

Role Profile

Executive Assistant- Chief Executive's Office

ROLE SUMMARY

Reporting to the Chief Executive (CE) the role is to provide high level executive support to the CE in the operation of the broad remit of the role. The role will work as part of the Chief Executive's Office and will liaise closely with the CE's PA in providing ongoing support to the Chief Executive.

The Executive Assistant will also work closely and maintain effective working relationships with colleagues in sections and departments of the HPRA ensuring that any required interactions are adequately carried out.

KEY RESPONSIBILITIES

- Strategic Objectives
 - Acting in a planning capacity will work with the CE to prioritise, plan and monitor the CE's workload, highlighting areas for focus, following up on deliverables status and generally keeping the CE informed of upcoming commitments and responsibilities and ensuring they are adequately prepared.
 - Conserves CE's time by researching and reviewing policy documents and assimilating the data, to provide the CE with a summary of salient points.
 - Contributes to the drafting of policy documents.
 - Responsible for the drafting and preparation of presentations/key note speeches for the CE requiring the collation of the specific technical input and development of presentation structure and layout tailored to the respective audience.
 - Drafts technical/special interest papers by liaising with and co-ordinating the input of Technical experts across the HPRA as required.
 - Manages a variety of special projects for the CE as required.
 - Provides a bridge for communication between the CE's office and internal departments demonstrating leadership to maintain credibility and trust with senior management.
 - Provides support to CE for range of national and international meetings to ensure they are properly briefed and are positioned to maximise HPRA impact at these meetings.
 - Provides the necessary support to allow the CE drive forward the agenda of both International Coalition of Medicines Regulatory Authorities (ICMRA) and Heads of Medicines Agencies (HMA).
 - To provide support to CE in their role on the Management Board of the European Medicines Agency (EMA).
 - Supporting the, CE and others within the organisation, in delivering identified strategic objectives.
- Operational Objectives
 - Prepares materials for all conference calls and meetings (internal and external) ensuring the CE is briefed prior to each. When required will participate directly in meetings and will follow up with relevant parties or ensure actions are delivered as required.

- Drafts the CE's Board report and supports the PA in the co-ordination of all Board papers.
- In conjunction with the PA acts as gatekeeper for CE's schedule.
- In conjunction with the CE's PA manages CE's correspondence including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response.
- In conjunction with the International Scientific Officer, provides support to the member and alternative member of the EMA Management Board; to review papers, prepare briefing notes and identify key issues.
- To provide support to the attendees at the HMA meetings. To co-ordinate briefing documents from HPRA staff. To prepare any documents or presentations as required.
- Quality and Knowledge Management
 - Working with the Chief Executive to ensure that there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge gained by the HPRA.
 - Contributing to the implementation of the HPRA Quality Management System within the CE's office.
- Performance Management
 - Participating in the performance management programme (PDP) to maximise efficiency gains for the CE's office.
 - Reporting regularly on progress against specified goals/targets and objectives.
 - Promote a positive, open, friendly and professional working environment.
- General
 - Perform such other duties as the HPRA may reasonably require
 - This is a new post and the responsibilities of the role may therefore expand and include areas not specifically referred to above.

Note: While the role may require some travel in the future, it is currently envisaged that the role will be primarily based in HPRA offices.

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - A third level degree in a relevant discipline such as life sciences, Law/Politics or healthcare
 - A minimum of 3 years' relevant experience working in policy development and/or working in a similar support role for a senior executive.
 - A technical/scientific background gained through relevant experience in a regulatory/policy development environment
 - Proven experience in preparation and writing of policy documents
 - Exceptional organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly.
 - Strong interpersonal skills and the ability to build relationships and networks with stakeholders, including senior management, staff, board members, external agencies both national and international and industry representatives.

- Expert level multimedia skills with the ability to draft and develop professional and impactful presentations
 - Ability to read and quickly assimilate complex information.
 - Ability to summarise and write briefing notes
- In addition, the following would be considered an advantage:
- Proven ability to react effectively to emerging work-related issues
 - Highly resourceful team player with the proven ability to work unsupervised and to be effective independently.
 - Proven proactive approach to problem-solving with strong decision-making capability
 - Highly motivated and with the ability to manage deadlines
 - Understanding of the health products regulatory framework
 - Strong business acumen
 - Proven ability to handle confidential information with discretion

REMUNERATION

Salary: €62,720 per annum (*new entrants - incremental scale).

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.

HOURS OF DUTY

The hours of duty are fixed by the HPRA from time to time. The current arrangements are Monday-Friday (minimum 37 hours). Appointees are eligible to participate in the flexitime arrangements after a period of six months.

DURATION OF POST

This is a two-year contract post.

ANNUAL LEAVE

Annual leave (exclusive of usual public holidays) is 22 days per annum.

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.

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.

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 Policy 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 policy.

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.

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 **12th March 2020**.

INTERVIEWS

Applicants attending for interview may be required to prepare a presentation/complete a practical test -details will be notified to applicants who are shortlisted.

It is anticipated that interviews for this post will take place **on 25th March 2020**.

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

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.

* 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.