



JOB DESCRIPTION

Post	Accreditation Officer, Grade II
Job Location	Dublin. Travel is required as part of this role.
Nature of Employment	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.
Reports to:	Manager of INAB or other designated officer.
Job Purpose:	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, in the laboratory, inspection and certification sectors.
Essential Entry Requirements	<p>Applicants must have on, or before, the closing date:</p> <ul style="list-style-type: none">• Honours Degree (minimum Level 8 on the NFQ) in Engineering, Chemistry, Environmental Science, Agricultural Science or a related discipline <p>and</p> <ul style="list-style-type: none">• Five or more years' relevant experience including a minimum of 2 years working in and evaluating quality management systems <p>and</p> <ul style="list-style-type: none">• Full driving licence that permits you to drive in Ireland, with access to own vehicle.
Desirable Requirements	<ul style="list-style-type: none">• Knowledge of auditing techniques.• Training in management systems (e.g. ISO 9001,).
Duties and Responsibilities	<p>The post requires flexibility and accordingly, in addition to the following responsibilities, an Accreditation Officer Grade II must be prepared to undertake such other work and responsibilities as may be assigned to him/her from time to time. The role can cover a range of activities including, but not limited to, the following:</p> <ul style="list-style-type: none">• Responsibility for 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 through assessment, from application stage to approval by the INAB Board and the subsequent annual maintenance of their accreditations.
- Liaising with applicant organisations and responsibility for managing the assessment of their applications through to accreditation.
- Acting as lead assessor for INAB clients within the assigned portfolio on site.
- Preparation of accurate and comprehensive reports following each assessment for the INAB Board and/or Manager.
- Identifying suitable expertise for INAB assessment teams.
- Supporting and developing the INAB quality system and policies.
- Liaising with key stakeholders.
- Management of direct reports and ensuring their continued development. Setting them appropriate goals in the context of the performance management system.
- Maintaining accurate records and reporting on all client information.
- Planning, organising and presenting at conferences and seminars.
- Preparing position and policy papers on legislative and technical issues as necessary.
- Undertaking data analysis and research for the ongoing development and improvement of the accreditation service
- Acting as a peer evaluator and representing INAB at EU and International meetings.
- Shared responsibility in promoting and developing the Irish National Accreditation Board through participation in conferences, seminars and promotional events.

Skills Required

Communication/Personal Effectiveness/Influencing

- Demonstrates effective communication style appropriate to audience and situation.
- Can create a positive impact and convey confidence and credibility to others.
- Ability to develop and maintain a network of contacts and to use this to influence people and situations in a positive manner.
- Ability to liaise, negotiate and work with technical experts and other professionals in government and European agencies.
- Ability to represent INAB effectively with clients and external stakeholders.

Teamwork

- Ability to work effectively and co-operatively with others both internal and external to the organisation.
- Establish and maintain good working and interpersonal relationships particularly with colleagues & supervisors.
- Encourages and leads individual and team involvement

in appropriate aspects of work.

Initiative/Creativity

- Ability to take a leading role in initiating actions.
- Ability to anticipate problems or difficulties and think creatively so as to devise solutions.
- Ability to review outcomes and strive to continuously improve delivery of services.
- The ability to use experience to suggest improvements to programmes and procedures.

Managing and Developing Resources

- Ability to lead, motivate and develop staff and ensure your team contributes effectively and efficiently to achievement of the annual work programme.
- Ability to think strategically regarding the use of INAB resources and identify areas where resources would be most effectively used and where additional research might be undertaken.
- Ability to set challenging standards and goals for yourself and others.
- Ability to focus on and produce results, prioritise objectives and schedule work to make best use of time and resources.

Information Gathering and Decision Making

- Ability to identify key information sources, gather and analyse data and present information in a coherent manner while using technology effectively.
- Ability to make an informed decision or judgement based on logical processing of information, sound thinking and problem solving.

Customer Service

- Ability to deal with a variety of customers and to work to meet their needs in a professional manner.
- Demonstrates commitment to achieving high levels of customer satisfaction.
- Ability to listen, empathise and respond effectively to customer needs.
- Identifies opportunities to exploit new and innovative methods to deliver quality customer service.

Specialist Knowledge

- Demonstrates a good knowledge of accreditation and quality systems.
- Possesses a good understanding of accredited inspection and certification schemes, including notified bodies.
- Possesses a good understanding of accredited laboratories.
- Ability to apply technical knowledge and experience to client situations.
- Ability to understand and implement effective quality

systems.

- Draws on best practice and innovations in devising solutions.
- Is competent in using a range of electronic information technologies
- Strong report writing and presentation skills, with evidence of providing presentations to senior colleagues.

Salary

1. For persons paying Class A rate of PRSI contributions. The scale is €62,034, €63,451, €64,866, €66,286, €67,702, €68,079 €69,456 €70,851 and additionally to €73,122 and €75,399 respectively after 3 years and 6 years satisfactory service on the maximum of the scale.
2. For persons paying Class D rate of PRSI contributions. The scale is €59,021, €60,372, €61,713, €63,064, €64,410, €65,756 €67,097, €68,459 and additionally €69,596 and €71,755 respectively after 3 years and 6 years satisfactory service on the maximum of the scale.

Starting salary will be at the minimum of the scale and increments will be awarded subject to satisfactory performance.

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

27 days per annum increasing to 30 days after 5 years' service, exclusive of the usual public holidays.

Selection Procedure

Candidates **will** be shortlisted for interview. It is in your own interest to ensure that the information in your CV is comprehensive, accurate and clearly presented with regard to qualifications and experience.

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, 29th May 2020. Applications received after this deadline will not be accepted. Applications should be sent to Jenny.Hill@cpl.ie