



An tÚdarás Árachas Sláinte
The Health Insurance Authority

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Head of Corporate Affairs
The Health Insurance Authority
(Reference: 1009380mk)

Closing Date: 12 pm on Monday, 2nd December, 2019

The Health Insurance Authority is an equal opportunities employer.



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Background Information

The Health Insurance Authority (“the Authority”) is an independent regulator for the private health insurance market in Ireland. The Authority was established on 1 February, 2001 under The Health Insurance Act, 1994, as amended (the Health Insurance Acts). The Authority carries out the statutory functions set out in the Acts as described in this document.

The functions of the Authority are as follows:

- To monitor the health insurance market and to advise the Minister (either at his or her request or on its own initiative) on matters relating to health insurance;
- To monitor the operation of the Health Insurance Acts and, where appropriate, to issue enforcement notices to enforce compliance with the Acts;
- To carry out certain functions in relation to health insurance stamp duty and age related tax credits and in relation to any risk equalisation scheme that may be introduced;
- To take such action as it considers appropriate to increase the awareness of members of the public of their rights as consumers of health insurance and of health insurance services available to them; and
- To maintain “The Register of Health Benefits Undertakings” and “The Register of Health Insurance Contracts”.

The Authority shall exercise such powers as are necessary for the performance of its functions. The Minister for Health (“the Minister”) may assign further responsibilities to the Authority as provided for in the Acts.



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The Role

The Health Insurance Authority (“HIA”) is seeking to identify and appoint a suitably qualified person to lead the HIA’s Corporate Affairs Department.

The Head of Corporate Affairs will manage critical services and initiatives that significantly contribute to the operation of the HIA including HR, Communications, Facilities Management, Procurement, IT and Risk Management .

The Head of Corporate Affairs will report directly to the Chief Executive / Registrar.

The duties of the successful candidate will be as follows:

- Acting as Secretary to the Members of the Authority;
- Responsible for human resource management including workforce planning, recruitment, training and development, payroll and pension processing and employee relations;
- Responsible for Communications strategy, including developing and managing advertising campaigns, media buying, relationships with stakeholders and attendance at public events.
- Responsible for Procurement ensuring compliance with Public procurement policy and Irish and EU regulations and management of the tendering process.
- Managing the corporate governance and regulatory requirements and obligations of the Authority;
- Information and communication technology support for the Authority, including systems development and management, IT administration and advice.
- Act as Chief Risk Officer identifying, evaluating and managing the risks faced by the Authority.
- Facilities management including the sourcing and movement of the Authority to new office premises in 2019/2020.
- Reporting to the Chief Executive/Registrar on maintenance of “The Register of Health Benefits Undertakings”;
- Public relations policy making and updating of strategy
- Preparation of annual business plans, policies and reports;
- Liaising with the Authority’s internal and external auditors and assisting them in the performance of their functions; and
- Representing the Authority with external parties.

In addition, the Head of Corporate Affairs Department will be a member of the HIA’s Senior Management Team and in that capacity will play a key role in strategic planning and delivery.



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Skills and Experience for the Role include:

This position presents a unique opportunity for a highly motivated and experienced candidate with:

- a proven track record in the delivery of corporate services
- excellent communication skills,
- leadership qualities; and
- a history of working effectively as part of a team.

The successful management of relationships with key stakeholders will also be central to successful performance of this role. This is a demanding and challenging role which will require resilience and determination as well as the ability to work effectively to tight deadlines.

Essential Criteria:

Applicants must be able to demonstrate how they meet each of the following essential criteria:

1. A relevant third level and/or professional qualification e.g. financial, business, management or other related discipline.
2. At least 3 years' experience in a similar role, managing corporate support functions.
3. Knowledge of practices/procedures of the public sector and particularly public sector governance or the ability to quickly acquire such knowledge.
4. A demonstrable track record in communications management.
5. Experience of systems development, implementation and review.
6. Ability to lead by example and support teams to achieve strategic outcomes.
7. Demonstrate relevant experience and skill in the design and delivery of strategic initiatives.
8. Sound knowledge of good practice in procurement and organisational risk management.



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9. Good analytical and lateral thinking skills.
10. Excellent communication skills and a track record in the management of customer service.
11. Confidence to engage and represent the HIA at public fora and media.
12. Excellent team building and mentoring skills.
13. Have high levels of professionalism and integrity.

Desirable Criteria:

Experience in the following areas would also be considered of particular relevance;

- Experience of internal audit and compliance management.
- Experience in training design and delivery.
- Familiarity with key data management and reporting.
- Good project management skills.
- Experience of leading an office redevelopment project

Required competencies

- Leadership
- Analysis & Decision Making
- Management and Delivery of Results
- Specialist Knowledge, Expertise and Self Development
- Interpersonal & Communication Skills
- Drive & Commitment to Public Service Values



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Principal Conditions of Service

Title

Head of Corporate Affairs

Level

Assistant Principal Officer

General

The appointment is to a post with The Health Insurance Authority.

Pay

The salary scale for the position (rates effective from 1 September 2019) is as follows:

Head of Corporate Affairs (Assistant Principal Officer) – Personal Pension Contribution

€67,659, €70,104, €72,537, €74,977, €77,411, €78,816, €81,274¹, €83,740²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Tenure

The appointment is subject to termination at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005. In the case of serious misconduct, the employment may be terminated at any time without notice and without penalty.

A 12-month probation period will apply.

Headquarters

The Health Insurance Authority office at Canal House, Canal Road, Dublin 6, D06 E7F6.



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Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week (37 hours net). The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The Annual Leave allowance for the position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in The Health Insurance Authority, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of sick leave circulars for the civil and public service.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to The Health Insurance Authority. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service and Public Service, at the time of being offered an appointment.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.



Eligibility to Apply and Certain Restrictions on Eligibility

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers 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.



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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.



The Competition Process

How to Apply

Applications for this position should be made by submitting a completed [application form](#) to info@hia.ie by 12pm on Monday 2nd December 2019.

Closing Date

Your application must be submitted not later than **12pm on Monday, 2nd December, 2019**. Applications will not be accepted after this date. All applications will be acknowledged.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strictest confidence.

Other important information

The Health Insurance Authority will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that The Health Insurance Authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.



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Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by The Health Insurance Authority, or who do not, when requested, furnish such evidence as The Health Insurance Authority requires in regard to any matter relevant to their candidature, will have no further claim to consideration.