

Role Profile

Lawyer (Acting), Legal – Finance, Corporate and International

ROLE SUMMARY

- Reporting to the In-house Lawyer the role of the Lawyer is to assist the In-house Lawyer in providing legal advice as required, namely in the areas of:
 - in-house and external legal queries
 - litigation
 - European and national health products legislation
 - development of policy and procedures consistent with legislation
 - administrative and transparency law
 - agreements and memoranda of understanding
 - corporate governance and ethics in public office
 - contracts and procurement

KEY RESPONSIBILITIES

- Operational Objectives
 - In-house and external legal queries
 - To assist the In-house Lawyer with queries from operational units, the management committee, and external stakeholders on relevant legislation or any query of a legal nature
 - Litigation
 - To assist the In-house Lawyer with personal injury cases, statutory appeals, and judicial review.
 - To assist in the management of documentation, discovery procedures and drafting of pleadings
 - To assist in preparation for hearings
 - European and national health products legislation
 - To be familiar with all national and European legislation in the areas regulated by the HPRA, including medicines, cosmetics, medical devices, tissues & cells, blood, clinical trials, transplantation of human organs, scientific animal protection
 - To provide advice, as required, to monitor case law in particular the Court of Justice of the European Union and to consider the impact of such case law on the HPRA
 - Development of policy and procedures consistent with legislation
 - To assist the In-house Lawyer and the operational units in developing policy and procedures that are derived from or consistent with legislation

- Administrative and transparency law
 - To be aware of and to assist in the areas of administrative law, access to information requests, including under the Freedom of Information and Data Protection legislative frameworks
 - To monitor related case law and consider how it may impact on the HPRA
- Agreements and memoranda of understanding
 - To assist in drafting and maintaining agreements and memoranda of understanding in relation to the work of the HPRA at national and international level
- Corporate governance and ethics in public office
 - To be aware of and to assist in the area of corporate governance at national and international level
 - To assist in drafting governance documents at national and international level
 - To be aware of and provide assistance in relation to ethics in public office
 - To monitor related legislation, case law and consider how it may impact on the HPRA
- Contracts and procurement
 - To assist in relation to supplier/services contracts and related procurement
 - To assist in relation to and drafting of commercial contracts and agreements generally, including IT related
 - To monitor related case law and consider how it may impact on the HPRA
- Other
 - To assist on other areas of legislation such as health and safety, protected disclosures, employment as appropriate
 - To monitor related case law and consider how it may impact on the HPRA
- Quality and Knowledge Management
 - Assisting in the effective implementation of the HPRA Quality Management System
 - Assisting the In-house Lawyer to ensure that there are effective mechanisms in place to capture, store and communicate key information, experience and knowledge gained by the Legal section
- Performance Management
 - Participating in the performance development programme (PDP) within the Legal section to maximise efficiency gains
 - Working with the In-House Lawyer to agree appropriate performance related targets
 - Taking measures to identify and resolve issues impacting performance in the Legal section
 - Reporting regularly on progress against specified objectives, goals and performance targets
 - Effectively communicating objectives, goals and performance targets within the team
 - Promoting a positive, open, friendly and professional working environment

- Communication/Customer Focus
 - Attending and contributing to meetings of the FCI department and Legal section as appropriate
 - Ensuring that HPRA policies and procedures are communicated in a consistent way to stakeholders
 - Liaising with relevant external organisations, where required, in relation to activities and processes
 - Liaising/supporting other areas of the HPRA where appropriate
 - Representing the HPRA at external meetings, as required
 - Responding to queries from internal and external stakeholders

- General
 - Perform such other duties as the HPRA may reasonably require

QUALIFICATIONS AND EXPERIENCE

- To be considered for this post, candidates must have:
 - Relevant professional qualifications as a solicitor or barrister is essential
 - Three-plus years post qualification experience is essential
 - Excellent knowledge of EU and Irish legislation, Irish and EU judicial systems, public administrative law
 - Excellent knowledge and experience of managing and coordinating litigation proceedings
 - Excellent drafting skills
 - Excellent knowledge of access to information legislative frameworks (e.g., Freedom of Information, Data Protection)
 - Excellent knowledge of contract law and procurement
 - Excellent knowledge of corporate governance and ethics in public office
 - Strong analytical, judgement and decision-making competencies and a high level of integrity and professionalism with a track record of acting with tact and discretion
 - Evidence of very strong team-working and collaboration skills
 - Proven operational and organisational skills and ability to meet tight deadlines and commitment to high quality of work, including accuracy and attention to detail, together with ability to maximise information technology and communication systems
 - Strong interpersonal and communication skills, both oral and written

- In addition to this the ideal candidate will have;
 - A minimum of two years' experience in professional regulation, medicines regulation, regulation generally or equivalent, and with a track record in managing and coordinating the provision of legal (including external) advice and services
 - In depth knowledge of legislation pertaining to medicines, cosmetics, medical devices, tissues & cells, blood, clinical trials, transplantation of human organs, scientific animal protection or related areas

REMUNERATION

Salary: €65,093 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

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. 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.

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 **Sunday, 22nd October 2017**.

INTERVIEWS

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

It is anticipated that interviews for this post will take place on the **7th November 2017**.

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 the rate of remuneration may be adjusted from time to time in line with Government pay policy.