**Job Specification**

**Strategy, Policy and Standards Managers - Higher Executive Officer x2**

**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. 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, speech and language therapists, psychologists and psychotherapists. Currently 12 registers of professionals are open while CORU works with five other professions preparing to open their statutory registers. In the future, the Minister for Health may add other professions to be regulated by CORU.

CORU is working to deliver on its current Statement of Strategy 2022 – 2026 and planning for its next Statement of Strategy, which will include a key strategic priority to review CORU’s regulatory and governance model. This is a significant change management project which will be led by the Strategy and Policy Unit in 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 that 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.

**Citizenship Requirements:**

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a stamp 4 visa: \* or
5. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
6. 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.

\*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

**Job Purpose:**

The Strategy, Policy and Standards Managers will be responsible for leading a portfolio of programmes and projects that support CORU’s key strategic objectives. Reporting to the Head of Strategy and Policy and working as members of the Operational Management Team (OMT), the post holders will play a central role in managing strategy execution, organisational change, and continuous improvement initiatives. There are opportunities for two candidates to contribute to delivering the Strategy and Policy Unit’s priorities, with the flexibility to assign work across the full remit of the unit as required.

We are currently recruiting for two roles.

One role will support the Head of Strategy and Policy in devising, enhancing, and implementing standards and policies that underpin CORU’s regulatory remit and support the Health and Social Care Professionals Council. A primary focus will be the development and implementation of CORU’s future regulatory and governance model, ensuring it is effective, transparent, and aligned with international best practice.

The other role will lead the design, delivery, and review of professional standards across health and social care professions, including standards of education and training, continuing professional development, standards of professional practice, Codes of Professional Conduct and Ethics, and practice guidance.

Both roles will involve strategic project management, process review, and quality improvement, with the successful candidates expected to build and manage critical relationships with internal and external stakeholders. The positions are dynamic and challenging, offering the opportunity to make a significant contribution to the ongoing development of CORU’s regulatory and governance frameworks and to have a lasting impact on health and social care regulation in Ireland.

**Key activities:**

The successful candidate(s) will be responsible for coordinating and supporting a portfolio of projects and work programmes focused on standards development, policy development, and change management initiatives. Working under the guidance of the Head of Strategy and Policy, and as part of the Operational Management Team (OMT), the post holder(s) will contribute to the delivery of CORU’s strategic objectives, support organisational change, and assist in the development and implementation of professional standards, regulatory policies, and governance processes. This role offers the opportunity to engage with a wide range of internal and external stakeholders and play a key part in advancing CORU’s regulatory and strategic priorities.

**Key Responsibilities**

* Support the management and coordination of programmes and projects that contribute to CORU’s strategic objectives, including transformation and organisational change initiatives.
* Lead and manage cross-operational strategic approach to facilitate opening of registers for designated professions under the Act, such as Psychologists, Counsellors and Psychotherapists.
* Coordinate and manage the development, implementation, and review of CORU’s regulatory and governance model under the guidance of the Head of Strategy and Policy.
* Manage design, delivery, and review of professional standards across health and social care professions, including:
  + Education and training standards for entry to the register
  + Continuing professional development (CPD)
  + Codes of Professional Conduct and Ethics
  + Practice guidance for registrants/ Standards of professional practice
* Undertake research, draft, and review policy and procedural documents, ensuring compliance with statutory and regulatory requirements.
* Analyse internal and external policy developments and provide briefing notes, recommendations, and reports to support decision-making by Council, Committees, Registration Boards, and Senior Management.
* Support stakeholder engagement and consultation activities with internal teams, Council, Registration Boards, professional bodies, service users, government departments, and other key stakeholders.
* Assist Registration Boards with the adoption of standards and requirements, relevant policies and guidelines and facilitate Boards to make consistent decisions in relation to regulatory policy and standards.
* Prepare and present reports, briefing papers, and policy updates as required by the Head of Strategy and Policy.
* Assist Registration Boards in adopting and applying standards, policies, and guidance consistently.
* Support project management activities including planning, monitoring, reporting, and contributing to quality improvement processes.
* Contribute to cross-organisational collaboration and support implementation of strategic initiatives across CORU.
* Build and maintain professional relationships with internal and external stakeholders to facilitate the delivery of CORU’s regulatory objectives.
* Perform any other duties as assigned by the Head of Strategy and Policy or CEO/Registrar.

**Key Relationships**

* Chief Executive Officer/Registrar.
* Senior management team.
* Non-executive personnel.
* Operational management team.
* The Council.
* Registration Boards
* Department of Health and other relevant government departments.
* CORU staff.
* External agencies/contractors and business partners.
* Professional representative bodies
* Other health and social care regulators, nationally and internationally

**Qualifications, Knowledge and Experience**

**Essential:**

The successful candidate must:

* Display a strong academic record with a degree or equivalent.
* Have a project management qualification or equivalent experience.
* Possess deep knowledge of the health and social care environment and national and international public policy relating to health and social care.
* Have considerable proven experience in a similar role.
* Have excellent knowledge of Irish Regulation.
* Demonstrate extensive experience of conducting research in the area of governance and regulation policy.
* Have demonstrated experience of stakeholder consultation and engagement.

**Desirable:**

* Postgraduate qualification.
* Team building/ management skills including coaching/ facilitation.
* Experience in a regulatory environment.
* Experience of or working with or in the public sector or would be an advantage.

**Essential Skills and competencies:**

The successful candidate must:

* Have excellent interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate proven negotiation and influencing skills.
* Be a strategic thinker and have awareness of the political landscape.
* Demonstrate the ability to work on own initiative as well as on project teams.
* Have excellent planning and organisational skills and the ability to prioritise effectively and manage a significant workload.
* Possess exceptional written and communication skills.
* Display an observable track record of effective judgment, decision making, initiative, and problem solving.
* Have excellent attention to detail and a track record of delivering on targets and objectives.
* Show evidence of considerable critical analysis experience, with the ability to quickly grasp complex issues and communicate them effectively.

**Recruitment Process:**

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.

**Please note** it is likely that interviews for this position will take place November.

A panel may be formed for this role. Panels will be live for 6 months as standard with the possibility of extension.

***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.***