



Food
Standards
Agency
food.gov.uk

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CANDIDATE PACK
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The people who protect your plate

**Risk Assessment Support
(SO) × 5**

Salary Range

£24,466 (National) £26,931 (London)

The role is required to provide occasional out of hours risk assessment advice to support the FSA incident response on Friday evenings, weekends and Bank Holidays. On-call payments will be available according to the FSA on call allowances policy in addition to the advertised salary. Overtime will be paid or time off in lieu can be claimed for any out of hours work.

External Candidates: External candidates will receive the new starter spot rate as advertised above. Following successful completion of probation and at least 6 months of satisfactory performance, you will receive an uplift of salary to the target spot rate.

OGD Candidates: Candidates coming in on level transfer will automatically go the target spot rate. If your salary exceeds this, you will not be able to retain the additional.

Target spot rates: £26,751 (National) £29,085 (London)

Location

FSA prides itself in being a modern and flexible employer with a range of different working contracts dependent on business needs. This role will allow you to **choose between one of the following contracts**:

Multi-location – Your contractual workplace is the closest FSA office to your home address. This is your substantive and permanent place of work. Your regular agreed working pattern and working time will be split approximately 50% / 50% (on average) between your contractual workplace and other location(s) in the UK e.g., home. You will be responsible for your commuting costs to your contractual workplace (named FSA office). The FSA will provide you with the digital tools required.

Home-based – You are contractually ‘home-based’ and required to work from home (in the UK only). Your home is your substantive and permanent place of work. The business travel required by your role (e.g. team meetings, conferences, business meetings, team building etc.) will be limited to no more than 51 days per financial year (unless specified in the job description). All business travel will be covered under the FSA Travel & Subsistence policy. The FSA will provide you with the digital tools required.

As a Civil Servant, you are expected to work and be resident in the UK.

Travel across the UK will be required on an occasional basis, possibly with overnight stays.

Benefits

Generous Pension, minimum 25 days annual leave plus bank holidays, flexible working, discount & incentive schemes including a cycle to work scheme and discounted shopping vouchers. For staff transferring from another government department, please see our T & C statement for information about transfer terms.

Any move to the Food Standards Agency from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.



About us

The FSA is a non-ministerial department of over 1300 people with a big vision – to drive change in the food system so that it delivers “food we can trust”. Our primary goal is to continue to protect public health and consumers’ wider interest in food. As we have now exited the EU, the FSA faces a significant period of change and activity.



Anthony Wilson

Microbiological Risk
Assessment Team Leader

The Risk Assessment Unit is a fantastic unit to work within. We cover a wide range of areas and can find ourselves working with very detailed and current science. This means that our work is always varied - and always interesting. We have the opportunity to work with some amazing external scientists, as well as colleagues across the FSA and other government departments. It's fantastic to be able to do valuable work that makes a difference, whilst also having so many opportunities for personal learning.

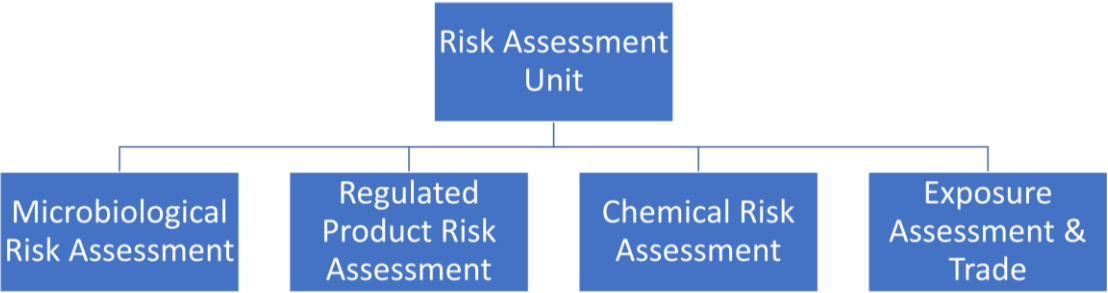
Our role within the FSA is to protect consumers by providing advice on hazards in food. Different teams within the unit provide advice on microbiological, chemical, hypersensitivity or radiological hazards as well as assessing potential risks from novel foods or international trade. The sources of these requests can vary greatly, as can our deadlines. We might spend a few months creating an in-depth review of an emerging issue and present our findings to a Scientific

Advisory Committee subgroup, or we may be required to do a rapid assessment for an incident, with the results needed in only a few hours.

This means the work is very changeable. There are times when you will need to work collaboratively and quickly, but others where you will spend time on your own creating a detailed scientific review. Flexibility is key, as is your willingness to learn new things. Above all else, though, I'm excited to meet candidates who are driven by a fascination with the science that sits at the very heart of this role. Our team does fantastic work and are proud of our impact on the FSA's mission to keep the public safe - if you are excited and motivated by the opportunity to use science to help people, I'd love to hear from you.

Some of these roles are required to provide occasional out of hours risk assessment advice to support the FSA incident response on Friday evenings, weekends and Bank Holidays. On-call payments will be available according to the FSA on call allowances policy in addition to the advertised salary. Overtime will be paid or time off in lieu can be claimed for any out of hours work.

Team Structure





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THE ROLE
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These posts are within the Risk Assessment Unit, which has responsibility for assessing risks in relation to the food chain to inform decisions on incidents and outbreaks, food defence and policy. We respond to requests from across the FSA as well as commissioning and managing external research contracts to ensure our advice is based on the best possible science. Our risk assessment advice underpins policy development, incident management and advice to consumers in relation to hazards in the food and feed chain and draws on surveillance, research and technical advice from cross-departmental groups and independent scientific advisory committees. The post holder will have an important role in delivering the Agency objectives of an excellent accountable modern regulatory and food is safe and what it says it is.

Role responsibilities include:

- To gather and assess scientific information on hazards in food and feed. This can, for example, involve responding to incidents, providing advice to another Government Department, or answering a public enquiry, or it could be collating information in response to an application for a regulated food or feed.
- To draft reports as defined in the remit above, which may include briefings for senior officers, risk assessments for food safety incidents, exposure assessments and responses to internal and external enquiries, reviews of regulatory submissions and detailed discussion papers on microbiological hazards to be presented to scientific advisory committees.
- To provide support to the Scientific Secretariat for the scientific advisory committees as needed.
- To develop and maintain a scientific profile in an area of food safety hazard and risk assessment by attendance and participation at external conferences and meetings.
- To liaise both internally and with other government departments and consumer representatives as appropriate.
- Adopting a flexible approach to supporting other work priorities and needs change following transition from the EU.



Our purpose

We are an independent Government department working across England, Wales and Northern Ireland to protect public health and consumers' wider interests in food. We make sure that food is safe and what it says it is.

[Click to find out more](#) about our strategy.

Our values

Our staff generated six values which represent who we are, how we behave and treat each other. These values are represented by the acronym ASPIRE.



Accountable – We take responsibility for our actions and can hold each other to account

Supported – We have the skills, tools and support to carry out our roles effectively

Professional – We are competent and confident in our ability to deliver to the highest professional standards

Innovative – We are agile, dynamic and progressive in our approach to delivering outcomes

Resilient – We adapt quickly and effectively to fast-paced changes

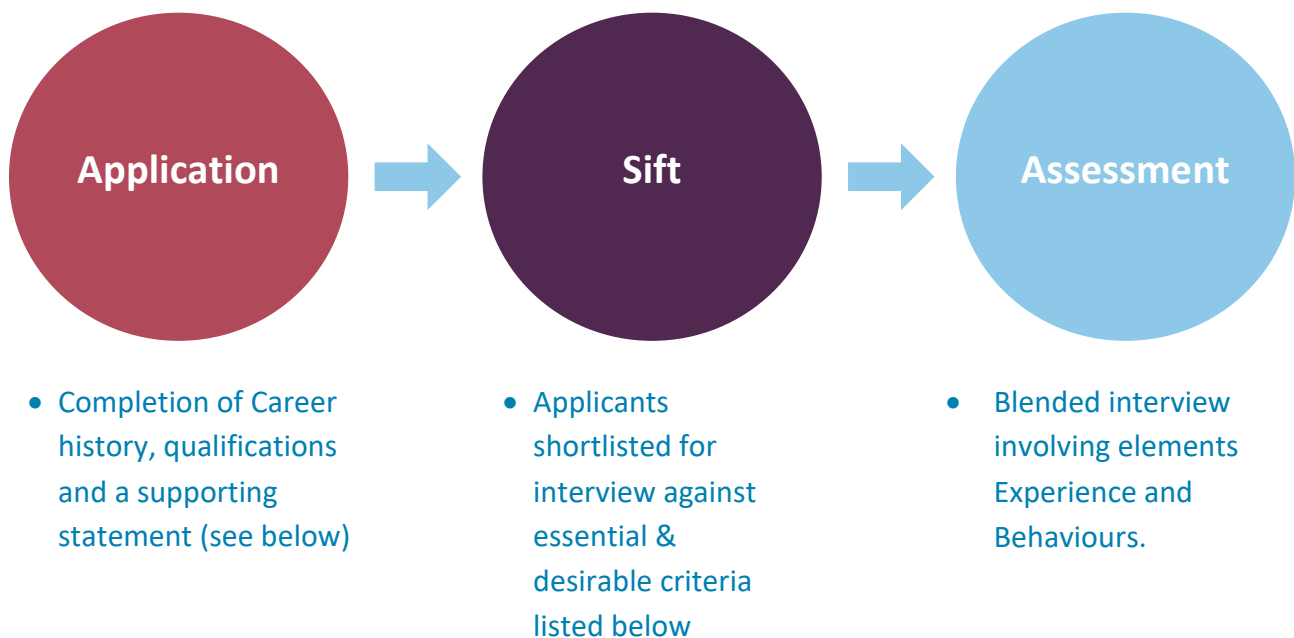
Empowered – We can take the initiative and make decisions that improve business delivery

Career opportunities

We are proud of our strong track record in developing staff to progress their careers. We encourage and expect our staff to undertake training and development and offer outstanding career opportunities within the FSA and wider Civil Service network

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**SELECTION
PROCESS**
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Applications need to be submitted via the 'apply now' button within the main advert. This will take you into a structured form, which allows you to enter all the required data.



When you press the 'Apply now' button, you will be asked to complete personal details (not seen by the sift panel), your career history, qualifications and suitability statement.

After submission of your application, you will progress to the shortlisting sift.

Person Specification criteria assessed at sifting

Experience: You will be asked to provide a 1000-word 'supporting statement' evidencing how you meet the essential and desirable person specification criteria listed below.

You will also be provided with a separate 500-word free text box to demonstrate how you meet the essential **Lead Criteria**. **You do not need to repeat this information in the 1000-word suitability statement box.**

Technical: You will also be provided with a 250-word free text box to demonstrate how you meet the technical criterion.

Essential criteria

In the event of receiving a large number of applications an initial sift may take place on just the identified **lead criteria** indicated below:

Experience	• Identifying and evaluating multiple sources of evidence (Lead Criteria) • Familiarity with the risk assessment process • Proven record of managing multiple priorities to time • Excellent communication skills with a range of expert and non-expert audiences
Technical	• A degree in a relevant scientific discipline (e.g., toxicology, biology, epidemiology, biochemistry, chemistry, microbiology, food science) or equivalent understanding of scientific issues

Desirable criteria assessed at sifting

Experience	• Effective participation in problem solving teams
Technical	• Post-graduate qualification in a related field or equivalent experience

Assessment at Interview

Shortlisted candidates will be invited to the interview stage. The selection process will consist of an **interview** assessing you against the criteria below:

Behaviours (Level 2)	• Seeing the Big Picture • Working Together • Delivering at Pace
Experience	Presentation and questions based on essential criteria listed above

Timeline

Close: 23:55 on 5th January 2022

Sift: from 6th January 2022

Interview: week commencing 17th January 2022. Interviews will be held remotely via Microsoft Teams. Please note that the interview date may be subject to change.



Further Information

Further details about the FSA, and the work we do, can be found at www.food.gov.uk
For more information on the Civil Service Success Profiles Framework please use [this link](#).

If you have any further questions or require clarification on any points please contact our recruitment team at hr.recruitment.campaigns@food.gov.uk or Anthony.J.Wilson@food.gov.uk



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OTHER
INFORMATION
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Food
Standards
Agency
food.gov.uk/ratings

This scheme is operated
in partnership with your
local authority

FOOD HYGIENE RATING

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VERY GOOD

When you submit your online application, you will receive an acknowledgement, if you do not receive this acknowledgement or you have any problems with submitting your application, please email hr.recruitment.campaigns@food.gov.uk and a member of the Recruitment team will pick up your query. Please include the *vacancy reference number* and *job title* in the subject line.

If you are an applicant who wishes to apply under our Disability Confident Scheme, please ensure that you indicate this on the application form. Should you require an adjustment to help you submit your application, then please email hr.recruitment.campaigns@food.gov.uk and a member of the Recruitment team will pick up your request.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are held on the IFD will be refused employment.

Selection for appointment into the Civil Service is on merit, on the basis of fair and open competition, as outlined in the [Civil Service Commission's Recruitment Principles](#)

If you feel your application has not been treated in accordance with the Civil Service Commission Recruitment Principles and you wish to make a complaint, you should email Jo Bushnell, Food Standards Agency at: jo.bushnell@food.gov.uk in the first instance. If you are not satisfied with the response you receive from the Agency, you can contact the [Civil Service Commission](#).

More detailed information can be found at on the [Civil Service Commission](#) website.

We comply with all the relevant data protection legislation as part of our recruitment process, please see [our privacy notice](#) that tells you why we request job applicant personal data, what we do with it and how long we retain the information for.