**PERSONAL INJURIES ASSESSMENT BOARD**

**Clerical Officer**

**I**

**Role:**

The Personal Injuries Assessment Board (PIAB) was established in 2003 to deliver compensation to claimants without the need for legal proceedings. The Board is an 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 of the costs and fees usually associated with personal injury claims.

The Board has facilitated the removal of personal injury claims from the litigation system and has delivered direct and indirect savings of over €1bn to the economy. Awards continue to be delivered faster and more cost effectively than under the litigation system.

Further details are available on the Boards website [www.injuriesboard.ie](http://www.injuriesboard.ie)

The mission statement of the Board *is to be the independent facilitator in the delivery of compensation entitlements in a fair, prompt and transparent manner for the benefit of society*

We have two permanent vacancies, based on our Operations Team and Finance Team for Clerical Officers. PIAB intend forming a panel of suitable qualified candidates during this selection process of Clerical Officer. The panel will be ranked in order of merit following interview and future temporary and permanent positions graded at Clerical Officer will be drawn from this panel which will remain active for one year from inception

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:

* Provide administrative support to the team they are appointed
* Flexibility to respond to variations in workload.
* Contribute as part of a team to the development of and implementation of assessment strategy.
* Liaison with PIAB’s 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**

Hours of attendance

Hours of attendance will be flexible and 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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Clerical Officer Point 1  | Clerical Officer Point 2 | Clerical Officer Point 3 | Clerical Officer Point 4 | Clerical Officer Point 5 | Clerical Officer Point 6 | Clerical Officer Point 7 | Clerical Officer Point 8 |
| **1st September 2019** | €23,984 | €25,553 | €25,953 | €26,730 | €27,878 | €29,022 | €30,168 | €31,002 |
|  |  |  |  |  |  |  |  |  |
|  | Clerical Officer Point 9 | Clerical Officer Point 10 | Clerical Officer Point 11 | Clerical Officer Point 12 | Clerical Officer Point 13 | Clerical Officer Point 14 | Clerical Officer L.S.I. 1 | Clerical Officer L.S.I. 2 |
|  | €32,105 | €33,209 | €33,986 | €35,078 | €36,162 | €37,855 | €39,186 | €39,796 |

Annual Leave

22 days per annum

PIAB is an equal opportunities employer. Applications would be particularly welcome from people with disabilities who meet the job requirements.

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 **Friday, 20th September 2019** with **‘Clerical Officer 2019’** 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.**

**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.