

## Role Profile

# Corporate Affairs Executive, Corporate Affairs – Finance, Corporate & International

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### ROLE SUMMARY

Reporting to the Corporate Affairs Manager, the role of the Corporate Affairs Executive within the Finance, Corporate and International (FCI) department will contribute to the management of a team (or manage a team) with responsibility for;

- Best practice in the application the Freedom of Information Act
- Event management, travel, consumables and reception
- The development of customer service help desk and innovation queries

The Corporate Affairs Executive will work closely with the Corporate Affairs Manager in developing the Corporate Affairs Section. The post holder will provide leadership, motivation, encouragement and effective management in the team by defining objectives, setting targets, coordinating activities, agreeing priorities, developing team members, maintaining effective communication lines and ensuring the maintenance of a positive working environment.

The Corporate Affairs Executive will develop appropriate relationships with all members of the FCI department to ensure appropriate levels of communication, integrated planning of resources, achievement of joint objectives, and the development of an overall strategy within the department.

This is a new post and the responsibilities of the role may therefore expand and evolve over time. In light of the need to be flexible with the business needs this profile will be subject to review which may result in the inclusion of activities not specifically referred to in this profile.

### KEY RESPONSIBILITIES

- Strategic Objectives
  - o Working with the management team (and wider HPRA as required) to support strategic and business plans for the FCI department and the Corporate Affairs section
  - o Supporting management and development in the Corporate Affairs section in line with business needs
- Operational Objectives
  - o Freedom of Information Act
    - o Managing Freedom of Information requests across the organisation in a timely manner to ensure compliance with Freedom of Information Act.
    - o Managing Freedom of Information appeals and liaising with the Information Commissioner to ensure corrective actions are taken.
    - o Reporting Freedom of Information statistics quarterly to the Department of Health.
    - o Ensure training and refresher courses are available to decision makers.
    - o Consider transparency policies to better improve access to documents.

- Event Management
  - In conjunction with the corporate affairs administrator, coordinate and manage events in respect of the organisation of all internal and external HPRA events.
  - Identify new ways to improve delivery of events, research and implement these improvements.
  - Ensure excellent communications with suppliers.
  - Ensure strong communications with HPRA meeting host and understand the objective of hosting the conference.
  - Ensure that the event management software is appropriately used for events.
- Customer Service/Innovation Office
  - Supervision and development of the customer service and innovation office.
- Travel
  - Supervise the provision of transport, accommodation and other facilities for staff travelling on behalf of the HPRA.
  - Ensure that all travel booked for the organisation is in compliance with the guidelines set by the Department of Health.
  - Ensure that all HPRA policies and guidelines relating to travel are in line with guidelines set by the Department of Health.
  - Ensure procedures are in place to ensure only necessary travel is undertaken and value for money is sought.
- Reception
  - Supervise and managing the operation of reception and all reception related activities
- Publications
  - Managing the subscriptions to journals required throughout the HPRA and providing support to the Librarian in the ordering and renewal of publications. Ensure value for money is sought and liaise with Librarian with regards to the renewals/cancellations/distribution.
  - Purchasing Standards as requested by HPRA staff and following the guidelines in relation to this.
  - Preparing the Corporate Affairs section of the annual report
- Budget and Procurement Management
  - Ensure projects follow government procurement guidelines.
  - Work within government national framework agreements where it makes economic sense.
  - Managing all invoicing related to the Corporate Affairs section e.g. stationery, travel and canteen, bathroom, first aid, disinfectant supplies etc.
  - Manage projects within budget
- Quality and Knowledge Management
  - Assisting in the effective implementation of the HPRA's Quality Management System within the section
  - Ensuring that appropriate Standard Operating Procedures (SOPs) and guidelines are developed, implemented, updated and communicated on an ongoing basis within the section

- Working with the management team of the FCI department and other colleagues to develop and implement relevant policies and practices and ensuring that these policies and practices reflect relevant developments in National and European legislation
  - Participating and managing the involvement of the section in any internal audits including the identification and implementation of any required corrective actions
  - Ensuring that available information and knowledge across the HPRA is effectively used by the section
- Performance Management
    - Working with the Corporate Affairs Manager to set appropriate performance targets for the section and the department
    - Effective communication of goals, objectives and performance targets to the section
    - Lead, co-ordinate and participate in the performance development programme (PDP) within the section to maximise efficiency gains for the department
    - Work with the Corporate Affairs Manager and other colleagues to promote effective performance within the department
    - Ensure that all processes are continuously reviewed and amended as required to optimise the performance of the section
    - Taking measures to identify and resolve issues impacting performance
    - Openly recognise good performance and promote a culture of performance improvement in the section
- People Management/Team Development
    - Leading and managing the Corporate Affairs team
    - Liaising with the HR department in providing front-line HR management of staff e.g. managing leave, performance management, recruitment etc.
    - Providing support to all members of the team
    - Ensuring the provision of high quality induction and ongoing training for staff, including on the job training.
    - Overseeing the development of staff, including the development of individual training plans, and maintenance of training records and documentation
- Communications/Customer Service
    - Participate in regular team/section meetings
    - Assist in ensuring information flow within the section
    - Ensure that HPRA policies and procedures are communicated in a consistent way to stakeholders
- General
    - Perform such other duties as the HPRA may reasonably require

## **QUALIFICATIONS AND EXPERIENCE**

- To be considered for this post, candidates must have:
  - A relevant third level qualification e.g. business or management or other related discipline
  - Significant relevant experience in the drafting of policies related to National/European legislation and/or experience with FOI

- A minimum of two years' relevant people management experience
  - Demonstrate excellent planning and organisation skills
  - Excellent verbal and written communication skills with the ability to adapt to various stakeholders
  - Excellent leadership and interpersonal skills
  - Ability to use initiative and maintain output & productivity
- In addition to this the ideal candidate will have;
- Project management experience
  - Previous event management experience
  - Ability to negotiate, problem solve and make decisions
  - Ability to engage with employees and understand their needs
  - Ability to motivate a team to maintain output and productivity

## **REMUNERATION**

Salary: €46,771 per annum (\*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**

Duration of maternity leave.

## **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.

## **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.

## **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 **17<sup>th</sup> February 2019**.

## 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 the **5<sup>th</sup> March 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.