# Role Profile

# Assessment & Surveillance Manager, Assessment & Surveillance - Medical Devices (Acting)

## ROLE SUMMARY

This role is for a limited duration arising from a period of leave of an existing Assessment and Surveillance Manager.

Depending on the outcome of this recruitment and business needs, some adjustments may be needed on an interim basis to the organisation and reporting lines for teams within the Assessment & Surveillance section.

The Assessment & Surveillance section in the Medical Devices department is responsible for:

- Coordination and management of all reactive and proactive activities relating to all medical device and *in-vitro* diagnostic device vigilance and market surveillance issues, minimising risk to public health and ensuring compliance to relevant legislation.
- Designation and ongoing oversight of the performance of notified bodies for medical devices and *in-vitro* diagnostic devices.
- Assessment of technical and regulatory aspects of medical device and *in-vitro* diagnostic device technologies.
- Development of the medical device inspection activities and oversight of the medical device inspection programme.
- Development of assessment team capabilities and expertise in line with departmental needs and regulatory/technological change.
- Development of assessment activities relating to growing and newly emerging technology areas, such as *in-vitro* diagnostics, device-drug combination products and digital technologies.
- Ensure compliance of medical device economic operators relevant to Ireland, including manufacturers, authorised representatives, distributors and importers, and that they fulfil their responsibilities under the Regulations.
- Communication and engagement with stakeholders on medical device and *in-vitro* diagnostic device issues.
- Management of Safety/Information notices, Competent Authority reports/notifications and other case specific communications.
- Development of technical guidance and capabilities at national and EU level.
- Engagement with the European and international network on medical device and *in-vitro* diagnostic device issues, regulatory development and joint working initiatives.
- Contributing to work associated with implementation of relevant legislation, guidance, standards and relevant change and development initiatives.

These activities are undertaken with the aim of ensuring that medical device and *in-vitro* diagnostic technologies and Notified Bodies in Ireland and Europe, and those originating from Ireland are in compliance with national and European requirements and relevant standards.

The section's overall objective is to help ensure:

- That technologies are safe and perform as intended without posing undue risk to patients or public health;
- That responses to all issues that arise in relation to medical devices and *in-vitro* diagnostic devices are managed effectively and efficiently to ensure compliance with the relevant legislation;
- The assessment and surveillance of technical data for medical devices and *in-vitro* diagnostic devices is carried out effectively and efficiently to support the department's activities and objectives.
- That inspections activities are relevant and impactful and support departmental and organisational activities
- That notified bodies in Ireland, and as appropriate in Europe, are performing their activities consistently and to high standards;
- Provide technical advice and assessment on medical devices and *in-vitro* diagnostics to support departmental and organisational activities.
- The HPRA's medical device activities are appropriate, prioritised and relevant to the stakeholders that we serve.
- The HPRA communicates effectively, both internally and externally on medical devices and *in-vitro* diagnostic issues and provides relevant information on devices and on our activities.

Reporting to the Director of Medical Devices, in conjunction with a fellow Assessment & Surveillance Manager the role is to: manage and develop the Assessment & Surveillance section and processes; to lead on complex technical issues; to achieve required levels of performance and resourcing, lead development of the team's activities and capabilities, and to respond effectively to changes in the internal and external environment. The latter is particularly relevant given the additional requirements of the new European medical device legislation, international harmonisation initiatives and organisational change and development initiatives at HPRA.

This Assessment & Surveillance Manager will have specific responsibility for providing leadership to the medical device department's digital health project, which will require specific focus and dedicated time.

The Assessment & Surveillance Manager is a member of the departmental leadership team to deliver on the departmental operational and strategic commitments. Responsible for managing the overall performance of the Assessment & Surveillance section by defining objectives, setting targets, coordinating activities, agreeing priorities, developing team members, providing technical advice, maintaining effective communication lines and ensuring that the required standards, policies and practices are in place. The Assessment & Surveillance Manager is responsible for ensuring the delivery of service which meets best international practice both for scientific robustness and customer service.

The Assessment & Surveillance Manager provides leadership, motivation, encouragement and effective management for all staff and ensures development and maintenance of a positive working environment. Working with other colleagues in the department's management team the Assessment & Surveillance Manager ensures: appropriate levels of communication, integrated planning of resources, achievement of joint objectives and contributing to the development of an overall strategy for the department. The Assessment & Surveillance Manager also maintains effective working relationships with other HPRA departments/sections, to ensure that tasks are effectively managed and reviewed as appropriate.

The Assessment & Surveillance Manager contributes to the development and implementation of change programmes, continuous improvement and quality initiatives. The role and section will change and adapt over time to address regulatory developments, new technology areas and change initiatives. The Manager will need to be flexible and adaptable and willing to actively participate in developing necessary change programmes and lead teams through these.

The Assessment & Surveillance Manager will help ensure our activities are developed and delivered in a manner that is effective, value driven and focussed on patients and the public. The Manager will help ensure that these activities are impactful, practical and relevant to the stakeholders that we serve.

The Assessment & Surveillance Manager will work together with colleagues in the Department as an adaptive, effective and cohesive team that continuously develops and focuses on continuing to improve in a collaborative, open and supportive environment.

## KEY RESPONSIBILITIES

- Strategic Management
  - Support the Director of Medical Devices in the management and on-going development of the Medical Device department to ensure our regulatory activities are centred on scientific & regulatory excellence, are value-driven and optimised to achieve the highest standards of device safety, performance and care for patients and healthcare systems.
  - Work with colleagues in the Medical Device department's management team to prioritise objectives and to ensure that the strategic and operational goals of the Department are achieved.
  - Develop strategic and operational plans for the Assessment & Surveillance section that deliver a patient focussed and risk centred system of regulation that emphasises proactive and preventative measures and that are consistent with those of the Department and the wider HPRA.
  - Manage and develop staff through change and development initiatives and providing a supportive environment to enable a motivated, impactful and adaptable team.
  - Support strategic risk management.
  - Coordinate with colleagues in the Medical Device department to lead and ensure effective and timely implementation of new legislation and guidance relevant to the department activities and to ensure relevant systems, processes and resources are in place to undertake these activities.
  - Support the formulation and preparation of national/ international regulatory policies, guidelines and legislation as deemed appropriate.
  - Ensure strategic contribution and participation in external, European and international initiatives.
  - Provide leadership within the section and department to rethink engagement and support for our stakeholders to maximise the effectiveness, relevance and value of this engagement.
  - Work with the Director to influence the capability development of the European regulatory network to support the HPRA in serving the health needs of the Irish public.
  - Contribute to activities to foster innovation of new medical technologies.
  - Work to develop regulatory approaches that are suitable, proportionate and adaptive to existing, new and innovative technologies.

- Operational Management
  - Develop Assessment & Surveillance operational activities to ensure they are relevant, impactful and continue to provide appropriate benefit and protection to Irish patients and health systems.
  - Manage and supervising the Assessment & Surveillance section in line with the achievement of strategic and operational goals.
  - Plan and organise work tasks with the section to ensure efficient delivery of work.
  - Work with the Director of Medical Devices, the Assessment & Surveillance section and other section managers to plan and organise efficient delivery of the department's activities.
  - Coordinate the allocation of work and resources within the Assessment & Surveillance section.
  - Promote effective and efficient use of Assessment & Surveillance resources with a focus on value, impact and relevance of outcomes.
  - Ensure activities and follow up actions are conducted in accordance with appropriate legislation and administrative procedure.
  - Promote optimisation of assessment activities to ensure they are proportionate, appropriate, targeted and effectively prioritised (risk based approach).
  - Provide technical and management leadership, support and direction to the Assessment & Surveillance section.
  - Promote a positive, open, professional working environment.
  - Prepare management reports as required and maintaining appropriate records of meetings and activities.
  - Contribute to business planning activities including service plans etc.
  - Contribute to the preparation of strategic, developmental and operational planning documents.
  - Attend and contribute to HPRA management team meetings, as appropriate.
  - Attend and contribute to meetings of the Advisory Committee for Medical Devices as appropriate.
  - Attend and participate in European and international meetings as appropriate and at preparatory and follow up meetings within HPRA.
  - Represent the HPRA at meetings and working groups, as appropriate.

- Technical Management

  The Assessment & Surveillance Manager will supervise and manage in conjunction with relevant line managers, the Assessment & Surveillance sections role in the Medical Device department, including:

- Market Surveillance & vigilance
  - Receive, validate and assess vigilance incidents, device issues and related corrective actions.
  - Conduct assessment activities to ensure compliance of devices with the relevant requirements and standards.
  - Highlight cases of public health concern in a timely manner.
  - Assess the appropriateness and effectiveness of field safety and, when appropriate, other corrective actions proposed by manufacturers.
  - Identify, validate and risk-prioritise surveillance and assessment activities of devices and the market.
  - Develop and manage annual plans for reactive and proactive market surveillance activities based on inputs from team, market analysis activities and each relevant section in HPRA.

- Maintain focus on proactive and preventative assessment & surveillance activities while ensuring reactive issues are addressed effectively and in a timely manner.
- Prioritisation of cases for assessment/review.
- Conduct assessments and reviewing assessment reports and documents, as appropriate.
- Assess the scientific/technical aspects of medical devices and *in-vitro* diagnostic devices.
- Report and communicate findings to applicants/manufacturers to inform in a timely manner and provide opportunity, as appropriate, for response to address findings.
- Identify and prioritise areas requiring technical file review or areas for consideration for inclusion within the market surveillance plan or other cross organisational initiatives in liaison with the other Section Managers and the Director.
- Promote engagement and dialogue with users and healthcare professionals on device issues.
- Promote feedback on outcomes and increased transparency of HPRA and regulatory network activities.
- Contribute to the establishment of the sampling/analysis programme for devices.
- Identify appropriate test houses/protocols for testing, identify samples for testing and monitor outcomes.
- Support systems for dissemination of safety communication, including HSE eAlert system.
- Ensure timely close out of cases.
- Report and communicate case outcomes e.g. safety/information notices, Competent Authority (CA) reports/notifications.
- Help identify relevant operators, devices and issues to input into market analysis activities.
- Review safety notices and other information published by other regulatory authorities and relevant parties.
- Update relevant internal and external databases.
- Ensure circulation of NCARs as appropriate.
- Any other area or processes which may come within the scope of the section

- Notified Bodies
  - Management of all Notified Body related activities including, Notified Body Designation, Notified Body Assessment, Notified Body Oversight, EU Joint Assessment, and Notified Body consultations with other National Competent Authorities.
  - Provide support to European activities including technical support to joint assessments of notified bodies and market surveillance initiatives.
  - Review and assessment of applications for designation/re-designation of notified bodies for medical devices in Ireland and for extensions to existing designation scope.
  - Review and assessment of applications subject to designation in other EU Member States as part of EU joint assessment activities.
  - Review and assessment of recommendations for designation of notified bodies from other EU Member States.
  - Coordination and implementation of notified body oversight plans including sampling plans for file review, surveillance activities and, selection of candidates for observed audit.
  - Management of complaints relating to notified bodies and requests from other Competent authorities.
  - Manage the development and maintenance of the Notified Body market surveillance programme.

- Work with the Medical Devices Inspection team to oversee and monitor the inspection programme for Notified Bodies including: pre-planning, reporting, debriefing and follow- up processes.
- Work with the Assessment & Surveillance manager and other section managers to ensure appropriate teams are compiled e.g. technical, clinical and regulatory expertise to participate in designation and oversight assessment activities.
- Regular engagement, communication and liaison with notified bodies in Ireland.
- Provision of advice on regulatory interpretation and expectations.
- Management of certification notifications from Irish and EU notified bodies and resultant market surveillance activities.
- Analysis and trending of certificate data to help inform market surveillance and notified body activities.
- Facilitate and liaise on drug-device consultations from notified bodies.
- Participate and represent at relevant national, EU and international meeting forums for Notified Bodies.
- Participate in the Medical Device Single Audit Programme and other international harmonisation initiatives, as appropriate.
- Coordinate of HPRA contribution to the development and oversight of medical device and other relevant ISO standards.
- Ensure exchange of information relating to notified bodies with other authorities and relevant parties and with the EU databases/information systems.
- Provide training and develop training materials/schemes relevant to notified body designation and oversight.
- Provide input to policy and regulatory aspects relating to notified bodies.
- Provide technical advice and knowledge including internal and external presentations on issues relating to Notified Bodies.

- Classification and qualification of medical devices
  - Conduct assessments of cases and providing technical advice for classification & qualification cases.
  - Contribute to systems to ensure effective and consistent classification & qualification decisions are made in relation to medical devices.
  - Provide support to the Compliance Department and the Borderline Products Committee.

- Clinical investigation, performance studies & compassionate use applications
  - Assess the technical aspects of medical device components of applications for clinical investigation, clinical trials and drug device combinations (marketing authorisations, scientific advice etc.).
  - Assess the technical aspects of applications for clinical performance studies of IVDs.
  - Assess the technical aspects of compassionate use applications for devices.

- Medical device inspections
  - Manage and supervise the inspection group in line with the achievement of strategic and operational goals.
  - Organise and allocate inspections to the resources within the inspections group.
  - Ensure efficient delivery of inspection activities, including coordination of technical, clinical or regulatory assessors into the inspection team when required.

- Ensure appropriate preparation and follow up on inspection activities and other related market surveillance activities are completed within the inspections group and in accordance with appropriate legislation and administrative procedure.
- Prepare for and conducting inspections nationally and internationally.
- Write inspection reports when acting as lead inspector and contribute to the preparation of reports for joint or accompanied inspections.
- Develop relationships nationally and internationally with a view to achieving collaboration and harmonisation of inspection activities.
- In close liaison with the Notified Body Lead, contribute to the role of HPRA as competent authority for notified bodies by performing assessment and inspections of notified bodies, maintaining oversight of inspections carried out by the notified body.
- Develop and manage annual plans for reactive and proactive inspection activities based on inputs from team, market analysis activities and each relevant section in HPRA.
- Submit reports as required and maintain appropriate records of meetings and activities
- Maintain a database of audits/inspections performed
- Attend and participate in European and international meetings relating to inspections as appropriate and at preparatory and follow up meetings within the HPRA.

- Other
  - Provide input into the review and approval process where appropriate.
  - Work with the legal team, and other HPRA colleagues, to ensure that proposed market actions on medical devices are robust, consistent and effective and with due reference to appropriate administrative and legal provisions and procedures.
  - Ensure systems are in place to provide effective input into queries, information requests, document development and briefing documents within the appropriate timeframes.
  - Ensure appropriate representation of the Assessment & Surveillance section at relevant European, international and national committees/ working groups, including communication, follow up and implementation on any relevant issues that may arise.
  - Work with colleagues to facilitate technical liaison with the EU Commission and other regulatory authorities, relevant bodies or individuals in relation to safety and efficacy issues.
  - Attend and contribute to HPRA meetings, as appropriate.

- Quality and Knowledge Management
  - Ensure that the procedures and policies of the HPRA Quality Management System are maintained, deployed and adhered to within the Assessment & Surveillance section.
  - Ensure that appropriate Standard Operating Procedures (SOPs) and technical guidelines for the section are implemented, updated, adapted and communicated on an ongoing basis within the Assessment & Surveillance section.
  - Participate and manage the involvement of the Assessment & Surveillance section in any internal audits including the identification and implementation of any required corrective actions.
  - Ensure that the Assessment & Surveillance section remains up to date with relevant developments in National, European or International regulations and legislation.
  - Ensure that available information and knowledge across the HPRA is effectively used by the Assessment & Surveillance section.
  - Assist the team leads and section managers to ensure that there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge gained by the Department.

- Work with the other members of the Medical Device department, as appropriate, to ensure that relevant and appropriate information is being disseminated to stakeholders (internal HPRA, industry, healthcare professionals, the public, etc.).
- Promote a culture of continuous improvement across the Department.
- Contribute to the development of the knowledge network across the HPRA.

- Performance Management
  - Work with the Director of Medical Devices and the Assessment & Surveillance section to deliver performance targets for the section and individual staff.
  - Lead, co-ordinate and participate in the performance development programme (PDP) within the Assessment & Surveillance section.
  - Work with the Director and other Section Managers to promote effective performance and to set appropriate performance targets for the group.
  - Promote effective performance and setting appropriate targets with the team leads to deliver the sectional and departmental objectives, goals and vision.
  - Communication of objectives, tasks and KPI's to the Assessment & Surveillance section.
  - Report regularly on progress against specified goals/targets and objectives.
  - Ensure that issues impacting performance are identified early to the Director of Medical Devices and taking measures to resolve issues.
  - Contribute to the development and implementation of effective mechanisms to monitor and report on the different assessment activities to appropriate reflect complexity, impact and resource utilisation.
  - Recognise good performance and promote a culture of performance improvement within the Assessment & Surveillance section.

- Team Development/People Management
  - Work with HR and Development (HRD), the Director of Medical Devices and other colleagues as required in managing personnel in the Assessment & Surveillance section.
  - Contribute to the development and implementation of change management, continuous improvement and quality initiatives.
  - Contribute to the development of departmental training plans and a training scheme and development of relevant materials relating to our medical devices and *in-vitro* diagnostics regulatory activities and in line with budget allocation.
  - Work with HRD, the Director of Medical Devices and other colleagues as required to develop the team's capabilities and expertise.
  - Ensure effective communication within the Assessment & Surveillance section and to the Medical Device Management Team and the Director.
  - Provide a supportive environment to enable a motivated, high impact and adaptable team that engages actively and openly.
  - Plan for and identification of future skills gaps/training needs within the Assessment & Surveillance section.
  - Liaise with HRD in providing front line management of staff (e.g. recruitment, managing attendance, probation, performance management etc.).
  - Manage and guiding staff through organisational change and development initiatives.
  - Oversee the development of staff, including the development, with HRD, of individual training plans, and maintenance of training records and documentation.
  - Ensure the provision of high quality induction and ongoing training for staff, including on the job training.
  - Ensure the provision of adequate technical, non-technical and continuous professional development for the Assessment & Surveillance section, as appropriate.

- Provide performance feedback, coaching and mentoring support to the management team and staff in the Assessment & Surveillance section as required.

- Communications/Customer Service
  - Promote a culture where our activities are focussed on patients and designed to ensure that they are relevant and useful to the public we serve.
  - Promote a strong customer service focus taking account of broad stakeholder needs (internal and external) and in particular patients, healthcare professionals, notified bodies, economic operators across the sector, Department of Health, other public agencies and industry representative bodies.
  - Work with colleagues in the Medical Device department to develop and implement a communications strategy which aligns to the HPRA's corporate communications strategy and meets the needs of all HPRA stakeholders.
  - Act as an advocate in representing the views of the section to the wider HPRA organisation.
  - Provide advice and technical expertise to external stakeholders including the Department of Health, other agencies, industry and representative bodies, healthcare professionals and members of the public.
  - Maintenance and updating of intranet and shared internal information sources/directories, HPRA website, patient communications, guidance and other documents.
  - In consultation with the Director of Medical Devices and the management team, provide relevant regulatory information, advice and guidance to industry, regulatory authorities, healthcare professionals and other relevant stakeholders.
  - Ensure responses to queries in line with the HPRA service charter.

- General
  - Perform such other duties as the HPRA may reasonably require.
  - As with the other section managers in the Medical Devices department, deputise in the absence, on business or leave, for the Director of Medical Devices.

## QUALIFICATIONS AND EXPERIENCE

- The successful candidate must have:
  - A relevant 3rd level degree in life-sciences or healthcare (e.g. medicine, veterinary, biochemistry, pharmacy, engineering, biotechnology)
  - A minimum of 5 years' relevant experience in a research, healthcare, industry or regulatory environment
  - Experience in the assessment and decision making on health product issues
  - Minimum of three years of experience in the management of a multi-disciplinary team(s)
  - Detailed knowledge and experience of EU and national legislation relating to the regulatory requirements for medical devices
  - A strong personal work ethos and a proven ability to manage high work throughputs and manage deadlines
  - An ability to adapt to changing conditions and display ability to generate effective and pragmatic solutions to new situations and problems, both strategic and operational
  - Be a self-starter, capable of excellent communication, negotiation and decision making
  - Excellent motivational and organisational skills

- In addition, the ideal candidate will also have:
  - A relevant post graduate qualification in a scientific, legal or managerial discipline

- Experience of regular high-level representation of organisational/national positions at National/European level
- A strong customer service focus and commercial awareness
- Proven track record in delivering performance
- Experience of working collaboratively with cross-organisational teams in a solution focussed manner
- A proven record in connecting with leadership teams to support, influence and provide expert advice

## REMUNERATION

Salary: €96,898 - €112,406 per annum (incremental scale)
Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## SUPERANNUATION

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013. All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

## LOCATION

The successful candidate will be working in the HPRA offices a minimum of two days per week and can avail of working remotely up to a maximum of three days per week subject to the terms of the policy. The specific days each week when you work at each location will be determined by your manager. The HPRA reserves the right to cease, vary or change the office/home location split during or after the review period. Notwithstanding any applicable hybrid working arrangement, you may be required to work at any specified location as may be reasonably required by the HPRA from time to time.

## HOURS OF DUTY

The hours of duty are fixed by the HPRA from time to time. The current arrangements are Monday-Friday (minimum 35 hours). Appointees are eligible to participate in the flexitime arrangements after a period of six months.

## DURATION OF POST

This is a one year fixed term contract (as a consequence of Maternity Leave).

## ANNUAL LEAVE

Annual leave (exclusive of usual public holidays) is 25 days per annum.

## DUTIES OF POST

The duties set out in the role profile (above) are indicative of responsibilities related to this role. As with all posts, the nature of HPRA business is evolving and flexibility is required in order to adapt to changing business needs.

## HEALTH

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## EQUAL OPPORTUNITIES

The HPRA is an equal opportunity employer. The HPRA will not discriminate against an employee or prospective employee in relation to the nine discriminatory grounds as per the Employment Equality Acts, 1998-2015.

## CONFIDENTIALITY AND CONFLICT OF INTEREST

Employees are prohibited from having any personal or financial interest in any industry that the HPRA regulates from the date of appointment with the HPRA. All HPRA employees are required to declare any matter that could affect their impartiality or that could reasonably be perceived as affecting their impartiality. All new entrants are required to complete a declaration of interests prior to commencing employment in the HPRA.
The HPRA's Conflicts of Interest Assessment provides guidance on the types of interests to be declared. Any interests declared will be evaluated and any potential conflicts will be addressed in line with that Assessment.

The HPRA deals with highly confidential matters including identifiable details pertaining to healthcare professionals, patients and commercially sensitive information. Employees are prohibited from disclosing any information in relation to the business of any person obtained in his/her capacity as an officer of the HPRA.

## DATA PROTECTION

The General Data Protection Regulation and Data Protection Acts 1988-2018 apply to the processing of personal data and the HPRA is committed to complying with its legal obligations in this regard. For information on how we process your information during recruitment, please see our privacy notice.

## REFERENCES

The names and addresses of two referees to whom the applicant is well known but not related must be submitted with the application. Reference may be made to current and former employers without further notification of the applicant. Applicants having any reservations on this matter should so state at time of application.

## CLOSING DATE

The closing date for applications for this post is **21st April 2024.**

## INTERVIEWS

Applicants attending for interview may be required to prepare a presentation and/or complete a pre-interview exercise - details will be notified to applicants who are shortlisted. The HPRA will make reasonable accommodations for a person with a disability during the recruitment process.

It is anticipated that this interview process for this post may involve 2 rounds of interviews which will take place on the **2nd and 10th of May 2024.**

Note: The HPRA is not in a position to reimburse expenses incurred by candidates attending for interview.

## HOW TO APPLY

Applications should be submitted directly to jobs@hpra.ie

## COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS

The Department of Public Expenditure and Reform 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

## DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

## EQUAL OPPORTUNITIES

The HPRA is an equal opportunities employer. We are committed to equal employment opportunity regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community. The HPRA will make reasonable accommodations for a person with a disability during the recruitment process and can be notified in the course of the interview correspondence.