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## Regulation Officer

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Employer:** Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4

**Post Title:** Regulation Officer (Practice Licencing Scheme)

**Reporting to:** Registration & Education Manager

### **Background**

The Veterinary Council of Ireland is a statutory body established under the Veterinary Practice Act 2005. The Veterinary Council regulates and manages the practice of veterinary medicine and veterinary nursing in the State in the public interest. The Council/board meets regularly at the VCI offices in Ballsbridge. The Registrar leads the executive team, in delivering the strategy of the Council through the day to day operations of the Council.

One of the key regulatory functions of Council is to inspect and accredit every veterinary practice under the practice licencing scheme. The Practice Premises Committee (PPC) considers all licence applications and makes recommendations to the Council based on applications and reports from inspections. A panel of independent assessors is contracted by the VCI to inspect each premises. This role will be responsible for all the preparatory and follow up work related to applications for a license of any veterinary premises.

The licensing of veterinary practices is an important regulatory tool, ensuring that animals and their owners and the general public are provided with veterinary services in a safe environment, operated in accordance with VCI standards. The successful candidate will play a pivotal role in this process as they will be the first point of contact for all such licence applications, providing assurance to the Registrar and Council that all regulatory requirements are implemented and all systems in place to ensure, amongst other things, the safe custody of documentation and timely processing of applications and reports.

### **Main Duties and Responsibilities**

- Co-ordinating the Council's practice licensing scheme;
- Acting as the first point of contact in dealing with all queries and providing information in relation to the scheme;
- Performing a wide variety of clerical and administrative duties related to the recording, preparation, transcription and maintenance of records and documents;
- Dealing with applications, co-ordinating the inspection process to include liaising with and instructing premises assessors, reviewing assessment reports and carrying out all follow up;
- Co-ordinating, scheduling and management of all practice inspections;
- Secretary to the Practice Premises Committee, providing administrative and secretarial support to, and attending meetings of, the PPC and any other such groups to include dealing with queries, preparing meeting agendas, meeting papers, preparation of draft minutes, disseminating decisions and detailed follow up;
- Presenting the applications for Certificates of Suitability to Committee and Council meetings, liaising with applicants and assessors on follow-up requirements and any decisions of the Council;

- Drafting and issuing correspondence in relation to the scheme;
- Administering the receipt and review of practice inspection reports, managing follow-up and inspection close outs, and reporting progress to the Registrations Manager;
- Assisting with and developing training sessions for premises assessors;
- Maintaining the Register of licensed practices;
- Developing, implementing and maintaining Standard Operating Procedures (SOPs);
- Attending training sessions as and when required;
- Assisting with general office and administration duties.
- Any other tasks or projects assigned by the Registrar or Registration Manager from time to time.

#### **Essential Experience and Qualifications:**

- Strong verbal and written communication skills;
- Relevant third level qualification with experience in a comparable/relevant role;
- Familiarity with regulatory/legislative processes;
- Experience in the performance of a responsible recording secretarial role, with particular focus on the practice and techniques of minute taking, presentation, preparation and report writing in an organisation secretariat role.

#### **Desirable Experience and Qualifications**

- Knowledge of veterinary practice;
- Experience of auditing/inspectorate system(s);
- Experience of database development and management;
- Experience of Content Management System(s) and Web updating.

#### **Personal Requirements**

- Professional manner and approach with ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty, integrity and accountability;
- Motivated with proven strong organisational skills with the ability to use initiative to plan, prioritise and allocate a heavy workload effectively with high attention to detail and respond flexibly to changing priorities and tasks;
- Excellent communicator with the ability to communicate clearly and concisely, both verbally and in writing.
- Full driving licence and access to transport useful

#### **Salary Range**

Dependant on qualifications and relevant experience; salary in the region of €27,000 - €31,000

#### **Terms and Conditions of Employment at the Veterinary Council of Ireland**

- 20 days annual leave
- This role is currently based at VCI Offices in Lansdowne Road, Ballsbridge, however this role may involve travel from time to time.

- 37 hour week net of rest breaks (Monday – Friday. 9am – 5.15pm)
- Voluntary defined contribution pension scheme (following completion of probationary period)

### **Application Process**

Applicants should submit, on or before 17.00 on 31 October 2019 by email to [pas@vci.ie](mailto:pas@vci.ie) :-

- (i) a letter of application detailing how your qualifications and experience relate to the position;
- (ii) a current CV

### **Equal opportunities policy**

The Veterinary Council of Ireland is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious beliefs, sexual orientation or membership of the travelling community.

### **OTHER INFORMATION**

The Veterinary Council is subject to Freedom of Information (FOI), Data Protection, Protected Disclosures, and the Code of Practice for the governance of non-commercial State Bodies.

Information available to the Council is considered confidential and must not be disclosed to anyone other than the Council, the PPC or other nominated individuals. The successful candidate will be required to sign a conflict of interest statement.