g. Chief Medical Officer.

The categories of personal data we process and the legal basis for doing so are set out in more detail in Point 7 of this notice.

#### **3. How will the individual's information be used?**

The information we hold and process will be used for the management and administration of the recruitment and selection process. We keep and use it to enable us to run this process effectively, lawfully and appropriately and to protect future employee's rights & interests. This includes using your information to enable us to manage the interview process, comply with legal obligations, pursue our legitimate interests and protect our legal position in the event of legal proceedings against the organisation.

The uses we make of each category of your personal data, together with the legal issues we rely on for those uses are set out in more detail in Point 7 in this notice.

#### **4. What is the legal basis for processing personal data?**

See Table at Point 7 in this notice.

#### **5. Who receives the information outside of the organisation?**

Your information may be disclosed to third parties where we are legally obliged to do so or where our recruitment and selection process requires or permits us to do so e.g. Chief Medical Officer.

More detailed information on how we share your personal data is set out in Point 7 of this notice. Sigmar Recruitment and the Public Appointments Service assist the State Laboratory with our recruitment and selection process.

#### **6. Any transfers to third countries and the safeguards in place.**

Your information will not be transferred abroad.

#### **7. How long will information be held?**

Category of Data	Personal Data: Application form including Name and contact details i.e. email and address. Education, Career history and any special requirements.
Purpose of Processing	Administration of Recruitment and Selection Process.
Legal Basis for Processing	Civil Service Regulation Act 1956 and various follow up amendments to this Act. Public Services Management Act (Recruitment and Appointments) 2004, as amended. Part 5 of the Disability Act.

	National Archives Act, 1986. Data Protection Article 6(a)(c) compliance with a legal obligation. Article 6(1)(f) legitimate interests. Article 9(2)(b) and Section 46 of the Data Protection Act, 2018 Processing is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment.
Type of recipient to whom the data may be transferred	Chief Medical Officer; Interview Board including an External Board Member and members of the Human Resources staff; National Archives.
Retention Period	At end of competition retained for 30 years and then transfer to the National Archives.

#### **8. What happens if you do not provide us with your information?**

In some cases, you may decline to provide us with your personal data. However, if we believe that we require relevant information to efficiently and properly manage the recruitment and selection process, we may not be able to continue this process with you if you decline to provide us with that personal data.

#### **9. Will you be subject to profiling or automated decision making?**

You will not be subject to automated decision making or profiling.

#### **10. What are your rights under data protection law?**

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that we hold about you together with other information about our processing of that personal data
- The right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete
- The right, in certain circumstances, to request that we erase your personal data
- The right, in certain circumstances, to request that we no longer process your personal data the way in which we process it
- The right, in certain circumstances, to transfer your personal data to another organisation
- The right to object to automated decision making and/or profiling and
- The right to complain to the Data Protection Commissioner

#### **Further information or Complaints**

If you have any queries in relation to this data protection notice, or if you have any queries as to how your data is processed, please contact Ellen McEvoy, Data Protection Officer at 01 505 7326.

#### **11. Review**

This data protection notice will be reviewed from time to time to take into account changes in the law and the experience of the notice in practice.