



**TITLE OF POSITION:**

Premises Accreditation Scheme Officer

**POSITION TYPE:**

Permanent, full time

**EMPLOYING AUTHORITY:**

Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4

**EMPLOYING AUTHORITY WEBSITE:**

[www.vci.ie](http://www.vci.ie)

**LOCATION:**

Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4

**REPORTING TO:**

Premises Accreditation Scheme Manager

**Overview:**

The Veterinary Council of Ireland is an independent statutory body set up under the Veterinary Practice Act 2005, as amended. For public accountability purposes, the Veterinary Council of Ireland operates under the aegis of the Minister for Agriculture, Food and the Marine.

The principal function of the Veterinary Council of Ireland is to regulate the practice of veterinary medicine and veterinary nursing in Ireland, in the interest of animal health and welfare, and public health.

Other responsibilities of the Veterinary Council of Ireland include public protection through the maintenance of standards in the practice of veterinary medicine and nursing through the accreditation and supervision of veterinary education, safeguarding and maintenance of the Register of Veterinary Practitioners and Register of Veterinary Nurses, certification and registration of veterinary practice premises, standards for veterinary medicine and veterinary nursing required in a binding Code of Professional Conduct and through disciplinary action in cases of professional misconduct.

The Registrar leads the Executive team, in delivering the strategy of the Veterinary Council of Ireland through the day-to-day operations.

### **Purpose of the Role:**

The Council's Premises Accreditation Scheme ("the PAS") is a mandatory scheme introduced to regulate veterinary practices in Ireland. Under the PAS, all veterinary practices in the State must be registered and certified by the Council. Through the PAS, the Council regulates and maintains standards of veterinary practices in the interest of animal health and welfare and the public interest by carrying out regular practice inspections and by requiring Registered Veterinary Practitioners and Registered Veterinary Nurses to comply with the requirements of the Scheme in their day-to-day practice.

Reporting to the Premises Accreditation Scheme Manager, the Premises Accreditation Scheme Officer will be responsible for a range of administrative tasks relating to the Council's Premises Accreditation Scheme.

The role involves processing documents relating to premises accreditation, preparing applications for management review, processing premises inspection reports, ensuring Registrant employment details are up to date and assisting with the premises accreditation renewal of registration process. In addition, the role holder will also attend as minute taker at the Council's Practice Premises Committee meetings and assist the PAS Manager in preparing meeting documents.

The role holder will provide support as a point of contact for queries relating to premises accreditation, providing a professional and courteous service to all stakeholders using various communication types.

A background in previous administration roles or in a registered veterinary practice is essential for this key role within the Council's Executive team, in addition to a can-do ability and professional customer service focus.

A commitment to a public interest organisation and an appreciation for collegiality and team spirit are also welcomed.

### **Main Responsibilities and Duties:**

- Assess, proof and process applications for premises accreditation for review by the Premises Accreditation Scheme Manager.
- Assist in the maintenance of the Register of Veterinary Practices and ensure that information entered is accurate, up to date, and appropriately filed.
- Liaise with the independent panel of Premises Assessors in assigning premises inspections.
- Processing premises inspection reports in accordance with procedures and ensuring all follow up actions are completed.
- Ensuring the employment details for each Registered Veterinary Practitioner and Registered Veterinary Nurse are correct and up to date.
- Assisting the PAS Manager in organising annual Premises Assessor training.
- Assisting the PAS Manager with the premises accreditation renewal process, which takes place every 4 years.
- Perform a full range of administrative functions associated with the Premises Accreditation Scheme, including preparation of general and sometimes complex correspondence.
- Provide administrative support as necessary related to financial transactions associated with premises accreditation fees.

- Attend as minute taker for Practice Premises Committee meetings and assist the PAS Manager in preparing meeting documents.
- Liaise and collaborate with other sections within the Council's Executive team such as registration, legal, education, and communication when appropriate and required.
- Communicate clearly and accurately in both written and verbal formats with applicants, existing Registrants, third parties, the public, fellow colleagues, and related agencies.
- Ensure a timely and service-oriented approach is taken towards all information requests, applications, and enquiries received via all channels of contact.
- Ensure document processing and filing is carried out in line with procedures and policies.
- Ensure timely availability of documentation for management review, and in time for any committee and Council meetings.
- Perform all duties with acute attention to detail.
- Perform all other duties as reasonably assigned.

**Essential Criteria:**

- Previous work experience in either a busy administrative role within a service orientated environment or within a registered veterinary practice.
- Excellent verbal and written communication skills.
- Demonstrated experience in providing strong customer service support across a range of administrative activities including but not limited to telephone communication, written correspondence, document and file management, and data entry.
- Demonstrated organisational and problem-solving skills, including the ability to effectively prioritise and manage multiple tasks and deadlines.
- Demonstrated attention to detail and the ability to enter data and information with a high degree of accuracy.
- Demonstrated computer literacy with high proficiency in at least Microsoft Word and Microsoft Excel. Confidence to adapt to and work with various in-house IT systems.

**Desirable Criteria:**

- Administration experience in a regulatory body and of membership/registration processes.
- An ability to achieve or surpass required results, showing a passion for customer experience in the delivery of services.
- Strives to address all customer needs and concerns.
- Ability to work collaboratively and effectively as part of a small team environment while maintaining their own initiative and ability to work independently.
- Strong interpersonal skills with the ability to build and maintain productive working relationships.
- Demonstrated numerical and data reporting skills.
- A relevant third level qualification.

**Salary Range:**

Dependant on qualifications and relevant experience; €33,000 - €40,000.

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

- 20 days annual leave
- 37 hour work week net of rest breaks (Monday – Friday. 9am – 5.15pm)
- Voluntary defined contribution pension scheme
- Option to apply for hybrid working following completion of 6 months probationary period

### **Closing Date of Recruitment Campaign:**

Applicants should submit, on or before **22<sup>nd</sup> November 2024** by email to [info@vci.ie](mailto:info@vci.ie) :-

1. A letter of application detailing how your qualifications and experience relate to the position
2. A current CV

### **Equal Opportunities Policy:**

It is the Veterinary Council's intention that all existing and potential staff have equality of opportunity regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community. Staff are encouraged, facilitated, and enabled to achieve their full potential and to work in an environment that is free from harassment and fully respects their dignity. The Veterinary Council positively promotes and rigorously observes the principles of equal opportunity and is committed to implementing policies to promote equal opportunities.

### **Other Information:**

The Veterinary Council is subject to Freedom of Information, 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, relevant committees, or other nominated individuals. The successful candidate will be required to sign a conflict of interest statement.

It is the objective of the Veterinary Council to carry out recruitment and selection in line with best practice guidelines and relevant employment legislation such as Employment Equality Acts 1998-2015, Data Protection Acts 1998-2003 and Freedom of Information 1997-2003. The Veterinary Council will aim at all times to carry out recruitment in a fair, impartial and transparent manner. Employees of the Veterinary Council will be appointed on merit. This means the best person for any given position will be recruited and selected through a transparent and competitive recruitment process. Recruitment and selection decisions will be made on the suitability of the candidates with regard to the qualifications, personal attributes and skills they possess to fulfil the duties and responsibilities of the post.

During the recruitment and selection process, the Veterinary Council will aim to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates and aim to provide genuine equality of opportunity to all. The principles of equity, fairness, transparency and accountability will apply to all Veterinary Council recruitment and selection processes. Interviews will accommodate candidates with specific needs (e.g.: location will be accessible; wheelchair parking is available). Any assessments will allow for candidates with special needs (e.g.: accessible for those with learning difficulties/ impaired vision or hearing).