

## ABOUT THE VETERINARY COUNCIL OF IRELAND

The Veterinary Council of Ireland (“the VCI”) is an independent statutory body set up under the Veterinary Practice Act 2005, as amended (“the Act”). The principal function of the Veterinary Council is to regulate the practice of veterinary medicine and veterinary nursing in Ireland, in the interest of animal health and welfare and in the public interest.

The VCI’s Council comprises of 19 members, being both elected and appointed members, veterinary practitioner members, a veterinary nurse member and non-veterinary members. The VCI’s Council is supported by an Executive team of eight people, headed by a Chief Executive Officer, named in the Act as the Registrar.

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

## ROLE DESCRIPTION

The VCI invites applications for inclusion on a panel of Authorised Officers.

Under the Act one of the key functions of the VCI’s Council is its investigative function. The VCI’s Council has power to direct an Authorised Officer to carry out an investigation where it has reasonable cause to suspect that (a) that an offence under the Act is being committed or has been committed; and/or (b) a veterinary practitioner or a veterinary nurse is acting in a manner that constitutes professional misconduct.

Authorised Officers work in pairs as the Councils direction and are responsible for their own caseload. Authorised Officers are required to provide a written report to the VCI’s Council within 21 days of concluding an investigation.

Current authorised officers include a retired veterinary practitioner and a retired Garda detective inspector.

## DUTIES AND RESPONSIBILITIES

The Authorised Officer will have responsibility for conducting investigations of cases where there has been a suspected breach of a specific area of the Act or where it is suspected that a registered person is acting in a manner that constitutes professional misconduct. This will include:-

- Planning, co-ordinating and conducting high level or complex investigations in a manner that ensures adherence to legislation, standards and procedural requirements.
- Conduct thorough end-to-end investigations of non-compliance and allegations of non-compliance, including collation and analysis of data and conducting interviews with relevant parties.
- Ensuring all investigations are conducted in a timely manner in line with the legislation, principles of procedural fairness and natural justice, documenting all investigative activities.
- Preparing Investigation Reports for consideration by the VCI’s Council.

## ELIGIBILITY REQUIREMENTS

- Qualified to a degree standard (Level 8) in a relevant discipline, for example, veterinary, law, or other relevant discipline **OR** have at least 5 years’ senior relevant experience in an

investigative, audit, regulatory or enforcement setting, or in an organisation requiring investigative functions to handle for example, claims, complaints or enforcement;

- Proven ability to manage a range of assignments concurrently and meet fixed reporting deadlines.
- Proven ability to collate, analyse and present information from a range of sources in a clear, balanced and concise manner.
- Proven ability to successfully engage with internal and external stakeholders.

### ESSENTIAL SKILLS AND EXPERIENCE

- Experience in interpreting legal and policy frameworks, and in using strong judgement in applying them consistently and fairly and coming to findings and conclusions.
- Excellent report writing skills.
- Investigative experience.
- Ability to work independently and on own initiative with strong multitasking capabilities.
- Ability to work to tight deadlines and prioritise tasks effectively.
- Highly organised with strong attention to detail and accuracy with a focus on high quality outputs.
- Strong interpersonal and communication skills – ability to remain respectful and diplomatic in the face of difficult and uncomfortable situations surrounding an investigation.
- Possess strong I.T. skills (use of MS Office suite).

### DESIRABLE ATTRIBUTES

- Knowledge of the Veterinary Practice Act 2005, as amended, the Animal Remedies Regulations and policy in relation to the veterinary sector.
- Significant experience in working in investigation teams and a track record of success at planning and prioritising investigative, regulatory or enforcement work.

### TENURE AND REMUNERATION

Potential appointments are made to a panel of authorised officers, on a contract for services basis.

The remuneration is paid on an hourly rate of €70, to a maximum daily rate of €350, in addition to civil service mileage rates.

The levels of activity will be based on the sole discretion of the Veterinary Council of Ireland in determining relevant matters for investigation as they arise. There is no guaranteed level of activity in investigations and work is allocated at the sole discretion of the Veterinary Council.

### HOW TO APPLY

Applications will only be accepted via email to [info@vci.ie](mailto:info@vci.ie). Each candidate should submit the following documents:

1. Covering letter, not exceeding 300 words, outlining how your experience and qualification is relevant to the role of the Authorised Officer.
2. Curriculum Vitae.

Please note that omission of any part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

## CLOSING DATE

Deadline for application: **12<sup>th</sup> of September 2025.**  
**Applications will not be accepted after the closing date.**

## SELECTION PROCESS

The selection process may include:

- Shortlisting of candidates (on the basis of the information contained in their application)
- An interview
- Reference Verification

## SECURITY CLEARANCE

All successful candidates will be required to be Garda vetted and may be required to be Garda vetted at intervals thereafter.

## GENERAL DATA PROTECTION REGULATION (GDPR)

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Act 1988 to 2018.

If you have any queries related to the processing of your data, or if you wish to make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Veterinary Council of Ireland, 53 Lansdowne Road, Ballsbridge, Dublin or to [dpo@vci.ie](mailto:dpo@vci.ie).

## GENERAL INFORMATION

Candidates should note that canvassing will disqualify. The VCI will not be responsible for any expenses, including travelling expenses that applicants may incur in connection with their application for this role.