

**CANDIDATES INFORMATION BOOKLET**

PLEASE READ CAREFULLY

|  |
| --- |
| **Clerical Officer Corporate Affairs**  **The Health Insurance Authority**  **Closing Date: 12 noon on 5th November, 2021** |

The Health Insurance Authority is an equal opportunities employer.

# The Position

**Title of position:** Clerical Officer

**Office address:** Beaux Lane House, Mercer Street Lower, Saint Peter's, Dublin 2, D02 DH60

**Organisation website:** www.hia.ie

## The Organisation

The Health Insurance Authority (“the Authority) is the statutory regulator of the private health insurance market in Ireland established in 2001 under the Health Insurance Acts. Under this legislative aegis, the Authority acts as a regulator, as a provider of consumer information, as an adviser to the Minister for Health, as a custodian of the risk equalisation fund, and as a competent, effective, learning organisation committed to excellent governance standards.

The principle functions of the Authority are:

* 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 risk equalisation credits and in relation to the risk equalisation scheme;
* 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 mission of the Authority is to regulate the health insurance market through collecting, analysing and sharing market information and related research, ensuring compliance with the Health Insurance Acts and enabling the health insurance market to work effectively for the benefit of consumers, providers, policy makers and other stakeholders. The Authority employs 13 people, has an annual budget of €2.8 million (in 2019). The Board of the Authority consists of seven members who are appointed by the Minister of Health and consists of a Chairperson and six ordinary members.

Further information about the Authority including publications and key documents is available at [**www.hia.ie**](http://www.hia.ie).

## Experience and Personal Qualities Required

# The Person

# The Authority seeks applications from dynamic innovative people interested in a career in public service. The Clerical Officer will provide administrative support to the Senior Management Team of the HIA, and will be a key member of the corporate services team working in the areas of communication, procurement, HR, ICT and other corporate services areas. The successful candidate will have excellent attention to detail and organisational skills, be organised and self motivated.

The duties of the Clerical Officer in Corporate Services will include:

* Organisation of board meetings and assisting in the preparation of board papers to the Members of the Authority;
* Reporting to the Chief Executive/Registrar on maintenance of “The Register of Health Benefits Undertakings”;
* Supporting the consumer affairs helpline
* Assisting in the management of the procurement of general goods and services, including the preparation of tender requests.
* Liaising with service providers including IT support and development
* Facilities management
* General office administrative duties
* Support the Head of Corporate Affairs in any other duties as required by the role.

### Essential Requirements

Candidates must demonstrate:

* Excellent administration/organisational skills with the ability to set up systems and maintain them.
* Excellent attention to detail and commitment to delivering quality work;

• Proficiency in the use of Microsoft Office;

• Excellent written communication skills and the ability to communicate effectively with people at all levels both orally and through written communications;

• Willingness to learn and to develop skills, knowledge and expertise;

• Ability to work well as part of a team as well as on own initiative;

• Clear understanding of the role of the Health Insurance Authority.

## Conditions of Service

### 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

This role is based in the Authority’s office at Beaux Lane House, Mercer Street Lower, Saint Peter's, Dublin 2. The Authority reserves the right, at its discretion, to change the primary location to any other place within Ireland.

### Pay

The salary scale for the position (rates effective from 1 October 2020) is as follows:

**Clerical Officer Corporate Affairs (Clerical Officer) – Personal Pension Contribution**

€25,087, €26,695 €27,104, €27,901, €29,077, €30,251, €31,426, €32,280, €33,248, €34,373, €35,166 €36,279, €37,386, €39,113, LSI 1 €40,470, LSI. 2 €41,092²

Long Service Increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.

**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.

### Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours gross per week. 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 22 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.

### Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions> .

**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.**

# The Competition Process

### How to Apply

Applications should be made by e-mail to [cam@hia.ie](mailto:cam@hia.ie). Applicants should forward a completed application form and cover letter of not more than 1 page, outlining your suitability for the position. The application form and cover letter should be emailed as one document in either Word or pdf format.

### Closing Date

Your application must be submitted not later than **12 noon on Friday 5th November, 2021**. Applications will not be accepted after this date.

### Confidentiality

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

**General Data Protection Regulation (GDPR)**

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. If you have any queries related to the processing of your data, or if you wish to make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to [cam@hia.ie](mailto:cam@hia.ie).

**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.

### 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.