

Role Profile

Cosmetic Products Manager - Compliance

ROLE SUMMARY

Reporting to the Health Products Distribution (HPD) Manager, the Cosmetic Products Manager will work within the HPD section in the Compliance department to proactively manage, operate and develop the Health Products Regulatory Authority's role of Competent Authority for cosmetics in Ireland.

The Cosmetic Products manager attends and contributes to the relevant European meetings and liaises with the Department of Health to agree national policy and strategy with respect to market surveillance for cosmetic products. They ensure the Department of Health is informed of national legislation changes that may be required and also coordinate the surveillance programme and other activities in cooperation with the HSE;

The Cosmetic Products Manager will provide technical information and advice to relevant bodies and individuals both internal and external to the HPRA. They also are responsible for keeping industry stakeholders informed of any changes in regulation that may impact them.

This role also includes the management of the day-to-day operation of the national market surveillance programme for cosmetics which includes;

- the investigation of reported quality defect and vigilance cases;
- the analysis of data relating to RAPEX Rapid Alert notifications
- identification of requirements for market action;
- monitoring compliance with safety and quality requirements;
- the operation of an inspection programme for cosmetic manufacturers and distributors.

The Cosmetic Products Manager directly manages the performance of the Cosmetics team by defining objectives, setting targets, coordinating activities, agreeing priorities, developing team members, maintaining effective communication lines and ensuring that the required standards, policies and practices are in place.

The Cosmetic Products Manager provides leadership, motivation, encouragement and effective management for all direct reports and ensures the maintenance of a positive working environment within the Cosmetic team.

The Cosmetic Products Manager maintains effective working relationships with external partners as well as within the Health Products Distribution section and also between the section and other areas of the HPRA, ensuring that any required interactions are adequately defined and effectively managed.

The Cosmetic Products Manager is required to be flexible in terms of changing work priorities and is required to be able to attend/convene meetings at short notice in relation to cosmetic product regulatory issues or to attend meetings related to other issues that involve the HPD section as may be requested by the HPD Manager.

KEY RESPONSIBILITIES

- Strategic Objectives
 - To keep the Department of Health apprised of new legal and regulatory requirements and any national legislation amendments that are required.
 - Review of proposed legal and regulatory amendments for their potential impact in relation to market surveillance of cosmetic products and protection of public health.
 - To meet regularly with the Department of Health to agree national policy on the market surveillance of cosmetic products.
 - Review proposals for vote at EU level and advise and vote on the behalf of the Department of Health when required.
 - To co-ordinate the National Cosmetic Surveillance Forum meetings between the HPRA, HSE and the Public analyst Laboratories.
 - To attend and contribute to European meetings regarding cosmetic products and their regulation.
 - To review the cosmetics legislation and other relevant horizontal legislation its impact in relation to the HPRA as Competent Authority for cosmetics in Ireland.
 - Working with the HPD Manager to prioritise work objectives and to ensure that the goals of the HPRA cosmetics function are achieved.
 - Providing support to colleagues and others within the HPD section and Compliance department regarding cosmetic products.
 - Promote compliance of cosmetic products with Responsible Persons and other operators established in Ireland.

- Operational Objectives
 - Managing and supervising the Cosmetic team.
 - planning and organising work tasks to ensure efficient delivery of work.
 - Liaising with the HPRA legal team when necessary to agree market or enforcement action.
 - Coordinating the allocation of work and resources within the Cosmetics team.
 - Managing the day to day delivery of work within the Cosmetics team.
 - Providing support to all staff in the Cosmetic team.
 - Promoting a positive, open, friendly and professional working environment.
 - Coordination of the cosmetic surveillance programme with external stakeholders (HSE).
 - Assisting in the compilation of data and preparation of management reports as required.
 - Submitting reports as required and maintaining appropriate records of meetings and activities.
 - Working to ensure all cosmetic activities are delivered within budget.

- Technical Objectives
 - Managing the development and maintenance of the cosmetics market surveillance programme.
Managing the investigation of cosmetic non-compliance and vigilance cases, and any resultant market action utilising risk-based principles, including the need for a RAPEX Rapid Alert Notification
 - Managing the co-ordination of cosmetic market surveillance activities with external stakeholders including the HSE.
 - Overseeing the management of received RAPEX Rapid Alert Notifications in relation to impact for the Irish market.
 - Overseeing and participation in the assessment of the safety and quality review of Cosmetic Product Information Files.

- Overseeing and monitoring the inspection programme for cosmetic product manufacturers and distributors including pre-planning, reporting, debriefing and follow-up processes.
 - Participation and representation at relevant national, EU and international meeting forums for cosmetics.
 - Participating in and supporting other areas or processes, which may come within the scope of the cosmetics function.
 - Working with colleagues to ensure that appropriate technical standards, policies and procedures are in place for the functioning of the cosmetics unit; ensuring that the function remains up to date with relevant developments in national, European and International regulations and legislation.
 - Providing technical advice and knowledge including internal and external presentations on issues relating to cosmetic product regulation.
 - Ensuring that available information and knowledge across the HPRA is effectively used by the cosmetics function.
 - Ensuring the timely dissemination of information to stakeholders as appropriate.
- Quality and Knowledge Management
 - Ensuring effective implementation and management of the HPRA Quality Management System as applicable to cosmetic products.
 - Participating in and managing the involvement of any internal audits relating to cosmetics including the identification and implementation of any required corrective actions.
 - Ensuring there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge in relation to cosmetics.
 - Working with colleagues to develop and implement cosmetics policy and practice.
 - Contributing to ensuring that the function remains up to date with relevant developments in national, European and International regulations and legislation.
- Performance Management
 - Working with the HPD Manager to set appropriate operational objectives and performance targets for the Cosmetics team.
 - Ensuring that resources available are aligned to the best effect in relation to outputs and that goals, objectives and performance targets are effectively communicated to the Cosmetics team.
 - Ensuring that the required performance metrics and targets for cosmetics work are consistently met, in line with the achievement of departmental strategic and operational goals.
 - Assisting in the compilation of data and in the preparation of the HPD monthly and other reports as required.
 - Leading, co-ordinating and participating in the performance development programme (PDP) within the cosmetic team to maximise efficiency gains for the Compliance department.
 - Promoting effective performance within the Cosmetics team.
 - Taking measures to identify and resolve issues impacting performance in the Cosmetics team.
 - Reporting regularly on progress against specified goals/targets and objectives.
- Communication/Customer Focus
 - Develop and implement a communications strategy for informing industry of regulatory requirements and changes.
 - Promoting compliance of cosmetic products via appropriate communication means, the HPRA website, press releases or information campaigns.
 - Holding regular team meetings.
 - Effectively communicating goals, objectives and performance targets to members of the Cosmetics team.

- Working with colleagues in the Cosmetics team to maintain positive relationships with stakeholders that reflects the professionalism and high standards of the HPRA in the conduct of Cosmetics related activities.
 - Contributing to answers to parliamentary questions and media queries that relate to cosmetics.
 - Conducting technical liaison with the European Commission, Council of Europe, regulatory authorities, healthcare professionals and other relevant stakeholders.
 - Liaise with external stakeholders in relation to cosmetic product regulation.
 - Provision of technical information, advice, and guidance to regulatory authorities, healthcare professionals and other relevant stakeholders.
 - Contributing to ensuring that any relevant developments in national, European and International regulations and legislation are communicated and acted upon within the team.
 - Working to ensure information flows are successfully managed within the Cosmetics team, to ensure changes which occur in the wider organisation are appropriately communicated to those on which they impact.
 - Acting as an advocate in representing the views of the Cosmetics team in relation to the cosmetic's competent authority role to the wider Department and across the HPRA.
 - Attending relevant HPRA Committee meetings as appropriate.
 - Providing timely input to the HPRA's newsletter and HPRA website as necessary.
- Team Development/People Management
 - Providing day to day support to all staff in the cosmetics team.
 - Promoting a positive, open, friendly and professional working environment.
 - Overseeing the development and implementation of individual training plans for the cosmetics team; and overseeing the maintenance of related training records and documentation.
 - Providing performance feedback, coaching and mentoring support to staff in the cosmetics team.
 - Openly recognising good performance and promoting a culture of performance improvement in the cosmetics team.
 - Ensure the provision of adequate technical, non-technical and continuous professional development in cosmetics for colleagues in the Cosmetics team and within the Compliance department.
 - co-ordinating the planning and delivery of training for colleagues in the area of cosmetics to further develop their skill set.
 - Liaising with the HR and Change department in providing front-line management of staff (e.g. recruitment, managing attendance, probation, performance management etc.).
 - Ensuring the provision of high-quality induction and ongoing training for staff, including on the job training.
 - General
 - Perform such other duties as the HPRA may reasonably require including deputising in the absence, on business or leave, of the HPD Manager.

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - A primary degree in a scientific or related discipline
 - Postgraduate qualification in a relevant scientific or related discipline or equivalent level of expertise in a specific area.

- A minimum of 3 years post-graduate experience in a relevant industrial, research, healthcare or regulatory role in the pharmaceutical/cosmetics industry or in a similar regulatory authority.
 - A minimum of 1 years' experience in managing people in a relevant technical field
 - Direct experience in working in collaborative environments involving liaison and coordination of work processes with external parties
 - Experience in report writing, processing and evaluation of data
 - Flexibility to adapt to changing priorities and take responsibility to ensure that a successful outcome is achieved
 - Be a self-starter, capable of excellent communication and decision making
- In addition, the following would be considered an advantage:
- Experience in performing toxicological evaluations of substances
 - Experience in the cosmetics sector
 - A high level of administrative skills & excellent computer skills, including data analytics.
 - Experience in the use of Risk Management principles and tools

REMUNERATION

Salary: € 77,817 - €98,219 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 3-year contract post.

Note: The issuing of a 3-year contract is standard HPRA practice prior to moving to permanency for long term roles, such as this.

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 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 the time of application.

CLOSING DATE

The closing date for applications for this post is **25th February 2024**.

INTERVIEWS

Applicants attending for interview may be required to prepare a presentation or take part in a practical test - details will be notified to applicants who are shortlisted.

It is anticipated that interviews for this post will take **week commencing 4th March 2024**. The HPRA is not in a position to reimburse expenses incurred by candidates attending for interview.

HOW TO APPLY

Applications should be submitted via the HPRA Jobs mailbox – 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.