An tSaotharlann Stáit
State Laboratory

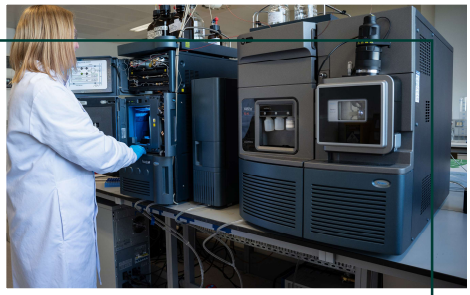
Candidate Information Booklet

Applications are invited for the position of:

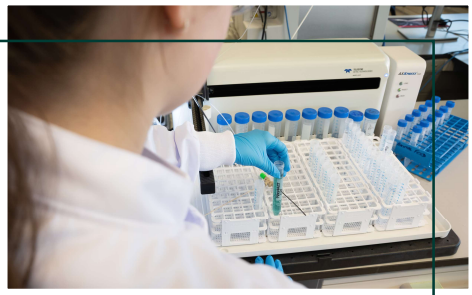
LABORATORY ANALYST

in the

State Laboratory







Laboratory Analyst at the State Laboratory

The State Laboratory plays a critical role in protecting public health, supporting regulatory compliance, and upholding the integrity of Ireland's food, agricultural, and pharmaceutical sectors through rigorous scientific analysis. As a Laboratory Analyst, you will be responsible for conducting essential testing across a diverse portfolio of samples. You will contribute directly to the Laboratory's mission through demonstrating excellence in chemical analysis and innovation, utilising modern instrumentation, maintaining meticulous records within our Quality System, using our Laboratory Information Management System (LIMS), and ensuring all work meets our exacting quality and safety standards.

Who we are looking for

The successful candidate will be a detail-oriented and technically capable individual. They will thrive in a structured laboratory environment. They should demonstrate a strong scientific foundation and a genuine interest in analytical chemistry. The successful candidate will harbour enthusiasm for developing technical skills and desire to strengthen understanding of the analytical principles and regulatory frameworks that underpin our work. The ideal candidate will be collaborative and communicative, working effectively under supervision while contributing positively to the team dynamic.



Why consider a role in the State Laboratory?
Do you enjoy working in a scientific environment and supporting teams who deliver vital work for society? Are you motivated by the idea of contributing to world-class chemical analysis that protects consumers, prevents fraud, and safeguards public health? If you're looking for a meaningful career where your skills help enable excellence in a state-of-the-art laboratory setting, we encourage you to consider joining the State Laboratory.

We want you to be part of our team, where you will have ongoing opportunities to grow your capabilities and develop professionally in an organisation that truly values its people. Every staff member contributes directly to our vision: "Excellence in chemical analysis and innovation." The right candidate will be passionate about delivering a quality service at excellent value, to the highest of standards.

An online Information Session will take place on Thursday 3rd December at 1pm to provide further information on this position, and to give an insight into working with us in the State Laboratory. For more information and to register, please visit https://www.gov.ie/en/state-laboratory/publications/careers/#chemistry-careers

Laboratory Location



The State Laboratory is part of the Civil Service and 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 and 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, and 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 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 nature of this role requires a majority on-site attendance with remote working possible on occasional days only. This role is not suitable for someone for whom remote working is essential.

Learning and Development

We are committed to providing ongoing learning and development opportunities so that staff can develop to their full potential. Our staff have full access to the Civil Service digital learning platform OneLearning, can avail of the central Refund of Fees Scheme and are actively encouraged and supported to focus on continuous learning and professional development, throughout their careers.

Role of Laboratory Analyst at the State Laboratory

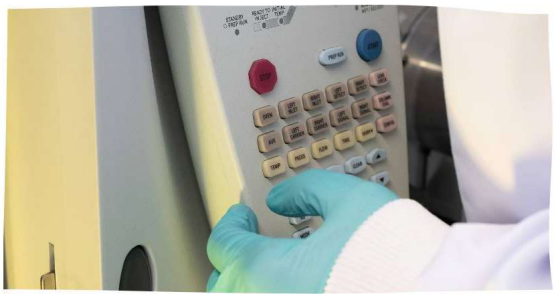
Laboratory Analysts play a vital role in conducting chemical and analytical testing across a diverse range of samples, including food products, animal feedingstuffs, fertilizers, alcoholic beverages, oils, biological materials, and pharmaceuticals. Working within a team of scientists, the successful candidate will perform routine and specialised analyses.

The key duties associated with this position are:

- Performing analyses on samples of food, animal feedingstuffs, fertilisers, alcoholic drinks, hydrocarbon oils, biological fluids, medicines etc. under the supervision of Chemists/Senior Laboratory Analyst;
- Participating in collaborative and validation studies and performing other non-routine analyses under the supervision of Chemists;
- Operating, calibrating and maintaining specific instruments and automated analytical equipment;
- Maintaining records of all analytical data and calculations;
- Providing all analytical results to supervisory staff in an efficient and timely manner;
- Giving evidence in Court as required;
- Using the Laboratory Information Management System (LIMS) appropriately;
- Ensuring that all analyses are carried out in accordance with the Laboratory's quality and safety policies;
- Acquiring knowledge of underlying analytical principles and relevant legislative or other background information relevant to the task being performed.







Person Specification

Essential Requirements

To be eligible to apply, candidates must, on or before the closing date of competition:

Hold a qualification of at least Level 7 on the National Framework of Qualifications (NFQ) in Science with Chemistry/Analytical Chemistry being the major component of the final year programme, with at least a 2nd class grade 2 or pass with merit.

or

Have completed the 3rd year of a 4-year full-time course leading to a qualification of at least NFQ Level 8 in Science with Chemistry/Analytical Chemistry being a significant component of the final year programme*.

All candidates must have a qualification of either Level 7 or Level 8 or higher before an appointment will be made.

Candidates who come under consideration will be required to provide documentary evidence of their eligibility, including qualifications and evidence of fluency in English.

In addition to the above, the Key Competencies for effective performance at this level are detailed in Appendix 1

Application, Competition Processes and Panel

Application process

All candidates should visit https://www.statelaboratoryjobs.com for the details of application. There will also be a link to the online application portal where all applications must be submitted.

This online portal is hosted by our external recruitment service provider Sigmar Recruitment and will allow eligible candidates to apply for this competition.

Please see Appendix 2 before for information on how to apply via Sigmar Recruitment.

Please take care when completing your application and ensure that you include all relevant details.

Competition Process

The competition process will comprise two stages:

1) All candidates who meet the minimum qualification requirement will be invited to the first stage of the assessment process. This will take the form of an in-person chemistry exam and is provisionally scheduled for 28th January 2027 in Maynooth.

2) In person interview. At interview, candidates will be asked to demonstrate their competence in the following disciplines:

- Analysis and Decision Making
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self-Development
- Drive and Commitment

The interview will be a competency-based and you will be required to provide specific examples of past or current experiences where you have demonstrated the skills and competencies required for the role of Laboratory Analyst. These skills and competencies will be thoroughly examined at interview to determine suitability for the role. The same competencies and skill areas will be explored with all candidates.

Please note: Your application and performance at interview will also be considered in the context of assessing communication skills.

Candidates called for interview must make themselves available in person, on the date specified by the State Laboratory. It will not be possible to accommodate requests for online interviews, or date/time changes.

Competition rules

Availability and Admission

During the selection process, the onus is on all candidates to make themselves available on the date(s) specified by the State Laboratory and to make whatever arrangements are necessary to ensure that they receive communications sent to them at their contact details specified on their application form. Should their contact details change at any time during the competition or duration of the panel they must contact either the State Laboratory or Sigmar Recruitment by email notifying them of the change and providing the new details. Sigmar Recruitment can be contacted at publicsector@sigmar.ie and the State Laboratory can be contacted at Margaret.harney@statelab.ie

The State Laboratory will not be responsible for refunding any expenses incurred by candidates. 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 the State Laboratory is satisfied that such a person fulfils the requirements or is not disqualified by law from holding this position.
Prior to recommending any candidate for appointment from this competition, the State Laboratory will make 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.

Canvassing

Canvassing will disqualify candidates and will result in exclusion from the process. Candidates must not:

- Knowingly or recklessly provide false information.
- Canvass any person with or without inducements.
- Impersonate a candidate at any stage of the process.
- Interfere with or compromise the process in any way.

In line with the Obligations of Candidates as set out in part 5, section 54-56 of the Public Service Management (Recruitments & Appointments) Act 2004 any person who contravenes the above provisions or who assists another person contravening the above provisions is guilty of an offence.

A person who is found guilty of an offence is liable to a fine and/or imprisonment. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- A candidate who has not been appointed to a post will be disqualified as a candidate.

AND

- Where a candidate has been appointed subsequent to the recruitment process in question, they will forfeit that appointment.

See link to Service Management (Recruitments & Appointments) Act 2004
https://www.irishstatutebook.ie/eli/2004/act/33/enacted/en/print

Deeming of candidature to be withdrawn

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

Use of recording Equipment

The State Laboratory does not allow the unsanctioned use of any type of recording on its premises or any location where interviews take place, for example video interviews, teleconference. This applies to any form of sound recordings and any type of still picture or video recording, whether including sound recording or not, any form, and covers any type of device for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. The policy is in place to protect the privacy of staff and candidates/clients and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

https://www.irishstatutebook.ie/eli/2004/act/33/enacted/en/print

Appointments from the Panel

Following completion of interviews, a panel will be established in order of merit. Subsequent vacancies are then filled by candidates on the panel. If the number one successful candidate on the panel refuses the job offer, it is then offered to the second candidate. This carries through until no further candidates are on the panel (panel exhausted), or until the panel expires.

It is envisaged that a number of appointments will be made initially to the post of Laboratory Analyst.

Should a candidate refuse an offer from the State Laboratory they will be removed from the panel and will receive no further offers for the duration of the panel.

1. Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided.

However, should your application for the competition be unsuccessful this form will be destroyed. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country.

Candidates should be aware that if they come under consideration for a post their information will be shared with the Public Appointments Service in order to facilitate the vetting process. The Public Appointments Service has no involvement in the running or decision-making process of this competition but are facilitating the State Laboratory with the Garda Vetting process and will forward the results to the State Laboratory.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

2. Codes of Practice

The recruitment and selection process for appointment to these positions will be conducted in accordance with the Code of Practice for "Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments (CPSA). The Code of Practice reflects the following core principles:

- Probity
- Appointments Made on Merit
- An Appointments Process in Line with
- Best Practice
- A Fair Appointments Process Applied with Consistency
- Appointments Made in an Open, Accountable and Transparent Manner

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, amongst other things, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie

2.1 Complaints and Requests for Review

Complaints/requests for review will be considered by the State Laboratory in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints/reviews should be addressed to the State Chemist, Backweston Campus, Young's Cross, Celbridge, Co. Kildare. Where possible, the State Laboratory will attempt to initially deal with such matters informally as provided for in Sections 7 and 8.

2.2 Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the State Laboratory.

The State Laboratory will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice.

Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (CPSA). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the State Chemist) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

2.3 Procedure for Informal Review

A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the State Laboratory who had played a key role in the selection process.

Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.

Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

2.4 Procedure for Formal Review of Selection Process

The candidate must address his/her concerns in relation to the process in writing to the State Chemist, outlining the facts that they believe show an action taken or decision reached was wrong.

A request for review must be made within 10 working days of the notification of the selection decision.

Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.

Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the State Chemist.

The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

2.5 Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by the State Laboratory that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Secretary General, Department of Public Expenditure and Reform in the first instance and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the State Chemist in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the State Laboratory has fallen short of the principles of this Code.

On receipt of a complaint the State Laboratory may determine to engage with the complainant on an informal basis. For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

3. 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[1] permission: or Stamp 5 permission

[1] 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.

3.1 Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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).

3.2 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.

3.3 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).

3.4 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).

3.5 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.

4. Principal Conditions of Service

4.1 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.

4.2 Starting salary & Payment arrangements

The Laboratory Analyst (PPC) salary scale is as follows, with effect from 1st June 2026:

Point 1	***Point 2***	***Point 3***	***Point 4***
€42,098	€43,638	€46,086	€47,246
Point 5	***Point 6***	***Point 7***	***Point 8***
€48,352	€50,964	€52,669	€54,435
Point 9	***Point 10***	***Point 11***	***Point 12***
€56,282	€58,161	€60,053	€61,977
Point 13	***Point 14***	***Point 15***	***Point 16****
€63,917	€65,881	€67,782	€69,098
*Point 16 – LSI 1			

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.

A long service increment may be payable after 3 (LSI 1) years satisfactory service at the maximum of the scale.

Increments will be awarded annually subject to satisfactory performance.

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

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.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

4.3 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 nine months 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 the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation and
- Any other statutory provision providing that probation shall -
  - (i) stand suspended during an employee's absence from work, and
  - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

4.4 Acceptance of Offer

Requests for deferrals will be dealt with in line with Circular 17/2026 Deferral of Assignments in Civil Service Competitions.

4.5 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.

4.6 Location

The State Laboratory is based in:
Backweston Laboratory Campus, 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.

4.7 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.

4.8 Annual Leave

In addition to the usual public holidays the annual leave entitlement for this role (based on a full-time role) is 23 working days, rising to 27 after 5 years' service and to 29 after 10 years' service.

4.9 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.

4.10 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.

4.11 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.

4.12 The Organisation of Working Time Act 1997:

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

5. Secrecy, confidentiality and standards of behaviours

5.1 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.

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

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

5.4 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.

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

5.6 Personnel Code
Further details and circulars regarding these terms and conditions can be found on the following web site www.gov.ie/circulars

6. 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.

6.1 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).

6.2 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.

6.3 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.

6.4 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

6.5 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.

7. 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 1

Key Competencies for Effective Laboratory Analyst in the State Laboratory

Specialist Knowledge, Expertise and Self Development

- Has a good knowledge of chemistry and the principles underlying the analytical techniques used and applies that knowledge to their work area. Acts as witness of fact / expert witness when required.
- Has the practical laboratory skills needed to carry out the analysis of client test samples.
- Maintains instruments and equipment. Troubleshoots problems with methods of analysis or instruments and implements appropriate solutions.
- Has a good level of IT literacy and uses the Laboratory's Information Management System (LIMS) effectively.
- Has a good knowledge of accreditation procedures and the requirements of the quality system in their Section.
- Has a good knowledge of legislation as it applies to their work area.
- Understands the importance of Health & Safety in the workplace and ensures that safety guidelines are followed in his / her Section.
- Welcomes constructive feedback and sees it as a learning opportunity.
- Maintains continuing professional development through appropriate means (self-managed learning, training courses, etc.) and keeps abreast of scientific innovation.
- Has significant expertise in their field and shares this expertise with their colleagues.

Analysis & Decision Making

- 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.
- Gathers information from relevant sources to successfully troubleshoot and solve analytical problems, approaching such tasks in a step-by-step, logical way.
- Makes sound decisions with a well-reasoned rationale in responding to questions or resolving problems. Promptly refers appropriate issues to their Line Manager.

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
- Actively shares information, knowledge and expertise to help the team meet its objectives. Participates in training others as required.
- Fully participates in the Laboratory's Performance Management and Development System (PMDS).
- 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.
- Is open and constructive in discussions around work issues. Listens to and acts on feedback from colleagues to make improvements in their Section.

Drive & Commitment

- Is self-motivated and consistently strives to perform at a high level.
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.
- Demonstrates interest in, and enthusiasm for, the work of the Laboratory. Willingly puts in extra effort in crisis situations and ensures goals are met.
- Demonstrates high levels of initiative and takes ownership of work.
- Is punctual, has a good attendance record and follows instructions, policies and procedures.
- Is personally honest and trustworthy, can be relied upon and upholds the highest standards of ethics and integrity.

Appendix 2

Information on how to apply via Sigmar Recruitment

How to Apply

All candidates should visit https://www.statelaboratoryjobs.com for 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 an up-to-date CV and copies of their transcript*.

Applications will not be accepted after the closing date.

Closing Date

Your online application form must be submitted by **5pm on Monday 14th December 2026.** 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

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

**Candidates should submit a CV outlining your qualifications, relevant training and work experience and should include details of your final year project. Your CV and your transcript are to be submitted as separate documents. Your transcript must show the modules taken in your final year. For candidates with or anticipating a Level 8 qualification, the transcript should show the modules taken in third year and final year.*

Please take care when completing your application and ensure that you include all relevant details. Your application will form part of the assessment process where shortlisting is applied and also where candidates are called for interview.

Appendix 3
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.