**Job Specification**

**Executive Officer – Strategy and Policy**

**About CORU**

CORU regulates Health & Social Care Professionals. Our role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals. CORU was set up under the Health and Social Care Professionals Act 2005 (as amended). It comprises the Health and Social Care Professionals Council and individual Registration Boards, one for each profession named in the Act.

The designated professions under the Act are clinical biochemists, counsellors, dietitians, dispensing opticians, medical scientists, occupational therapists, optometrists, orthoptists, physical therapists, physiotherapists, podiatrists, psychologists, psychotherapists, radiation therapists, radiographers, social care workers, social workers and speech and language therapists. In the future, the Minister for Health may add other professions to be regulated by CORU.

**Data Protection**

CORU will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer that is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful for this role, then your personal data will continue to be processed in accordance for the specified reason of the vacancy that you have applied to, and your data will not be held longer than is necessary. If your application is successful and you accept an offer of employment with CORU, then your personal data will continue to be processed in accordance with CORU personnel file management policy.

CORU may disclose the data that you provided on the application form to external sources for the following reasons; where there is an external assessor assisting in the shortlisting or during interviews to the post which you have applied, and to internal and external auditors.

**Citizenship Requirements:**

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a stamp 4 visa: \* or
5. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**Job Purpose:**

The current vacancy is for a Strategy and Policy Executive Officer level. Reporting to the Strategy and Policy Manager, the successful candidate will be a member of the CORU executive working as part of a small team and supporting the development and management of organisational strategic projects, standards for all professions regulated by CORU, the establishment of regulation of the designated professions under the Act, as well as research and regulatory policy development.

The Strategy and Policy Executive Officer is a junior management role within the organisation. This position presents a unique opportunity for applicants with the requisite qualifications, knowledge, skills and experience to join a growing and dynamic team.

The range of activities include project management, research, standards development, consultation management and customer service management including dealing with queries from the public and stakeholders.

**Duties and Responsibilities:**

* Undertake research and provide background briefings and information for the development of research reports and policy position papers to Council, Boards and Committees.
* Contribute to strategic initiatives by supporting the review of governance frameworks and regulatory reform, ensuring the development of a modern, agile, and future-proofed regulatory and governance model
* Plan and coordinate stakeholder consultations in conjunction with the Communications Unit.
* Undertake regulatory policy analysis to contribute to the development of evidence-based health and social care regulation policy.
* Contribute to the development of Registration Board pre and post registration education standards requirements for education and training programmes in accordance with the Act. Contribute to the development of guidance and standards for practice for health and social care professions.
* Write briefings; reports; consultation documents and present to Registration Board, Council and Committee papers as required.
* Contribute to sound recommendations, actions, policy propositions and options analysis by drawing on data and evidence.
* Support the project management functions of the Unit.
* Contribute to and support the development of policies and procedures in line with best practice in regulatory trends.
* Work collaboratively as part of the Strategy and Policy Unit and participate fully in any cross functional initiatives within CORU.
* Provide administrative support to the Strategy and Policy Unit.
* Perform any function that may be assigned by the Strategic Projects Standards Manager.

**Knowledge/Experience**

**Essential:**

* At least two years’ experience in a comparable capacity.
* Experience of research, report writing and presentation.
* Strong ability to write high quality, clear and concise reports.
* Demonstrates flexibility and openness to change.

**Desirable:**

* A third level qualification in a related area and a qualification in project management is desirable.
* Experience of regulation, policy and/or standards development.
* Knowledge of quality assurance.
* Experience of managing external stakeholder relationships.

**Essential skills/competencies**

* Ability to undertake research and write briefing reports in order to contribute to the development of policy and standards in a busy, high-profile environment within tight timeframes.
* Ability to effectively deal with and critically analyse a diverse range of information sources in order to identify relevant issues and present clear and concise findings/recommendations.
* Capable of expression in a clear and articulate manner when speaking and writing.
* Ability to modify communication approach to suit the needs of the audience.
* Excellent organisational skills to deliver the best possible results.
* Possess planning skills with high attention to detail and accuracy.
* The ability to work as a team player within a dynamic and continuously changing work environment.
* The ability to work on own initiative.
* Capacity to take ownership of tasks and possesses determination to see them through to a satisfactory conclusion.
* Ensure that customer service is at the heart of the Strategy and Policy Unit’s work.

***This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.***

**Recruitment Process:**

Candidates will be notified of the outcome of interview **up to 5 working days** following the day of interviews, with the first day considered as the day after interviews.

**Please note** that interviews are taking place remotely, and there may be additional rounds of interview required.

It is likely that interviews for this position will take place in **September 2025.**

A panel may be formed for this role. Panels will be live for 6 months as standard with the possibility of extension.