



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Job Specification

Clerical Officer - Registration

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 than 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.

**Job Purpose:**

To provide administration support in the Registration Department by following and maintaining processes for registration of professionals including project planning and implementation. The position involves working under the supervision and guidance of the executive team as well as part of a team reporting to the Registration Manager.

Key Activities:

- Process registration applications in a timely manner in line with statutory requirements.
- Assist in delivering the decisions of the registration boards in line with statutory requirements and timelines.
- Coordinate queues of applications for one or more professions in a timely manner as delegated/allocated by the Executive Officer action feedback as given by the Executive Officers and management team
- Become a subject matter expert with regard to at least one of the CORU regulated professions especially relating to the approved qualifications and the nature of employment for that profession.
- Take meeting minutes as required.
- Thoroughly review applicant documentation with regard to applicant exceptions and prepare accurate information for presentation to registration boards to enable the board make a registration decision.
- Prepare applicant related documentation for meeting packs for registration boards and Committee meetings, developing reports and policy papers under the supervision and guidance of the Executive Officers.
- Deal with queries through phone and e-mail and provide administrative support and backup to the department and in line with CORU query management policy.
- Become fully familiar with governing legislation (HSCPC Act (as amended) and Bye-Laws), EU directives and government policy relating to their area of direct responsibility.
- Undertake the training process to become a National Vetting Bureau Liaison Person
- The administration of vetting applications to the NVB and relevant follow up correspondence.
- Administer processes and identify opportunities for improvement in the registration process where necessary.
- Participate fully in any cross functional initiatives from time to time.
- Participate fully in and actively contribute to the performance management and development system.
- Any other tasks as may be assigned by the Registration Manager, Head of Registration or the CEO from time to time.



Essential Qualifications & Experience:

- A minimum of two years relevant administrative experience is essential.
- Educated to leaving certificate level (or equivalent) with a further relevant qualification.

Essential skills/characteristics:

- Excellent attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work accurately within tight deadlines.
- ability to receive and action feedback as well as provide feedback in a productive manner.
- Proven organisational skills and ability to work towards tight deadlines.
- Ability to effectively manage and prioritise workloads.
- Adaptability and flexibility are important.
- Demonstrable customer service skills.
- Ability to work with confidentiality and discretion to a high degree is expected.
- A thorough knowledge and understanding of office processes and equipment is important.
- PC proficiency is vital.

Desirable Criteria

- Knowledge of CORU and our work.
- Experience of process work within a statutory framework and to statutory deadlines.
- Experience working for a similar organisation.

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.

It is likely that virtual interviews for this position will take place in mid-November 2021.

Please note that interviews are taking place remotely, and there may be additional rounds of interview required. A panel may be formed from this role.

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.