

Veterinary Council of Ireland



Candidate Information Booklet



Job Title:
Fitness to Practise
Secretary

General Information:



Job Title:	Fitness to Practise Secretary
Reporting to:	Head of Legal
Salary:	Dependant on qualifications and relevant experience; €40,000 – €45,000
Employing Authority:	Veterinary Council of Ireland (VCI)
Office Location:	Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin 4, D04NY29.
Website:	www.vci.ie
Working Hours:	37-hour week net of rest breaks (Monday – Friday. 9am – 5.15pm)
Hybrid / Remote Working:	Possibility of remote working for up to two days per week, following completion of a probationary period.
Closing date:	5pm, 5 th May 2025
Annual Leave:	20 days per year
Position Type:	Full Time, Permanent
Benefits:	Voluntary defined contribution pension scheme

About the Veterinary Council of Ireland

The Veterinary Council of Ireland is an independent statutory body established under the Veterinary Practice Act 2005. The Veterinary Council regulates the practice of veterinary medicine and veterinary nursing in the State in the public interest. Persons qualified to practise veterinary medicine or veterinary nursing in the State are required to be registered with the Veterinary Council in order to lawfully practise their profession in the Republic of Ireland.

Through the accreditation and review of education programmes in veterinary medicine and veterinary nursing in the State, the Council monitors the standards of qualifications in veterinary medicine and veterinary nursing for the purpose of registration. The Veterinary Council is also the regulating body for veterinary practice premises in the State and monitors and maintains the standards of veterinary practice in the Republic of Ireland. The CEO/Registrar leads a strong 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 member to join a strong team in the Veterinary Council executive as Fitness to Practise Secretary.

The Secretary to Fitness to Practice Committee liaises with all parties to an Inquiry Hearing and ensures the smooth running of FTP inquiries. They support the Fitness to Practice Committee in convening hearing dates for any outstanding matters to be heard, and all associated planning for such inquiries.

Main Responsibilities and Duties

- ▶ Assist and support the work of the Fitness to Practise Committee.
- ▶ Co-ordinate the selection of committee members for case management hearings (call overs), applications and inquiries.
- ▶ Support the smooth running and operation of inquiry hearings, acting as a neutral point of contact for all parties to the inquiry where necessary.
- ▶ Liaise with all relevant parties due to attend a committee hearing/application/inquiry to confirm availability and dates.
- ▶ Organise room hire, stenographers, accommodation, refreshments for committee members, administering oaths to witnesses as required.
- ▶ Maintain individual electronic and paper case files and filing systems.
- ▶ Support the FTP Committee & Chairperson in finalising a draft report, proof reading, reflection exhibits, factual information and relevant information.
- ▶ Work with the Head of Legal in organising and delivering training sessions for committee members.



Essential Criteria

- ▶ 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 experience of analysing diverse material against set criteria to articulate a reasoned response or decision.
- ▶ Demonstrated numerical and data reporting skills.
- ▶ An understanding of and a minimum of 3 years' experience within a complex administrative and service orientated environment with the ability to apply legislative, policy and procedure requirements. Regulatory experience an advantage.
- ▶ Demonstrated computer literacy with high proficiency in a range of applications including Microsoft Office Word. Especially high proficiency in Office Excel is essential, and confidence to adapt to and work with various in-house systems.
- ▶ Excellent verbal and written communication skills appropriate to a regulatory body.

Desirable Criteria

- ▶ Third level degree or qualification (Level 8 equivalent)
- ▶ Administration experience in a regulatory body and or legal office.
- ▶ An ability to achieve or surpass required results, showing a passion for customer experience in the delivery of services with a commitment to continuous improvement.
- ▶ Keeps the customer (internal and/or external) as the focal point of all activity; strives to address all customer needs and concerns.
- ▶ An ability to listen, interpret and accurately converse in a clear manner, providing timely delivery of information as appropriate.
- ▶ 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.

Additional Information



Salary Range

Dependant on qualifications and relevant experience; €40,000 - €45,000.

How to apply and closing date:

Applicants should submit, on or before 5pm 5th May 2025 by email to info@vci.ie :-

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