

Role Profile

Veterinary Officer (Acting), Veterinary Assessment – Veterinary Sciences

ROLE SUMMARY

The role of the Health Products Regulatory Authority (HPRA) is to protect and enhance public and animal health by regulating medicines, medical devices and other health products. The HPRA is the national competent authority with responsibility for the assessment of applications relating to veterinary medicinal products.

The HPRA's Veterinary Sciences department wishes to appoint a veterinarian to the role of Veterinary Officer (Acting) within the Safety & Efficacy assessment team. This post will appeal to a veterinarian with practice or industrial experience wishing to pursue a career in a dynamic regulatory environment with a European outlook and a focus on science-based decision making.

The Veterinary Officer (Acting) reports to the Veterinary Assessment Manager and will work with other members of the assessment team, including other vets and specialist assessors.

KEY RESPONSIBILITIES

The role of the Veterinary Officer (Acting) is to:

- Conduct scientific evaluation of safety and efficacy data submitted in support of applications for marketing authorisations for veterinary medicinal products.
- Assess the benefit/risk profiles of proposed and existing veterinary medicinal products by critically appraising the benefits in terms of effectiveness whilst considering any potential risks to animals, public health, the user and the environment.
- Prepare detailed assessment reports according to relevant EU and HPRA standards and to the specified timelines. This includes:
 - Reviewing assessment reports prepared by other Member States from a national perspective and identify any concerns needing further clarification.
 - Following extensive training and under the direction of the manager, leading European procedures (where appropriate) relating to decentralised and mutual recognition applications for marketing authorisations for veterinary medicinal products and assuring compliance of these veterinary medicines with prescribed EU scientific standards.
- Contribute to the development of EU regulatory standards on veterinary medicines.
- Ensure that processes and procedures remain up to date with relevant developments in national, European and international regulations, legislation and guidelines.
- Provide support to colleagues in the Safety & Efficacy assessment team in addressing pharmacovigilance-related matters.
- Provide input into HPRA communications on safety and efficacy matters.
- Provide timely communication with applicants, other regulatory authorities, healthcare professionals and relevant stakeholders, including the provision of technical advice and information.
- Work with other colleagues in the Veterinary Sciences Department to deliver on

- Departmental goals.
- Liaise with officers of the State, other bodies, and industry sections, as appropriate, on matters relating to safety and efficacy aspects of veterinary medicinal products.

The appointee may be requested to attend expert meetings of the European medicines network.

QUALIFICATIONS AND EXPERIENCE

To be considered for this post, candidates must have:

- A bachelor's degree in veterinary medicine registerable with the Veterinary Council of Ireland*.
- A minimum of two years' relevant experience in clinical veterinary practice, veterinary laboratory, academic institution or in an Animal Health company.
- Experience in writing and/or reviewing scientific publications or reports.
- Have excellent organisational, administrative, computer and communication skills along with demonstrable attention to detail.
- An ability to deliver excellent customer service.
- Sound decision making skills.
- Proven track record of working in an environment requiring a high degree of flexibility.
- Highly motivated with proven ability to manage multiple deadlines and tasks effectively.
- Demonstrable ability to work both on own initiative and as part of a team.

In addition, the following would be considered an advantage:

- A post-graduate qualification in veterinary medicine or other relevant discipline, e.g. regulatory affairs, statistics, clinical trials.
- A sound understanding of the national legislation on the regulation of veterinary medicines.
- An awareness of the EU regulatory systems for veterinary medicines.

Availability to travel for national and international meetings is a requirement in this role.

*Note: Any offer of employment made post interview will be subject to the successful candidate gaining registration with the Veterinary Council of Ireland, prior to appointment.

REMUNERATION

Salary: €64,556-€111,066 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 role is for the duration of secondment (9-12 months).

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 **14th April 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 place on **25th April 2024**. The HPRA is not in a position to reimburse expenses incurred by candidates attending for interview.

HOW TO APPLY

Applications should be submitted directly to 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

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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.