The Pharmacy Regulator
An Rialtóir Cógaisíochta

Candidate Information Booklet

Regulatory Solicitor/ Dlíodóir Rialála

(Engineer II)

Deadline for application

2nd February 2026

EFQM
Recognised for Excellence
4 Star - 2019

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Introduction

About PSI – The Pharmacy Regulator

The Pharmaceutical Society of Ireland (PSI) is a public body established in law to protect the health, safety and wellbeing of patients and the public by regulating pharmacists and pharmacies in Ireland.

Our principal function is to ensure patient safety and public protection. We are committed to carrying out our work independently, ethically, and transparently. The Pharmacy Act 2007, as amended, established the statutory role and the responsibilities of PSI as the pharmacy regulator, which include:

- Registration of pharmacists, pharmaceutical assistants and pharmacies, in line with statutory requirements;
- Setting standards for pharmacy education and training at undergraduate and postgraduate level;
- Ensuring all registered pharmacists are undertaking appropriate continuing professional development (CPD);
- Promoting good professional practice by pharmacists, by raising standards and sharing information for the benefit of patients and the wider health system;
- Conducting fieldwork to assess how pharmacies comply with pharmacy and medicines law and, where necessary, acting to address poor performance and/or unsafe practices;
- Considering formal complaints made against a pharmacist or a pharmacy;
- Providing advice, support and guidance to the public, pharmacy profession and Government on pharmacy care, treatment and services in Ireland.

These functions form the basis of the work we do to promote and assure public confidence and trust in pharmacy practice and pharmacy-delivered care and services in Ireland.

The PSI is strongly committed to quality assurance and continuous improvement. We are seeking to achieve and sustain results that meet the needs of the organisation, its stakeholders and society. During 2019, PSI was recognised for Excellence - 4 Stars - under the European Foundation for Quality Management (EFQM) model. Further information on quality development in the PSI, and our EFQM journey is available on our website.

Governance

The PSI is a public body, which is independent in the exercise of its statutory functions. For public accountability purposes, the PSI operates under the aegis of the Department of Health.

The PSI is governed by a 21-member Council and each member is appointed by the Minister for Health in accordance with the provisions of the Pharmacy Act 2007. The Registrar/Chief Officer is responsible for the day-to-day operation of the PSI.

Our Vision, Mission and Values

Our Vision

Safe and effective pharmacy care supporting the health of our communities.

Our Mission

We assure patient safety and public trust in pharmacy through effective regulation.

Our Values

Our values underpin how we deliver on our mission. They guide our behaviour, the expectations we set ourselves, and the experience of others who engage with us. They provide evidence as to our commitment to equality and human rights in how we fulfil our role.

Our values ensure that we achieve the objectives of the organisation in ways that are properly accountable and which meet the high standards expected of public bodies and of the public servants who work within them.

We are committed to carrying out our work independently, ethically, and transparently. Our main goal is to assure public trust in pharmacy through effective regulation. We plan to advance the achievement of this goal through actions under three strategic objectives set out in the PSI Corporate Strategy 2025 – 2028, which is available on our website.

In addition, we have committed to being an organisation that is agile, efficient, effective and highly capable of delivering on its strategic. This organisation is committed to significant investment in people development and is aimed at further building an innovative organisation.

More information about our role and the work that we do is available on our website, www.psi.ie.

Role Specification

Job Title:	Regulatory Solicitor/ Dlíodóir Rialála
Grade:	Engineer II
Contract Type:	Full-time
Contract Duration:	Permanent
Location:	The post will normally be located at PSI House, 15-19 Fenian Street, Dublin 2. A blended working policy is in place. The successful candidate can avail of working remotely up to a maximum of 3 days per week and depending on business needs. There may be a requirement to attend the office for more than the allocated number of days for training and during the probation period.

Job Purpose

Reporting to the Fitness- to- Practise and Legal Affairs Manager , the Regulatory Solicitor will primarily manage a caseload of Fitness to Practise inquiries arising from complaints against pharmacists and pharmacy owners and will support the completion of other regulatory and commercial legal work serviced by the in-house legal team.

Key Duties and Responsibilities

Key duties of the role will include but are not limited to:

Fitness-to-Practise and General Litigation

- Manage a caseload of fitness to practise cases involving complaints against pharmacists and pharmacy owners, which have been referred to a Committee of Inquiry (inquiries).
- Manage the initial processing and consideration of statutory complaints by the Preliminary Proceedings Committee.
- Provide support to the PSI's Disciplinary Committees (the Preliminary Proceedings Committee, the Professional Conduct Committee, and the Health Committee).
- Manage a caseload of any other litigation against the PSI, including judicial review proceedings.
- Manage any requests for internal advice regarding inquiries and take instructions from the Registrar and Executive of the PSI as appropriate.
- Acting on behalf of the PSI, provide instructions to external solicitors retained by the PSI on all stages of the inquiry and/or litigation process through to conclusion.
- Attend pre-hearing meetings and consultations with Counsel and witnesses as appropriate.
- Review and provide detailed analysis of evidence obtained on inquiry and litigation files and provide legal advices and recommendations to the PSI as required.
- Exercise significant levels of judgement and make any recommendations required as to regulatory actions.
- Prepare for, and attend, prosecution cases before the District Court.

General Legal Advisory Work

- Statutory interpretation and legal advice regarding the provisions of the Pharmacy Act 2007 and related instruments and other relevant legislation impacting the practice of the profession of pharmacy, including, but not limited to, relevant Acts and related instruments governing the control of medicinal products.
- Analyse draft legislation and assist in the drafting of Statutory Instruments on behalf of different teams within the organisation as required.
- Deal with legal queries arising from supplier/services contracts and procurement-related issues.
- Assist in relation to the drafting of commercial contracts, agreements and side-letters generally.
- Advise on relevant aspects of administrative law to ensure all decisions taken by the organisation adhere to the principles of natural justice and fair procedures.
- Assist with access to information requests, including those under the Freedom of Information and Data Protection legislative frameworks.
- Provide updates in relation to relevant case law and legislative changes.
- Advisory support in relation to new legislation impacting the PSI.

General

- Regularly analyse current workflows to identify opportunities to improve.
- Ensure standard business processes and procedures are documented and up to date.
- Provide advice, guidance and training to colleagues and various stakeholders in your area of expertise.
- Manage any assigned staff in accordance with PSI policies and procedures.
- Share knowledge and learning with your team and wider organisation.
- Provide support to organisational projects, working groups, committees, etc.
- Work and manage within a matrix reporting structure when required.
- Promote and contribute to a culture of continuous improvement, transformation, and innovation within PSI, including supporting our work as an organisation to retain and enhance our recognition under the EFQM Excellence Model.
- Identify risk and assist the organisation in our purpose of mitigating regulatory risk in the interests of assuring the public that pharmacy care and services are safe.
- Participate in cross-functional initiatives and developments that contribute to the delivery of the strategic objectives of PSI.
- Proactively engage in performance development reviews and actively engaging in opportunities for learning and development.
- Other duties assigned by PSI Management and/or the Registrar/Chief Officer.

Important note: The above job description 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 them from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at present, which will be reviewed and assessed on an ongoing basis.

Key Requirements

Candidates must have, on the closing date for receipt of applications:

- Be a qualified solicitor, admitted to the Roll of Solicitors in the Republic of Ireland, and hold a practising certificate
- Have a minimum of 3 years post-qualification experience, of which at least 1 year relates to experience in public and administrative law and/or litigation.
- Strong attention to detail, excellent written and verbal communication skills, the ability to work effectively under pressure, and ensure tasks are carried out within the required deadlines.

In addition, the following are considered desirable:

- Previous exposure to fitness to practise cases, regulatory investigations, and the enforcement of regulatory powers
- Good working knowledge of statutory interpretation, including EU law
- Experience of providing advice in relation to commercial contracts, and advising in relation to data protection law, FOI requests and protected disclosures
- Previous civil and/or criminal litigation and judicial review experience
- Ability to manage a variety of stakeholder relationships, including Board members, external customers, experts, and senior management.

Key Competencies

Job Title	
Competencies	**Description**
Specialist Knowledge / Expertise & Self Development	• Has a clear understanding of the objectives and targets of self and the team and how they fit into the work of the unit and the PSI. • Has a breadth and depth of knowledge of issues relevant to PSI and is sensitive to wider political and organisational priorities. • Is considered an expert by stakeholders in own field/ area. • Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.
Management & Delivery of Results	• Takes responsibility for challenging tasks and delivers on time and to a high standard. • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances. • Ensures quality and efficient customer service is central to the work of the division. • Looks critically at issues to see how things can be done better. • Is open to new ideas, initiatives and creative solutions to problems. • Ensures controls and performance measures are in place to deliver efficient and high-value services. • Effectively manages multiple projects.
Judgment, Analysis & Decision Making	• Research issues thoroughly, consulting appropriately to gather all information needed on an issue. • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data). • Integrates diverse strands of information, identifying inter-relationships and linkages. • Uses judgement to make clear, timely and well-grounded decisions on important issues. • Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders. • Takes a firm position on issues s/he considers important.

Leadership	• Actively contributes to the development of the strategies and policies of the Department/ Organisation. • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise. • Leads and maximises the contribution of the team as a whole. • Considers the effectiveness of outcomes in terms wider than own immediate area. • Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks. • Develops capability of others through feedback, coaching & creating opportunities for skills development. • Identifies and takes opportunities to exploit new and innovative service delivery channels.
Interpersonal & Communication	• Presents information in a confident, logical and convincing manner, verbally and in writing. • Encourages open and constructive discussions around work issues. • Promotes teamwork within the section but also works effectively on projects across Departments/ Sectors. • Maintains poise and control when working to influence others. • Instils a strong focus on Customer Service in his/her area. • Develops and maintains a network of contacts to facilitate problem-solving or information sharing. • Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system.
Commitment to PSI Values	• Public safety is at the heart of everything, acts to ensure that safety • Values, appreciates and respects everyone engaged with • Works in partnership with colleagues and all stakeholders • Behaves with integrity and objectivity; actions are evidence-based and timely

Conditions of Employment

Probation

A probationary period of **11 months** applies to this position.

Pay

The salary scale for this post is **€74,701 - €91,100** (Engineer II Grade, Civil Service) per annum. Entry will be at the first point of the scale for new entrants, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Candidates should note that different pay and conditions may apply if, prior to appointment, the appointee served as a civil or public servant.

Superannuation

The successful candidate will, upon appointment, become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.

Hours of Attendance/Working Week

The normal working week is not less than 35 hours, exclusive of lunch breaks. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties, subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

Annual leave allowance is 27 days rising to 30 after 5 years of service. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week, and is exclusive of the usual public holidays and Good Friday.

Outside Employment

This role is full-time, and the appointee may not engage in private practice or be connected with any outside business which conflicts in any way with his/her duties, impairs performance or compromises his/her integrity.

The appointee must avoid involvement in outside employment/business interests in conflict or potential conflict with the business of the PSI. Clarification must be sought from management where doubt arises.

How to Apply

To apply for this post, candidates should submit a comprehensive cover letter outlining why they believe their skills, experience, and values meet the requirements, an up-to-date CV and the completed application form.

This documentation should be emailed to the HR Office at recruitment@psi.ie on or before the closing date of **Midnight** on 2nd February 2026.

Late applications will not be accepted.

The PSI is an equal opportunity employer.

Selection Process

The selection process may include:

- A competitive shortlisting of candidates based on the information submitted in their application. Both essential and desirable requirements will be used to assess the relevance of applications received.
- Up to two rounds of competitive interviews before an interview board which may include an assessment and/or a presentation. It is expected that at least one round of interviews will be in-person.
- An offer of employment will be dependent upon the candidate furnishing suitable professional references, proof of credentials and upon their successful completion of a pre-employment medical.

A panel of candidates may be established from this competition to fill other permanent and temporary roles under the same job description that may arise over the next 12 months.

Interview

Interviews will be held in February 2026.

The PSI is not in a position to reimburse expenses incurred by applicants for interview.

Candidates who do not attend for interview or other assessment when required or who do not, when requested, furnish such evidence as the PSI requires in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidate Obligations

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process.

GDPR Privacy Notice – Recruitment Process

Purpose

The PSI conducts a competency-based recruitment process. Candidates are asked to submit a CV and a comprehensive cover letter or an application form. The recruitment process will include a pre-employment medical assessment and references check and may also involve psychometric testing.

As part of the recruitment process, the PSI will process personal data relating to potential candidates. Personal data means any information relating to an identified or identifiable living individual. The categories of personal data defined by the General Data Protection Regulation ("**GDPR**") include identification data, e.g. name, address and emails. It also includes special categories of personal data for more sensitive information, such as data concerning health. In meeting its data protection obligations, the PSI is committed to being accountable and transparent about how it collects and uses personal data provided in your application and as part of the recruitment process.

In the case of a successful candidate, some of the information provided during the recruitment process will form the basis of the contract of employment (e.g. name, address).

Legal Basis for Processing Personal Data

The PSI processes the personal data contained in your CV, cover letter and application form obtained during the recruitment process on the basis of consent, Article 6(1)(a) of the GDPR. Consent is required from the applicant in order to process any personal data in your application for the specific purpose of progressing your application during the recruitment process.

In the case of a successful candidate(s), some of the information provided during the recruitment process will form the basis of the contract of employment (e.g. name, address). The personal data of potential employees, and employees, is processed on the basis that it is necessary for the PSI's compliance with legal obligations (Article 6(1)(c) GDPR), which includes employment legislation. PSI personnel are provided with an internal privacy statement in relation to the use of employee information.

How Your Information May Be Shared

The following parties may receive your information for reasons outlined below:

Recipient	Purpose
HR (PSI internal)	Storing application, acknowledging responses and corresponding with candidates.
HR (external service provider)	In the recruitment of certain posts, the PSI may outsource some or all parts of the recruitment process to an external service partner. An external service partner will receive candidate submissions, in full or part, to assist with administration or assessment for the post or to manage the entire recruitment process.

Designated Hiring Manager	The designated hiring manager(s) and/or a Head of Department will receive applications to conduct shortlisting of candidates.
Interview Panel	Member(s) of Interview Panel(s), including the designated Hiring Manager and/or Head of Department and /or independent member(s) external to the PSI, will receive applications to conduct the assessment of candidates.
HR (external service provider – psychometric or other testing)	In the recruitment process for certain post, the PSI may require psychometric or other testing to be carried out by an external service provider. The external service provider will receive candidate information, in full or part, to be used as directed by the PSI to conduct the assessment and provide information to the PSI. They will hold information relating to a candidate only for a period necessary to fulfil the service required.
Referees	Candidates are asked to provide references who can be contacted to validate work history and/or comment on suitability of the candidate for the position. Where a candidate gives consent for the PSI to contact a named referee(s), referee(s) will be provided with the candidate's name for the purpose of providing the reference.
Occupational Health	If considered for appointment to the role, a candidate will be asked to undergo a pre-employment medical assessment. The PSI will notify the occupational health provider of the name of the candidate and contact telephone number.

Data Transfers Outside The EU/EEA

There is no transfer of information outside of the EU/EEA in the course of this process.

Automated Decision Making

This does not apply to this process.

How Long We Store Your Data

The PSI has a document management policy and retention schedule in relation to the information it holds. This may be updated from time to time.

For unsuccessful candidates, applications and all relevant correspondence will be retained and held securely by the PSI's HR Office for a period of 12 months. At the end of that period, or once you withdraw your consent, your data is securely deleted or destroyed.

For successful candidates, their application (to include interview records, assessments such as psychometric tests and evaluations of interviews conducted) will be placed on their employee file and retained during the course of their employment and for an appropriate period thereafter.

Your Data Protection Rights

You have rights in relation to the data held and processed about you by the PSI. The PSI has a Data Protection Officer who can be contacted if you wish to exercise your data protection rights.

Email: dataprotection@psi.ie
Address: Data Protection Officer, Pharmaceutical Society of Ireland, PSI House, Fenian Street, Dublin 2, D02 TD72.

There is a subject access request form available on the PSI website.

Right	Explanation
Access	You can request and receive access to the information held about you for the purpose of this process at any time.
Portability	You can request and receive a copy of this information, in electronic/transferable format, at any time.
Erasure	You can request the data held be erased. The anticipated retention period is outlined above.
Rectification	You can request to have any incorrect information about you updated or corrected.
Objection	You can withdraw your consent or object to this information being processed.
Complaint	You can make a complaint to the PSI's Data Protection Officer (above) and/or make a complaint to the relevant supervisory authority in Ireland, the Data Protection Commission (www.dataprotection.ie)