**PERSONAL INJURIES ASSESSMENT BOARD**

**Clerical Officer**

**Temporary contact (Immediate Start till 31st August 2018)**

 **Operations/Business Support Services**

**I**

**Role:**

The Personal Injuries Assessment Board (PIAB) was established over a decade ago to address a claims / insurance price spiral that undermined competitiveness and clogged the Courts. PIAB is the independent State body that makes statutory personal injury awards in respect of motor, employer and public liability accidents.

A self-funded entity, PIAB assesses claims for compensation without the need for many costs and fees usually associated with personal injury claims.

PIAB has gone from strength to strength over the past decade. Awards continue to be delivered faster and more cost effectively than the previous litigation based system. The Injuries Board model has to date delivered direct and indirect savings of over €1bn to the economy.

**PIAB is hiring a fixed term contract graded at Clerical Officer**

Candidates should be highly motivated, experienced and demonstrate an ability to work collaboratively with colleagues and contribute positively to the team culture and the goals of the PIAB.

The role of the Clerical Officer will be multifunctional and will vary depending on the area the successful applicant is appointed to but may involve:

* Preparation of Notices and Authorisations as required under the PIAB Act
* Update of a bespoke Claims Management System
* Ensure all outstanding fees and outlays are requested from Respondents or their Insurers when Notices of Assessment / Authorisations or Orders to Pay are being issued.
* Assist with invoice approval
* Liaison with external providers and stakeholders as required
* Contribution to the strategic objectives of PIAB

**Job Description:**

* Provide administrative support in the PIAB process
* Flexibility to respond to variations in workload.
* Contribute as part of a team to the development of and implementation of assessment strategy.
* Liaison with Service Centre and other stakeholders
* Any other duties as are within the scope, spirit and purpose of the job as requested

**Key skills:**

* A strong competence in working as part of a team, with experience in working collaboratively with colleagues and contributing positively to the team
* Time Management skills and capability to manage projects and contribute to cross functional projects with competing priorities whilst meeting all deadlines
* Ability to bring experience and expertise from previous projects to bear on existing issues;
* Excellent communication and skills.
* Appropriate numerical and computer skills

**Particulars of Office**

Duration

Temporary – Position available immediately and will expire on 31st August 2018

Hours of attendance

Hours of attendance will amount to not less than 37 hours net of lunch breaks per week. The successful candidate will be required to work a five-day week.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Public Expenditure and Reform.

Salary is €22,879

Annual Leave

22 days per annum

PIAB is an equal opportunities employer and welcomes applications from people with disabilities

PIAB is based in Tallaght, Dublin 24

Duties

The successful candidate will be required to perform any duties appropriate to the position which may be assigned from time to time.

Headquarters

The position is currently based in Tallaght, Dublin 24. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances may be paid, subject to the normal civil service regulations.

**COMPETITION PROCESS**

**How to Apply**

Interested applicants should forward a completed application form to **careers@injuriesboard.ie**on or before 12 noon on **Thursday 31st August 2017** with **‘Temporary Clerical Officer 2017’** in the subject description. Please note that depending on the number of applications received, PIAB proposes that the completed application form will be used to shortlist candidates for the interview.

**Applications will not be accepted after the closing date.**

**Closing date**

**Your application must be submitted** **careers@injuriesboard.ie**on or before 12noon on **Thursday, 31st August 2017**. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying (Monday to Friday), please contact**: Ríona Hegarty at 01 463 45 45**

**Interviews for shortlisted candidates will be in September 2017.**

**Selection Methods**

The selection may include:

* shortlisting of candidates on the basis of the information contained in their application
* initial / preliminary interview
* Second interview for candidates who successfully progress through the aforementioned stages
* PIAB intend forming a panel of suitable qualified candidates during this selection process. The panel will be ranked in order of merit following interview and further temporary and permanent positions graded at Clerical Officer will be drawn from this panel which will remain active for two years from inception.

**Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided that only shortlisted candidates will be called to interview. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.**

**Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

**Other important information**

Prior to recommending any candidate for appointment to this position the Injuries Board will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

**Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

**Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by the PIAB, or who do not, when requested, furnish such evidence as the Injuries Board require in regard to any matter relevant to their candidature, will have no further claim to consideration.