

Role Profile

Scientific Officer, Health Products Distribution – Compliance

ROLE SUMMARY

Reporting to the Cosmetics Manager, the role of the Scientific Officer is to assist in the operation of the Cosmetics Section of the Health Products Distribution (HPD) Section.

The role involves the monitoring of cosmetic product compliance and serious undesirable effects principally through market surveillance and includes assessment of cosmetic products from the perspective of consumer safety and risk evaluation. The Scientific Officer will assist in the investigation of compliance and vigilance cases; the examination and evaluation of safety assessments, including the toxicological component, of Product Information Files; evaluation of analytical reports received as a result of compositional analysis as well as submissions received through post-market surveillance. This includes an evaluation and assessment of the likely hazards associated with the use of the relevant substances in humans and their potential risk to the environment.

The role will also include assisting in the performance of other activities conducted by the section depending on business needs and requirements. The Scientific Officer will provide technical information and advice to relevant bodies and individuals both internal and external to the HPRA. The Scientific Officer maintains effective working relationships within the section and other areas of the HPRA, ensuring that any required interactions are adequately performed.

KEY RESPONSIBILITIES

- Strategic Objectives
 - o Support the HPD Manager and Cosmetics Manager in the management and ongoing development of the section
 - o Support evolving business needs and requirements of the section in undertaking new areas of technical responsibilities in line with these developments

- Operational Objectives
 - o Work with the HPD Manager and Cosmetics Manager to ensure the goals and objectives of the cosmetics function are met
 - o Contribute to the operational plan for cosmetics regulation
 - o Assist in the compilation of data for the preparation of management reports as required
 - o Provide support to all staff in the HPD and Licensing sections
 - o Promote a positive, open, friendly and professional working environment
 - o Submit reports as required and maintain appropriate records of meetings and activities
 - o Work with the Cosmetics Manager to ensure efficient delivery of work

- Technical Objectives
 - Assist in the review of Cosmetic Product Information Files submitted to the HPRA and contribute to the evaluation of consumer safety risks associated with or derived from the use of cosmetic products through performing toxicological reviews
 - Review compliance cases and vigilance reports received and assist in establishing the risk to consumers and the environment
 - Assist in communication of findings to manufacturers/ distributors/ Responsible Persons and monitor implementation of follow-up actions
 - Assist with participation in EU cosmetic meeting forums as required including: Cosmetic Working Group & PEMSAC market surveillance working groups
 - Risk Assess RAPEX reports received and potential for impact on consumer safety
 - Support the provision of technical advice and knowledge, including development of industry guidelines, giving internal and external presentations on regulatory activities performed by HPD.
 - Where necessary liaise with competent authorities of other member states

- Quality and Knowledge Management
 - Assist the managers of the Section to ensure the effective implementation of the HPRA Quality Management System within the Section
 - Assist the managers of the Section to ensure that there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge gained by the Section
 - Assist the managers of the Section to ensure that available information and knowledge across the HPRA is effectively used by the Section
 - Assist the managers of the Section to ensure that procedures remain up to date with relevant developments in National, European and International regulations, legislation and guidelines

- Performance Management
 - Participate in the Performance Development Programme (PDP) within the Section to maximise efficiency gains
 - Work with the managers and colleagues of the Section to promote effective performance
 - Report regularly on progress against specified objectives, tasks and KPI's
 - Ensure that issues impacting on performance are identified early to their manager

- Communication/Customer Service
 - Participate in regular team/section meetings
 - Assist in ensuring information flow within the section
 - Participate in HPD Section's communication and education strategies for cosmetic products
 - Liaise with external stakeholders involved in the regulation of cosmetic products within the State
 - Ensure that HPRA policies and procedures are communicated in a consistent way to stakeholders

- General
 - Performing such other duties as the Authority may reasonably require

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - o A primary degree in a relevant scientific discipline (e.g. but not limited to, toxicology, pharmacology, physiology, biochemistry, chemistry or pharmacy)
 - o A minimum of two years relevant experience in a regulatory, cosmetic or pharmaceutical environment
 - o Excellent administrative and computer skills
 - o Excellent presentation, report writing and interpersonal skills

- In addition, the following would be considered an advantage:
 - o Relevant post-graduate qualification
 - o Relevant experience in the collation, evaluation and presentation of scientific data
 - o Highly motivated with experience in using initiative
 - o Proven ability to react effectively to emerging work-related issues
 - o The ability to effectively manage deadlines

REMUNERATION

Salary: €33,491 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 three year fixed term contract post.

ANNUAL LEAVE

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

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.

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](#).

VOLUNTARY HEALTH INSURANCE SCHEME

A group scheme operates for those wishing to participate and contributions are deducted from salary.

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 **Thursday 28th March 2019**.

INTERVIEWS

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

It is anticipated that interviews for this post will take place on **Thursday 11th April 2019**.

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.

March 2019