

Higher Executive Officer, Corporate Services

The Personal Injuries Assessment Board (PIAB) is the independent State body that makes statutory personal injury awards in cases of motor, employer and public liability accidents.

PIAB assesses claims for compensation fairly, quickly and efficiently – without the need for many of the add-on costs often associated with personal injury claims. We are currently seeking suitably qualified and experienced candidates for the position of Higher Executive Officer (HEO) in Corporate Services. This position is permanent and pensionable. The ideal candidate will have a third level qualification in a relevant discipline and post qualification experience in areas ranging from Data Protection and Freedom of Information (FOI) to brand development and corporate social media.

The successful candidate will report to PIAB's Communications Manager.

The role of HEO in Corporate Services includes:

- Acting as PIAB's Freedom of Information Officer, co-ordinating responses to FOI, Data Protection, and data file requests, and advising on best practice in relation to current and upcoming regulations relating to FOI and Data Protection.
- Implementing and monitoring our records management policy, and preparing statistics and reports relating to the Data Protection and FOI areas.
- Working to deliver internal and external communications plans covering areas including publications, web and social media, brand development and media relations.

PIAB's office is in Tallaght, Dublin 24.

Candidates are required to complete a competency based application form available on the Careers Page of our website at the following link:

http://www.injuriesboard.ie/eng/About_Us/Careers/

Curriculum Vitae will not be reviewed in addition to or as a substitute to a completed application form. Applications should be emailed to careers@injuriesboard.ie by 5pm on **Monday, 20th March 2017**.

All 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 PIAB.

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