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Higher Executive Officer

Tallaght (/jobs), County Dublin (/jobs/in-county-dublin)

€54,764 per annum

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Please review the Careers Page of PIAB, linked to at the bottom of this page for a full candidate information booklet and details of the application process.

A curriculum vitae and Key Achievements Form (details of how to complete both are outlined in the candidate information booklet on the career page of the PIAB website) are to be returned to by 4pm on Monday, 11th December 2023.

The duties of the Higher Executive Officer will be multifunctional and include the following:

- Contributing to new and more effective ways of 'how work is done' and implementing changes to improve efficiency and effectiveness as directed
- Overseeing and managing areas of assigned teams cases management process ensuring all cases are scheduled and handled in a timely and efficient manner
- Case management of a portfolio of cases from application to resolution of the case, including reviewing medical and other reports and ensuring due process and fair procedures are applied
- Liaison with external providers and stakeholder such as solicitors, insurers, medical service providers and other Government Departments such as Department of Social Protection & Revenue Commissions
- Preparation of Notices and Authorisations as required under the PIAB Acts
- Line management of any Executive Officers assigned to you
- Supporting Operations Managers and PIAB in ongoing development of the PIAB services and operating processes
- Flexibility to respond to variations in workload
- Contribute as part of a team to the development of and implementation of best practice in customer service and operational standards
- Planning and organising people and resources to meet goals, targets and objectives
- Analysing and preparing responses to non-routine issues, queries, correspondence etc.
- Preparing presentations & reports for relevant business unit management

Skills:

Teamwork and Team leadership Judgement, Analysis and Decision Making
Management and Delivery of Results Interpersonal and Communication Skills
Specialist Knowledge detailed in Job Description

Benefits:

Generous Annual Leave Allowance Flexi time Blended Working Car Parking
on Site Wellness Programme Employee Assistance Programme Educational
Support

Contact: HR Manager

Reference: Jobsie/Higher Executive Officer

Job ID: 101576527

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 €34,562 per annum

Senior Training Administrator

