



The State Laboratory intends to hold a competition for the purpose of recommending appointments to the position of

Chemist Grade III (Chemistry Graduate/ Chemistry Postgraduate)



CANDIDATE INFORMATION BOOKLET

PLEASE READ THIS TOGETHER WITH THE STATE LABORATORY CANDIDATE GUIDANCE

DOCUMENTS

The State Laboratory is undertaking a competition for the purpose of recommending for appointment/s to the position of:

Grade: Chemist Grade III

Tenure: Permanent

Location: **Kildare**
Backweston Laboratory Complex, Young's Cross, Celbridge, Co. Kildare.

Salary: €35,336 €37,808, €38,470, €41,769, €45,079, €48,389, €51,703, €53,768, €55,845,
€57,938 €60,018, €62,104, €64,191, €66,270, €68,367, €70,685(LSI1),
€72,999(LSI2)

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Annual Leave: 25 working days, rising to 29 after 5 years' service and to 30 after 10 years' service.

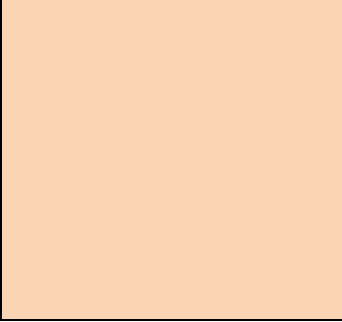
Hours of attendance: Will amount to on average not less than 41 hours and 15 minutes gross or 35 hours net per week.

Flexitime: Flexible Working Hours (FWH) operates in the Laboratory for relevant grades. This grade can avail of FWH and flexileave.

Closing date: 12 noon 29th May 2023

Role Description and Essential Qualifications

Role Overview	
Role Title	Chemist Grade III
Assignment	<p>You will be assigned to one of the six analytical sections where you will work in a team to meet the objectives of the State Laboratory.</p> <p>(Sections – Animal Feedingstuffs; Contaminants; Customs and Excise; Health; Human Toxicology; Veterinary Toxicology)</p>
Key Duties	
<p>The purpose of this role within the relevant Section and for the State Laboratory as a whole:</p>	<ul style="list-style-type: none"> ▪ Manage and / or carry out chemical analysis to international standards on client samples, conforming to the laboratory's quality system and maintaining a strong focus on meeting the needs of clients at all times; ▪ Provide advice and act as expert witness when required; ▪ Troubleshoot problems with methods of analysis or instruments and implement appropriate solutions; ▪ Identify and implement improvements to existing methods of analysis and / or processes or workflows; ▪ Develop and validate new test methods to meet client requirements; ▪ Contribute to the drafting of legislation related to their work area and provide expert scientific advice to client Departments / Offices; ▪ Interpret analytical data, draw conclusions and report findings within agreed time schedules. Understand the implications of results of analyses. Identify key facts in a range of data. Notice when data appears wrong or incomplete, or needs verification; ▪ Plan, structure, prioritise and manage the duties assigned by the Senior Chemist or Chemist II as appropriate; ▪ Deputise for the Senior Chemist / Chemist II, making decisions and providing direction where appropriate; ▪ Participate fully in the Laboratory's Performance Management and Development System (PMDS), both in the role of Manager (where required) and jobholder; and ▪ Represent Ireland and the State Laboratory at national and international meetings and on specialist chemical committees when appropriate.

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- Actively share information, knowledge and expertise;
 - Be flexible and willing to adapt, positively contributing to the implementation of change in the Laboratory;
 - Understand the importance of Health & Safety in the workplace and ensure that safety guidelines are followed; and
 - Maintain continuing professional development through appropriate means (self-managed learning, training courses, etc.) and keep abreast of scientific innovation.

Application process	IMPORTANT - REFER TO THE CANDIDATE GUIDANCE HANDBOOK
Application Process	<p>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.</p> <p>This online portal is hosted by our external recruitment service provider Sigmar Recruitment and will allow eligible candidates to apply for this competition.</p> <p><u>YOU MUST REFER TO CANDIDATE GUIDANCE HANDBOOK</u></p> <p>Candidates should submit:</p> <ul style="list-style-type: none">• a CV outlining your qualifications, relevant training and work experience and should include details of your final year project;• An additional form (300 words max.) needs to be submitted specifically outlining the candidates experience related to key duties;• Candidates should also complete the spreadsheet provided “Level 8 Chemistry Qualifications Details” <p>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.</p> <p>In order for your application to be complete (successfully submitted) all 3 documents need to be submitted by the closing date. If any of the documentation is missing your application will be considered incomplete and you will exit the competition at the shortlisting process.</p>

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

Specialist Knowledge, Expertise and Self Development
<ul style="list-style-type: none">• 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.• Troubleshoots problems with methods of analysis or instruments and implements appropriate solutions.• Identifies and implements improvements to existing methods of analysis and / or processes or workflows.• Develops and validates new test methods to meet client requirements.• 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 and ensures that results reported to clients are fit for purpose.• 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.• Understands the importance of Health & Safety in the workplace and ensures that safety guidelines are followed in his / her Section.• Represents Ireland and the State Laboratory at national and international meetings and on specialist chemical committees when appropriate.• Maintains continuing professional development through appropriate means (self-managed learning, training courses, etc.) and keeps abreast of scientific innovation.• Welcomes constructive feedback and sees it as a learning opportunity.
Analysis & Decision Making
<ul style="list-style-type: none">• 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.• 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.• Displays sound judgment in advising clients and in responding to questions or resolving problems. Promptly refers appropriate issues to their Line Manager.• Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information / data.• Is resourceful and creative, generating original approaches when solving problems and making decisions.
Delivery of Results
<ul style="list-style-type: none">• Plans, structures and prioritises the duties assigned by their Senior Chemist or Chemist II as appropriate.• Reports results of analyses within timeframes agreed with client departments.• 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.• Assumes personal responsibility for, and delivers on, agreed objectives / goals.• Manages and progresses multiple projects and work activities successfully and sometimes simultaneously.• Manages own time efficiently. Accurately estimates time parameters for projects, anticipating obstacles and making contingencies for overcoming them.
Interpersonal & Communication Skills
<ul style="list-style-type: none">• Communicates in a fluent, logical, clear and convincing manner verbally and in writing.• Proactively engages with colleagues at all levels in the Laboratory and across client Departments / Offices. Builds strong professional networks.• Actively shares information, knowledge and expertise to help the team meet its objectives.• 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.• Sees the potential in others and takes opportunities to apply and develop that potential.

Drive and Commitment

- Consistently strives to perform at a high level, reviews own performance and sets challenging goals and targets for self.
- 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 goes the “extra mile” to ensure goals are met.
- Demonstrates high levels of initiative, taking ownership of projects and demonstrating high levels of self-sufficiency. Ensures quality system responsibilities are discharged on time.
- 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.

Leadership Potential

- Deputises for his / her Senior Chemist / Chemist II, making decisions and providing direction where appropriate.
- 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.
- Is flexible and willing to adapt, positively contributing to the implementation of change in the Laboratory.
- 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.
- Formulates a perspective on issues of importance to the Laboratory and contributes actively and constructively to the efficient management of the Laboratory.
- Anticipates and responds quickly to developments in their field and in client Departments / Offices.