

## **CANDIDATES INFORMATION BOOKLET**

PLEASE READ CAREFULLY

**Research Assistant /Policy Analyst  
The Health Insurance Authority**

**Closing Date: 12 noon on Friday 30<sup>th</sup> April, 2021**

The Health Insurance Authority is an equal opportunities employer.

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## The Position

<b>Title of position:</b>	Research Assistant /Policy Analyst
<b>Office address:</b>	Beaux Lane House, Mercer Street Lower, Saint Peter's, Dublin 2, D02 DH60
<b>Organisation website:</b>	<a href="http://www.hia.ie">www.hia.ie</a>

## 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](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 Research Assistant/ Policy Analyst will be a key member of the Research team,

reporting to the Head of Research/Technical Affairs. The successful person will work in cooperation with colleagues in the research team as well as working closely with the Regulatory Affairs team. They will engage and build relationships with a range of external stakeholders, including health insurance companies, Department of Health and other regulatory agencies. The Research Assistant/Policy Analyst will also be required to work independently at times, leading on their own research tasks. This post reports directly to the Head of Research/Technical Affairs.

The main responsibilities of the role include:

- Collect, analyse and interpret data relevant to the health insurance market in Ireland, and the regulatory and legislative environments in Ireland and overseas to support the development of evidence-based policy recommendations.
- Assess the impact of the risk equalisation system on insurance products and market behaviour.
- Develop and present reports and policy papers for Authority Members and external stakeholders
- Review health insurance products for compliance with legislation;
- Maintain and analyse statistics on the health insurance market
- Support engagement with key external stakeholders such as the Department of Health, The Central Bank, The Competition and Consumer Protection Commission, insurers, regulators, healthcare providers, and consumers
- Design, implement, and coordinate research activities as and when required, including biannual consumer surveys assessing attitudes to private health insurance, behavioural economic research and monitoring developments in international markets.
- Assist the Department of Health with research requests.

### 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:

- A third level qualification to Masters Level in a relevant discipline such as statistics, data analytics, social policy, sociology, and/or economics
- Minimum 3 years' work experience in a role involving the analysis of data and statistical information to inform policy

- Strong written and oral communication skills. Demonstrated experience of preparing comprehensive and succinct reports and/or advice papers for a nontechnical audience;
- Demonstrated ability to review and analyse other information relevant to the role, including policy papers, research reports etc.
- Strong interpersonal and influencing skills with a track record of effective engagement with external stakeholders;
- Good judgement, decision-making, analysis and problem solving skills;
- Demonstrated project management experience, ability to work on multiple projects and adaptable to change;
- An ability to work on own initiative, complemented by a capacity for teamwork

#### Desirable:

- Knowledge of the work of the HIA, including knowledge of Irish Health Insurance Acts, and the private health insurance industry.
- Experience in a regulatory environment

### 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

The Authority are inviting applications from suitably qualified candidates and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Applications to be submitted online to [cam@hia.ie](mailto:cam@hia.ie) and must include:

1. A cover letter (max length of 1 A4 page) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position of Research Assistant/Policy Analyst;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

## Closing Date

**Deadline for application:** Friday 30<sup>th</sup> April 2021 at 12pm.

Applications will not be accepted after the closing date.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact [cam@hia.ie](mailto:cam@hia.ie) to ensure your application has been received.

## 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.