

**Position Type:**

Maternity cover (January 2025 – June 2026)

**Title of Position:**

Education & Professional Development Manager

**Employing Authority:**

Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4. VCI Website [www.vci.ie](http://www.vci.ie)

**Location:**

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

**Reporting to:**

Registrar/Chief Executive Officer

**About the Veterinary Council of Ireland**

The Veterinary Council of Ireland is the statutory body responsible for the regulation and management of the practise of veterinary medicine and veterinary nursing, established under the Veterinary Practice Act 2005. The principal function of the Veterinary Council is to regulate the practise of veterinary medicine and veterinary nursing in the Republic of Ireland, in the interest of animal health and welfare and in the interest of veterinary public health.

The functions of the Veterinary Council include protection of the public through the supervision of veterinary education, the maintenance of the Register of veterinary practitioners and nurses, the registration of veterinary premises, and through disciplinary action in cases of professional misconduct.

The CEO/Registrar leads an energetic and committed executive team in delivering the strategy of the Veterinary Council through the day to day operations of the Council.

**Purpose of Role**

An opportunity arises for a committed and reliable leader to join a strong team in the Veterinary Council executive as Education & Professional Development Manager, for maternity a leave cover period. Reporting to the Registrar, the Education & Professional Development Manager will be responsible for leading the VCI Executive Team in education, education standards, continuing education and education policy. This role will be responsible for the evolution, monitoring and improvement of education standards in veterinary nursing and veterinary medicine, and overseeing the Council's compliance with national and European policy and requirements in relation to veterinary education.

## **Main Responsibilities and Duties**

### **Leadership in Education at VCI:**

- Serve as a member of the VCI Executive Management Team and provide strategic leadership and management to the VCI Executive team, the role holder will play a significant part in building a cohesive and inclusive organisational culture with a strong customer focus and be able to demonstrate improved outcomes and impact.
- Attend as executive management to the Veterinary Education and Training Committee and the Veterinary Nursing Committee (related Committees), overseeing and managing the completion of all related committee work and duties by the Executive team.
- Attend meetings of the Veterinary Council and provide information, statistics, advice and strategic objective reports in line with ongoing activities.
- Maintain and develop updated procedures and standards in connection with educational standards and accreditation of higher education programmes, in line with the legislation.
- Produce monthly and quarterly management reports that accurately reflect the status of all areas of responsibility including the related risk registers and budgeting.
- Represent the organisation and engage positively with key stakeholders as required including colleagues, Registrants, CVE Course Providers, Education Institutions, other regulators, and various third party and Government agencies at both a national and international level.
- Lead and deliver on any strategic projects relating to Education and Training as directed by the CEO, to include assisting in the development and implementation of revised accreditation standards and procedures.
- Oversee and manage all processes around the registration eligibility examinations annually.
- Work closely with the Registration Manager to review qualifications from national and international registration applicants where required, and articulate eligibility recommendations for the Veterinary Education and Training Committee.
- Effectively manage the budget for the assigned area in collaboration with the Finance Manager.
- Leading and managing assigned staff and ensuring optimum staff performance and motivation is achieved.
- Any administrative or other duties that may be assigned to the role.

### **Monitoring National Accreditation Standards:**

- Responsible for the accreditation of programmes of Veterinary Medicine and Veterinary Nursing in the State, including new accreditations and re-accreditation visits to approved programmes, and collation and informed review of annual reports from the programme providers for presentation to the Council.
- Developing, implementing, and keeping under review the Council's Standard Operating Procedures for accreditation of higher education programmes, and all supporting documentation and guidance.
- Monitor the Council's accreditation standards and procedures and keep abreast of internal and external data and evidence to inform continued standards development in line with national and European requirements.
- Ensure that national accredited programmes continue to adhere to the national accreditation standards.

### **Overseeing Continuing Veterinary Education:**

- Develop and oversee procedures for monitoring the maintenance of professional competence within the professions in line with Continuing Veterinary Education Regulations
- Develop and maintain up-to date guidance literature for Continuing Veterinary Education, Professional Codes of Conduct, and any other related literature.
- Oversee database maintenance and the recording of accredited Continuing Veterinary Education learning courses approved by the Council.
- Oversee and manage the audit of compliance with continuing professional development requirements annually, reporting on compliance rates as necessary.
- Lead research and the development of best practice in the field of Professional Education and Development, assisting in the development of Codes of Conduct and Best Practice for the professions.

### **Overseeing Compliance:**

- Monitor approach of other regulatory bodies and implement best practice to the Council's approach to education and training policy and procedures.
- Monitor and ensure compliance with relevant EU Directives in relation to veterinary education and training policy, and articulate and deliver related advice and direction where required.
- Any other duties that may be reasonably assigned in connection with the role.

### **Essential Criteria**

- A minimum of three years management experience in one or more of the following
  - a third level education environment
  - development and implementation of policies and standards and related structures in a relevant regulated environment
  - senior leadership experience in professional development
- Experience of delivering policy change through evidence-based research, demonstrating success in delivering improved processes.
- A relevant Third level degree or qualification (Level 8 or higher)
- Demonstrable track record in strategic planning and the development and implementation of policy.
- A proven track record of delivering business objectives and KPIs in a complex and busy working environment.
- A strong capacity for strategic thinking and an ability to plan to review and interpret legislation, rules, policy and standards.
- High level presentation and report writing skills especially to audiences such as Committees and Boards.

### **Desirable Criteria**

- Experience in the introduction of new technology, systemising of manual processes, achieving cost efficiencies, and improving service delivery
- Experience of staff management and development, and prudent use of resources
- Administration experience in a regulatory body and of education/course approval processes.

- Ability to chart impact on stakeholders of any policy matters and quickly grasp the high level and socio-political implications
- Experience of developing productive relationships with key internal and external stakeholders and the credibility to act as an ambassador for the VCI. Prior experience with Government Departments, regulators, and the relevant higher education institutions is an advantage.

### **Additional Information:**

#### Salary Range

€50,000 – €60,000, dependant on qualifications and relevant experience;

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

- 24 days annual leave
- 37 hour week net of rest breaks (Monday – Friday. 9am – 5.15pm)
- Voluntary defined contribution pension scheme

### **CLOSING DATE OF RECRUITMENT CAMPAIGN:**

Applicants should submit, on or before Friday, 10<sup>th</sup> January 2025 by email to [info@vci.ie](mailto:info@vci.ie) :-

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

### **Equal Opportunities Policy**

It is the VCI'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 VCI 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 (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, 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 VCI 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 VCI will aim at all times to carry out recruitment in a fair, impartial and transparent manner. Employees to the VCI 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 VCI 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 VCI recruitment and selection processes. Interviews will accommodate candidates with special 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).