

The Health Insurance Authority (“the Authority”) is an independent regulator for the private health insurance market in Ireland, established on 1 February, 2001 under The Health Insurance Act, 1994, as amended. It has a central and independent role to play in the operation of Ireland’s private health insurance market.

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**Head of Corporate Affairs**

The Authority wishes to recruit a Head of Corporate Affairs at the Higher Executive Officer grade. The duties will include the following:

* 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.

**Essential Criteria:**

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

1. A relevant third level qualification 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.

Salary: Remuneration is at the higher Executive Officer grade on a scale starting at €48,868 rising to €61,545 per annum.

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Additional information about the Health Insurance Authority and the role can be found at [www.hia.ie](http://www.hia.ie)

Applications for this position should be made by submitting a completed application form to info@hia.ie by 12pm on Wednesday 30th October 2019.

*The Health Insurance Authority is an equal opportunities employer.*