



An tÚdarás Árachas Sláinte
The Health Insurance Authority

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Senior Legal Assistant Regulatory Affairs
The Health Insurance Authority**

Closing Date: 12 noon on 30 April, 2021

The Health Insurance Authority is an equal opportunities employer.

The Position

Title of position:	Senior Legal Assistant Regulatory Affairs
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”) a small, dynamic state agency responsible for the regulation of the private health insurance market in Ireland. Established in 2001 under the Health Insurance Acts, the Authority acts as a regulator, as a provider of consumer information, as an adviser to the Minister for Health, and as a custodian of the risk equalisation fund. 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 HIA’s main roles are:

- Market monitoring: the HIA monitors the health insurance market and advises the Minister and Department of Health on matters relating to health insurance;
- Compliance Monitoring: the HIA monitors the compliance of health insurance companies with their obligations under the of the Health Insurance Acts and take enforcement action where appropriate;
- Risk equalisation: The HIA assess claims under the risk equalisation scheme and makes recommendations to the Minister for Health regarding risk credits and stamp duty;
- Administration of the risk equalisation fund; and
- Inform members of the public of their rights as consumers of health insurance and of health insurance services available to them, including the operation of a price comparison website.

The work of the HIA is overseen by an independent Board. 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.

Experience and Personal Qualities Required

The Person

The Authority is seeking to recruit a **Senior Legal Assistant** to work in the Regulatory Affairs Division. The **Senior Legal Assistant** will work with the wider team in the HIA to provide advice to the Authority

and its various Divisions and will take an active role in all legal aspects of the HIA's work. In particular, you will be required to provide general legal advice and the provision of specialist regulatory and health insurance advice to the HIA and the Board in its regulatory and advisory roles.

This position offers a fulfilling and responsible role in a busy and challenging environment dealing with interesting and varied legal issues. It provides an excellent opportunity to make a significant contribution to the delivery of legal services in a dynamic organisation with a broad remit in a key sector of the Irish economy.

Key responsibilities:

- Analyse legal issues and provide effective and timely legal advice on all aspects of the HIA's remit under the Health Insurance Acts.
- Support the Head of Regulatory Affairs by providing specialist regulatory advice and contributing to the policy deliberations in relation to the Risk Equalisation Scheme;
- Providing advice in cases of complex consumer queries and the interpretation of health insurance policy terms and conditions;
- Managing the HIA's formal consumer complaints process and providing legal support with respect to consumer protection investigations carried out by the HIA and any subsequent enforcement actions.
- Assist in the briefing and management of external legal advisors and counsel as required.
- Assist in making proposals or recommendations to Government Ministers regarding legislative changes which will promote government policy in the area of health insurance.
- Provide support to the Head of Finance in conducting on-site inspections of the registered undertakings;
- Assist the Chief Executive in the management of the Register of Health Benefits Undertakings and the Certification process;
- Assist the Head of Corporate Affairs in the role as Board Secretary; and
- Providing general in-house legal support and advice as typically required in a public sector organisation (to include data protection, procurement law and freedom of information).
- Liaise, and maintain effective and professional working relationships with HIA staff and external parties, including external legal counsel, government officials, and other enforcement agencies.

Essential Requirements

Expertise and Competencies for the Role

Competencies

- Team Work
- Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Drive & Commitment
- Specialist Knowledge, Expertise & Self-Development

Technical/Professional

Essential:

- i. Candidates must have been called to the Bar in the State or have been admitted and be currently enrolled as a solicitor in the State or hold a professional qualification in law which would be acceptable to the HIA as being equivalent to the above.
- ii. Work experience either in a law firm, as a practising barrister, as in-house counsel, or in the public service.
- iii. Strong written and communication skills.
- iv. Ability to provide clear, focused and practical legal advice.
- v. Excellent legal research skills and experience in the use of legal research tools.
- vi. Highly developed organisational and administrative skills.
- vii. Oral and written fluency in the English language.

Desirable:

- i. Knowledge of the work of the HIA, including knowledge of Irish Health Insurance Acts.
- ii. Knowledge of Irish court practice and procedure.
- iii. Work experience in dispute resolution, litigation, or regulatory investigations.
- iv. Knowledge and experience of corporate governance, ideally in the public sector
- v. Knowledge of Irish and EU competition law, including State Aid

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:

Higher Executive Officer – Personal Pension Contribution

€49,845 €51,303 €52,756 €54,210 €55,669 €57,123 €58,578 €60, 679(LSI-1) €62,776(LSI -2)

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 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.

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

Application form

Closing Date

Your application must be submitted not later than **12 noon on XXXXXXXX, 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.

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.