



Open competition for appointment to the position as:

Clerical Officer
Grade: General III
Specified Purpose Contract Post

in the

Pre-Hospital Emergency Care Council

INFORMATION BOOKLET FOR CANDIDATES

Ref: 2023/003

Closing Date: 29 May 2023

Pre-Hospital Emergency Care Council 2nd Floor, Beech House,
Millennium Park, Osberstown, Naas,
Co. Kildare
W91 TK7N

Introduction

Established by the Minister for Health and Children in April 2000, the Pre-Hospital Emergency Care Council ("PHECC") is an independent statutory body with responsibility for standards, education and training in the field of pre-hospital emergency care in Ireland. PHECC's mission is to protect the public by specifying, reviewing, maintaining and monitoring standards of excellence for the delivery of quality pre-hospital emergency care.

The functions of the Council are set out in the PHECC Establishment Orders (S.I. No. 109/2000). Further information about PHECC, including publications and key documents, is available at www.phecc.ie.

PHECC has a WTE compliment of 23 staff and an annual budget of €3.4M.

The Role

The Clerical Officer reports directly to the Accreditation Manager and is responsible for providing general administration/clerical support to the Accreditation department, including document management, and dealing with emails with attention to maintaining high quality records.

Duration

The appointment will be a Specified Purpose Contract of Employment with the Pre-Hospital Emergency Care Council.

Principal Duties and Responsibilities of the Role *(include but are not limited to the following):*

- Support line manager and colleagues.
- Support operational aspects of new applications from potential CPG service providers.
- Support process of reviewing licensing renewal submissions from CPG service providers.
- Support GVF and QRF programme as required.
- Support Quality and Safety Committee as required.
- Communicate and deal with PHECC recognised and approved organisations.
- Complete training as required i.e. compliance with GDPR.
- Provide occasional reception cover.
- To undertake any other duties as directed by the Accreditation Manager.

The post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work. The officer may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Leaving Certificate required.• Proficient in all Microsoft applications (Word, Excel, Outlook etc) with a particular focus on strong Microsoft Excel knowledge.• Proficiency in Sharepoint and all other relevant IT platforms.• Experience of dealing with a high volume of administrative tasks.	<ul style="list-style-type: none">• Knowledge of MS Access• Database management
Experience	<ul style="list-style-type: none">• Minimum 1 to 3 years' experience in a similar role.	<ul style="list-style-type: none">• Experience in a regulatory environment.
Core Competencies		
<ul style="list-style-type: none">• Excellent attention to detail.• Competent administration skills.• Strong organisation skills.• Highly organised individual.• A strong team player.		

- Delivering required information in a timely manner.
- Adapts tone and pace of communications to reflect the needs of the individual and / or situation.
- Adopts a range of communication techniques as appropriate to explain complex information.
- A strong focus on Customer Service in the business.
- Appreciation for the demands of a regulated environment.

Health and Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought.

Eligibility to Compete and Certain Restrictions on Eligibility

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

To qualify candidates must be citizens of the EEA by the date of any job offer.

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Principal Conditions of Service

General

The appointment is on a specified purpose contract.

Probation Period

The successful applicant must undergo a period of 6 months' probation subject to the rules of the public sector.

Location

Your initial assignment is to the Council's Offices on the 2nd Floor, Beech House, Millennium Park, Osberstown, Naas, Co. Kildare. W91 TK7N. You may be required to work in other locations within PHECC to meet service requirements. You may be required to travel in the performance of your duties. Expenses which are necessarily incurred in the performance of your duties will be reimbursed in accordance with the approved public service arrangements.

PHECC intends to move to a hybrid working from home arrangement, which the successful candidate can apply to join.

Salary

Candidates should note that salary will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. New entrants to the public

sector will start on point 1. For existing public sector applicants the start point will be dependent on previous public sector experience.

The Grade III Standard Salary scale (01 March 2023) will apply to this position as follows.

€27,145	€28,861	€29,282	€30,140	€31,392	€32,646	€33,901	€34,813	€35,844
€37,041	€37,888	€39,074	€40,271	€42,516	€44,113 LSI			

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service or has had a break in excess of 26 weeks will be offered an appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at <http://www.per.gov.ie/pensions>.

Selection Process

How to Apply and Closing Date: Submit a CV and cover letter by **5pm on Monday, 29th May 2023**. Only applications sent to **hr@phecc.ie** will be accepted.