

JOIN OUR TEAM

INJURIES
RESOLUTION
BOARD



BORD UM RÉITEACH DÍOBHÁLACHA PEARSANTA
PERSONAL INJURIES RESOLUTION BOARD

**We want to offer you more
than a job!**

We want to let you have an impact
delivering change and making a
difference to society.



Send your complete application to:

ymullins@morganmckinley.com

Title of Position: Procurement Officer – Higher Executive Officer

Reporting to: Finance Manager

Employer: Personal Injuries Resolution Board

Grade: Higher Executive Officer

Tenure: Permanent

Location: Tallaght, Dublin 24. A blended working model is available.

Closing date for applications: 12:00noon on Monday, September 8, 2025.

Application Process

To apply for this role, please email your **cover letter** and an up-to-date **Curriculum Vitae (CV)** clearly outlining your relevant academic and practical experience for the role to Yvonne Mullins at Morgan McKinley.

Please state in the subject line that you are applying for Injuries Resolution Board – Procurement Officer role. You can reach Yvonne at ymullins@morganmckinley.com 021 230 0474.

Overview

The Injuries Resolution Board is an independent State body established to support the fair, prompt, and transparent resolution of personal injuries claims without the need for unnecessary litigation. Through our impartial and independent Assessment and Mediation services we resolve claims in respect of personal injuries suffered by people in motor, workplace, public liability accidents as well as handling Garda compensation claims. Approximately 20,000 - 25,000 claim applications are made to the organisation every year.

The Board is a self-funded organisation, uses the same Guidelines as the Courts to determine compensation, but we are impartial, independent and non-adversarial and significantly faster than litigation benefiting claimants, respondents and society. The Injuries Resolution Board is also a key pillar in contributing to insurance reform and as well as providing mediation and assessment services, the Board also conduct and commission research on personal injuries to help contribute to reform and greater transparency in this area.

Insurance reform is a key priority for the government and the Board has been embarking on a significant change and transformation programme to enable more claims to be resolved.

The Role – Procurement Officer

Injuries Resolution Board are seeking applications from suitably qualified and committed individuals to take up this position, graded at Higher Executive Officer in Injuries Resolution Board. The successful candidate will work as a Procurement Officer working within the Finance Team. The Procurement Officer will be responsible for overseeing and managing the procurement function providing a comprehensive service to all business areas within the Board, managing processes and supplier relationships. The appointee will be required to lead and coordinate efforts across the organisation, ensuring timely project execution, adherence to regulatory guidelines, and continuous improvement of processes. The successful candidate will work in developing and implementing procurement policy and strategy, coordinating procurement practices to ensure compliance, minimise risk and maximising savings and benefits available to Injuries Resolution Board procurement activities. The position will be the primary point of contact within Injuries Resolution Board in relation to all operational matters for all procurement.

Key responsibilities will include:

- Responsibility for the coordination of all procurement activities for the Injuries Resolution Board whilst ensuring adherence to Public Procurement Guidelines, EU legislation, internal policies/procedures and best practice.
- Ensuring timely, cost-effective and compliant acquisition of goods and services.
- Provide timely, accurate, advice to the business areas on procurement related matters.
- Manage the full procurement processes including tender assessment and evaluation support, provision of feedback to tenderers, contract preparation, post contract review.

- Develop and maintain a corporate procurement plan and rolling annual procurement plan, ensuring regular review and reporting to the Senior Leadership team.
- Ensure contracts register is maintained.
- Develop a contract management policy and oversee its implementation.
- Ensure that supplier performance is monitored and evaluated (using relevant KPIs) to measure performance against agreed standards and Service Level Agreements.
- Review, update and developing in-house policies and procedures to include procedures on using the E-tenders procurement website.
- Act as the main point of contact for the Office of Government Procurement (OGP), external procurement consultants and for all procurement related queries.
- Ensure that procurement training is rolled out throughout the Injuries Resolution Board.
- Liaise with external (Comptroller & Auditor General) and internal auditors on procurement matters.
- Manage Procurement documentation and Procurement Templates for Injuries Resolution Board.
- Establish and maintain strong relationships with all business areas, vendors, suppliers, the OGP and procurement consultants.
- Complete other ad-hoc duties & responsibilities as required.

This role requires high attention to detail, drive and commitment, capacity to respond to competing priorities, collaborative working style, and an open-minded and flexible approach to problem solving. The successful candidate will be encouraged to participate in training and upskilling to maintain and enhance levels of knowledge and expertise.

Note: Applicants should note that the above is a general guide to the role of Procurement Officer and is not an exhaustive description of the duties which are associated with the role or tasks which may be assigned to the role in the Injuries Resolution Board. Applicants should also note that additional duties may be assigned and that duties may evolve over time.

Essential Criteria

Direct procurement experience (minimum of 24 months within the last five years) in a procurement role i.e. the primary duties and responsibilities of the role must have related to procurement rather than procurement being a secondary responsibility.

Procurement experience is defined as experience in:

- procurement planning.
- needs identification and analysis.
- preparation of final tender documentation.
- bid evaluation.
- supplier selection.
- contract preparation.
- Practical experience in establishing high value (greater than €50k contract value) procurement arrangements.
- A proven track record of delivering successful outcomes in Public Procurement
- A thorough knowledge of Public Sector procurement guidelines, rules and regulations with a commitment to high standards of public service.
- Experience of engaging with the OGP and procurement frameworks
- Contributed to the planning and delivery of procurement.
- Experience of governance, quality assurance and controls in the procurement process.
- Excellent and up to date practical knowledge of relevant legislation including EU procurement law, public procurement guidelines and relevant circulars.
- Experience of developing and implementing procurement policies and procedures
- A good working knowledge of the e-Tenders gov.ie platform
- Detailed experience of managing full end to end tender process from specification to contract award
- Substantial experience of delivering best practice contract management and administration.

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level as detailed in Appendix 1 of the booklet

Desirable Criteria:

- A recognised third level qualification (NFQ Level 7 or above) in Procurement, Supply Chain Management or a related commercial/business field
- Membership of a relevant professional body (such as CIPS, IEI, SCSl, ACCA)

Competencies for the Role

- Teamwork & Team Leadership
- Judgement, Analysis & Decision Making
- Management & Delivery of Results
- Interpersonal & Communication Skills
- Specialist Knowledge, Expertise and Self-Development
- Drive & Commitment to Public Service Values

Please see Appendix 1 for further information on these competencies.

Benefits of role

As well as a rewarding and satisfying career, some of the benefits of working in Injuries Resolution Board include

- Competitive salary, with yearly increments for satisfactory performance
- Public Sector pension
- 29 days of annual leave per year
- Flexible working, with a commitment to work-life balance and a family-friendly workplace .
- Option to apply for blended working arrangement.
- Injuries Resolution Board's Blended Working guidelines support hybrid working. The guidelines provide for 3 days per week in the office, two days working remotely.
- Learning and development opportunities, including access to a refund of course fees scheme, paid study leave and paid examination leave.
- Paid Maternity Leave
- Paid Paternity Leave
- Paid Sick Leave
- 24/7 Employee Assistance Programme
- Wellness events, talks & supports.
- People-focused policies to support all life stages.
- Car Parking
- Secure on-site bicycle parking & Cycle to Work Scheme
- Tax Saver Travel Pass
- The offices are also on the Red Luas line and many Dublin Bus Routes

Citizenship Requirements:

Candidates must fall under one (or more) of the six criteria below at the date of submitting their application:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who has a stamp 4 visa or
- A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State because of family reunification and has a stamp 4 visa: or
- 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

Terms & Conditions

Tenure

The position is a full-time position. The appointment is on a permanent basis as a public servant, subject to satisfactory completion of the probationary period.

Salary scale

Starting pay will be at the first point of the Higher Executive Officer salary scale unless pay on promotion rules apply in place from (1st August 2025). This rate applies to new entrants and will also apply to existing civil or public servants appointed on or after 6th April 1995 and is required to make a personal pension contribution.

**€58,847 €60,567 €62,285 €64,000 €65,723 €67,437 €69,157 €71,637^{1*}
€74,112^{2**}**

*/** Long service increment (LSI) is an additional pay increment payable to an employee after 3 and 6 years at the maximum point (7) of their ordinary salary scale

Blended Working – Injuries Resolution Board offer blended working arrangements that combine working from home with office attendance. All staff are required to work a minimum of three days per week in the Injuries Resolution Board's Tallaght office.

Monday and Tuesday are designated anchor days, meaning all staff must attend the office on these days. Overall, employees are required to work a minimum of 60% of their working week in the office.

Annual Leave - The annual leave allowance for the position will be 29 days rising to 30 after 5 years' service, days per annum. This allowance is subject to the usual conditions regarding the granting of annual leave in the public sector, is based on a five-day week and is exclusive of Ireland statutory public holidays.

Hours

Hours of attendance will be as fixed from time to time but will amount to not less than 35 hours excluding lunch (over a five-day week).

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in Injuries Resolution Board at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the Public Service Sick Leave Scheme.

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

How to Apply

Injuries Resolution Board has exclusively retained **Morgan McKinley** to manage the recruitment campaign for the **Procurement Officer - HEO** role.

Morgan McKinley is handling all aspects of this recruitment project on behalf of the Personal Injuries Resolution Board. **All enquiries and applications must be directed to Morgan McKinley.** Please do not contact the Personal Injuries Resolution Board directly.

To apply for this role, please submit your application via email to Yvonne Mullins at ymullins@morganmckinley.com.

Your application must include:

- A **cover letter** (no more than two pages) outlining your suitability and interest in this position.
- A comprehensive **Curriculum Vitae (CV)** detailing your relevant career experience and achievements to date.

Applications that are not submitted fully online will not be considered.

Key Dates

Closing Date: The deadline for applications is **12:00 noon on Monday, September 8, 2025.**

Applications received after this time will not be accepted.

Application Confirmation

If you do not receive an acknowledgment within 48 hours of submission, please contact Yvonne Mullins at ymullins@morganmckinley.com or 021 230 0474.

Interviews

Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application form are correct.

Reasonable accommodations

The Injuries Resolution Board places a strong emphasis on diversity, inclusion and equality at all levels of the organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to Yvonne at ymullins@morganmckinley.com 021 230 0474.

Selection process

The Selection Process may include the following:

- Shortlisting of candidates, based on the information contained in their application.
- A competitive preliminary interview.
- A second competitive interview which may include a presentation.
- Medical to determine any person holding the office is fully competent and capable of undertaking the duties attached to the office and is in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- Reference Check.

Appendix 1

The successful candidate selected for the HEO role will be required to show evidence of the following competencies:

Teamwork & Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise.
 - Provides clear information and advice as to what is required of the team.
 - Strives to develop and implement new ways of working effectively to meet objectives.
 - Leads the team by example, coaching and supporting individuals as required.
 - Places high importance on staff development, training and maximising skills & capacity of team.
 - Is flexible and willing to adapt, positively contributing to the implementation of change.
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Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
 - Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
 - Uses previous knowledge and experience in order to guide decisions.
 - Uses judgement to make sound decisions with a well-reasoned rationale and stands by these.
 - Puts forward solutions to address problems.
-

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
 - Successfully manages a range of different projects and work activities at the same time.
 - Structures and organises their own and others work effectively.
 - Is logical and pragmatic in approach, delivering the best possible results with the resources available.
 - Delegates work effectively, providing clear information and evidence as to what is required.
 - Proactively identifies areas for improvement and develops practical suggestions for their implementation.
 - Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
 - Applies appropriate systems/ processes to enable quality checking of all activities and outputs.
 - Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.
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Appendix 1

The successful candidate selected for the HEO role will be required to show evidence of the following competencies:



Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
 - Acts as an effective link between staff and senior management
 - Encourages open and constructive discussions around work issues.
 - Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
 - Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
 - Presents information clearly, concisely and confidently when speaking and in writing.
 - Collaborates and supports colleagues to achieve organisational goals.
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Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others?
 - Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work?
 - Focuses on self-development, striving to improve performance.
-

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
 - Demonstrates resilience in the face of challenging circumstances and high demands.
 - Is personally trustworthy and can be relied upon
 - Ensures that customers are at the heart of all services provided.
 - Upholds high standards of honesty, ethics and integrity.
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For more information

www.injuries.ie

