



## JOB DESCRIPTION

<b>Post</b>	<b>Accreditation Officer Grade III</b>
<b>Job Location</b>	Dublin. A willingness to travel is a requirement of this role.
<b>Nature of Employment</b>	Permanent full time position subject to satisfactory completion of probation period. A panel of candidates will be established for the filling of vacancies as they arise.
<b>Reports to</b>	Reports to Senior Accreditation Officer or other designated officer.
<b>Job Purpose</b>	Working as part of a small technical team, the Accreditation Officer will have responsibility for the management and ongoing assessment of the accreditation process with an assigned portfolio of clients, initially in the laboratory sector.
<b>Essential Entry Requirements</b>	<p><b><i>Applicants must have on, or before, the closing date</i></b></p> <p>Honours degree (at Level 8 on the NFQ) in any Science related discipline. Preferred disciplines include Chemistry, Biology or Medical Science.</p> <p><b><i>and</i></b></p> <p>A minimum of 2 years relevant experience including exposure to quality systems, internal or external audits and document control management.</p> <p><b><i>and</i></b></p> <p>Full clean driving licence entitling you to drive in Ireland is an essential requirement with access to own vehicle.</p>
<b>Desirable Requirements</b>	Training/qualification in quality systems auditing
<b>Duties and Responsibilities may include the following:</b>	Working as part of a small technical team, the Accreditation Officer will have responsibility for the management and ongoing assessment of the accreditation process with an assigned portfolio of clients, initially in the laboratory sector.

The post requires flexibility and accordingly, in addition to the following responsibilities, an Accreditation Officer must be prepared to undertake such other work and responsibilities as may be assigned to him/her from time to time.

**Initial duties may include, but are not limited to, the following:**

- The management of a portfolio of accredited and applicant clients across a range of accreditation schemes, within a defined annual schedule.
- Processing accreditation for these organisations from application stage to approval by the INAB Board and the subsequent annual maintenance of their accreditations.
- Liaising with applicant organisations and managing the assessment of their applications through to accreditation.
- Acting as lead assessor for INAB clients within the assigned portfolio on site.
- Preparing accurate and comprehensive reports following each assessment for the INAB Board and/or Manager.
- Identifying suitable expertise for INAB assessment teams.
- Supporting the INAB quality system and policies.
- Maintaining accurate records and reporting on all client information.
- Shared responsibility in promoting and developing the Irish National Accreditation Board through participation in conferences, seminars and promotional events.
- Other relevant duties as may be assigned depending on operational needs.

## **Skills Required**

### ***Communication/Confidence/Personal Effectiveness***

- Demonstrates effective communication style appropriate to audience and situation
- Ability to get a message across orally and in writing as well as listen effectively to others
- Creates a positive impact and conveys confidence, credibility, objectivity and impartiality to others
- Ability to represent INAB with clients
- Strong report writing and presentation skills

### ***Teamwork***

- Ability to work effectively and co-operatively with others
- Establishes and maintains good working and interpersonal relationships with colleagues and stakeholders

### ***Achievement/Drive/Commitment***

- Takes responsibility, is accountable and demonstrates a strong focus on producing timely results
- Sets challenging standards/goals for yourself and others
- Applies appropriate systems/processes to enable quality checking of activities and outputs
- Ability to take a leading role in initiating action, making decisions and taking responsibility
- Can cope effectively with setbacks and pressure and maintain commitment in spite of opposition

### ***Judgement and decision making***

- Ability to make decisions based on logical processing of information, sound thinking and problem solving, taking account of all available information
- Understands complex issues, accurately absorbs and evaluates data
- Can devise and propose solutions to address problems
- Uses previous knowledge and experience in order to guide decisions

### ***Planning and organising***

- Ability to produce results, prioritise objectives and schedule work to make best use of time/ resources
- Structures and organises their own and others work effectively as needed
- Demonstrates strong organisational and administrative skills and a proven ability to work to deadlines
- Ability to multi-task in a dynamic and challenging environment

### ***Customer Service***

- Ability to identify customer needs
- Ability to propose and implement actions to satisfy customer needs in a timely manner
- Identifies opportunities to exploit new and innovative methods to deliver quality customer service

### ***Technical Knowledge & Expertise***

- Knowledge of accreditation and quality systems
- Ability to apply technical knowledge and experience to client situations
- Ability to understand and implement effective quality systems
- Is competent in using a range of electronic information technologies
- Draws on best practice and innovations in devising solutions

**Salary**

For persons paying Class A rate of PRSI contributions. The salary scale is €31,687, €33,971, €34,582, €37,630, €40,688, €43,747, €46,807, €48,696, €50,580, €52,476, €54,360, €56,249, €58,139, €60,024, €61,921 and additionally to €64,022 and €66,118 after 3 years and 6 years satisfactory service on the maximum of the scale.

Starting salary will be at the minimum point of the scale.

**Note:** different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy.

**Annual Leave**

25 days increasing to 29 days per annum after 5 years' service and 30 days after 10 years' service, exclusive of the usual public holidays.

**Selection Procedure**

Candidates **will** be shortlisted on the basis of their application. Those selected at this stage will be called to a preliminary interview in the first instance. Please ensure that the information in your CV is comprehensive, accurate and clearly presented with regard to qualifications, experience and driving licence.

In addition the selection methods may include any exercises or tests including psychometric tests as deemed appropriate by the Authority.

**Application Process**

**Closing date for receipt of applications is 14.00 Friday, 29<sup>th</sup> May 2020.** Applications received after this deadline will not be accepted.