

## Role Profile

# Scientific Officer (Cyber Intelligence), Enforcement Section, Compliance Department.

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### ROLE SUMMARY

The Scientific Officer (Cyber Intelligence) role is based within the Enforcement Section of the Compliance Department, reporting to an experienced Enforcement Intelligence Officer. Responsibilities of the Scientific Officer (Cyber Intelligence) are broad ranging and focused on supporting the Enforcement Section to garner actionable intelligence from cyber sources which will be utilised to assist an intelligence led Enforcement process.

The Scientific Officer (Cyber Intelligence) will work to support the HPRA to enhance its analytical capabilities in order to extract insight from open-source intelligence (OSINT), available in-house data sets, and other confidential sources to provide pathways for operational innovation and improve its already well established ability to proactively conduct regulatory and enforcement activity. .

As part of the Intelligence team within the Enforcement Section, the Scientific Officer (Cyber Intelligence) will have a broad remit to identify and analyse open-source data pertinent to combating the sale and supply of falsified and unauthorised medicinal products procured through digital supply channels. They will work in close conjunction with Enforcement colleagues and will maintain effective working relationships with colleagues in the wider HPRA and its stakeholders.

### OTHER GENERAL RESPONSIBILITIES

The Scientific Officer will work directly with an experienced Enforcement Intelligence Officer to:

- Conduct market surveillance of on-line sales platforms and social media sites to extract actionable OSINT which can be utilised to combat the sale and supply of falsified and unauthorised medicinal products.
- Work in close co-operation with colleagues in an active criminal investigations environment to support the needs of investigators and management.
- The role will also require the candidate to pro-actively manage data to service internal management reporting and supporting external data requests. This role requires strong analytical, technical, and people skills, as well as excellent problem solving.
- Develop a comprehensive understanding of the intelligence led enforcement process, specific to the HPRA and its regulatory mandate.
- Support Enforcement Section's improvements in data management and data quality. Analyse and assess data quality and reports, contribute to the design and implementation of strategies to improve data quality with a view to providing greater data-based insights.
- Identify relevant external evolving sources of cyber data and determine their utility in supporting the Enforcement Section's activities. Contribute to the development of on-line OSINT and other sources, for use in operational criminal investigations.

### **Operational / Technical Objectives**

- Compile data and prepare reports, in relation to cyber intelligence cases and other project work, as required.
- Conducting evaluation of new digital data sources in relation to the investigation mandate.
- Working with colleagues of the Enforcement Section in ensuring the accuracy of relevant digital forensics data gathered and analysed in the course of investigations.

### **Performance Management**

- Report regularly on progress made against specified objectives, goals and performance targets (for project and work-related activities).
- Taking measures to identify and resolve issues that may affect performance.

### **Communication/Customer Service**

- Ensure that issues impacting on performance are identified early to their manager
- Work with colleagues to provide technical information, advice and guidance to regulatory authorities, healthcare professionals and other relevant stakeholders, as required
- Promote a positive, open, friendly and professional working environment

### **Strategic and Operational Objectives**

- Assisting the managers of the section in meeting the goals and objectives of the section
- Providing support to other colleagues within the Compliance department, when required

### **General**

- Perform such other duties as the HPRA may reasonably require

## **QUALIFICATIONS AND EXPERIENCE**

### **To be considered for this post, candidates must:**

- NFQ Level 7 qualification, a degree in computer science, information systems, data analytics or a technology-related field.
- Two years relevant experience in on-line OSINT research, cyber intelligence/investigations or regulatory environment or another related field.
- Digital native – High level of familiarity and confidence to work in the on-line environment. Detailed knowledge of the evolving social media and e-commerce environment.
- Aptitude for solving problems and acting on own initiative with the ability to remain focused and adaptable during times of uncertainty.
- Excellent communication skills, both written and verbal, with strong interpersonal skills and the ability to function at all levels across the organisation. Strong relationship building and influencing skills.
- Ability to analyse intelligence and evidence, identify patterns and discrepancies and interpret data.
- Ability to work with large datasets and attention to details – able to sort through significant amounts of data
- Self-motivated and able to work with minimal supervision and use initiative – always need to be learning and self-educating
- Strong Microsoft Excel skills, in particular familiarity of working with Pivot tables
- Understanding of internet architecture.

**In addition, the following would be considered an advantage:**

- A relevant post grad qualification in a related field.
- Previous experience of managing and mining data sets, etc
- Strong team player with a flexible approach. Previous experience/ good understanding of criminal law and a strong understanding of criminal investigations and prosecutions.
- Interest in cyber investigations, computer forensics and other computer based investigative skills.
- Highly motivated with a willingness to adapt and learn new skills.
- Knowledge and experience of data base design and related tools on Microsoft or similar database technologies.

**REMUNERATION**

Salary: €37,180 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.

**LOCATION**

This role is being offered as part of our current hybrid working model. The successful candidate may avail of working remotely which consists of a minimum of two days per week in the HPRA offices, based in Kevin O’Malley house, Earlsfort Terrace, Dublin 2 and any remaining may be worked from a remote location. The specific days each week when you work at each location will be determined by your manager. This hybrid working arrangement is subject to review.

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 in line with the Hours of work and attendance policy after a period of six months.

**DURATION OF POST**

This is a 3-year contract post.

## **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 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 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 **9<sup>th</sup> December 2022**.

## **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.

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 Recruitment Portal](#).

## **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.

## **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.