



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

PROFESSIONALLY QUALIFIED SOCIAL WORKER
ADOPTION AUTHORITY OF IRELAND

The Adoption Authority of Ireland is committed to a policy of equal opportunity.

CONTACT: [HR @AAI.GOV.IE](mailto:HR@AAI.GOV.IE)

ADOPTION AUTHORITY OF IRELAND
SHELBOURNE HOUSE, SHELBOURNE ROAD, DUBLIN 4
WWW.AAI.GOV.IE

TITLE OF POSITION: Professionally Qualified Social Worker

REPORTING TO: Social Work Team Leader

OFFICE: Adoption Authority of Ireland

LOCATION: Dublin 4

The Adoption Authority is currently based in one location in Ballsbridge. In due course the Authority, or part of the Authority, may relocate to one or more sites and some staff will be relocated to the new site(s).

The Adoption Authority of Ireland is a statutory body established on 1 November 2010. The relevant legislation underpinning the Authority is the Adoption Act 2010. Further information on the Authority and the legislation is available on the website www.aai.gov.ie.

The Authority is responsible for granting all domestic adoption orders and for granting all declarations of eligibility and suitability to prospective adopters in advance of their adopting abroad and in Ireland. The Adoption Authority of Ireland is responsible for registering and supervising all adoption service providers and for maintaining the Register of Accredited Bodies, which is the list of providers accredited by the Authority. The Authority maintains the Register of Intercountry Adoptions, (RICA), in which details of inter-country adoptions are entered. The Authority also maintains the National Adoption Contact Preference Register, NACPR. For more details on the Authority please refer to our website at www.aai.gov.ie

Social workers are employed at the Adoption Authority to fulfil regulatory and research functions, as outlined in the Adoption Act 2010 in relation to domestic and intercountry adoption. Current functions in relation to the National Adoption Contact Preference Register include trace, search and reunion in non-agency and private adoption cases; information, counselling and mediation of parties matched through the National Adoption Contact Preference Register.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Professionally Qualified Social Worker at the Authority include:

- working in a professional team and in multi-disciplinary settings to progress the organisations aims;
- working within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the Authority.
- managing and prioritising a caseload appropriate to the post;
- providing mediation and counselling related to tracing and matches as required and from the National Adoption Contact Preference Register;
- providing information and advice by telephone and email;
- providing telephone counselling and information through Duty Call service;
- overseeing the quality control aspects of information release applications;
- providing a service in relation to the review of Domestic and Intercountry Adoption applications;

- integrating procedures into practice documents for use by service providers;
- committing to continuous professional development;
- actively participating in team building and change management initiatives;

REQUIREMENTS

Character

Each candidate must be of good character.

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Applicants must:

- Be registered with CORU and maintain live annual registration with CORU;
- Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the role;
- Have proven experience of adoption, child and family or similar social service provision;
- Have experience of search, trace, counselling, mediation and reunion;
- Have experience of service delivery in adoption or child protection services in a flexible team setting;
- Demonstrate an ability and willingness to develop IT skills relevant to the role.

The Social Worker is expected to demonstrate the ability to

- take account of any broader issues and related implications when making decisions;
- put forward solutions to address problems;
- present information clearly, concisely and confidently when speaking and in writing;
- have high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.

Desirable Attributes:

The ideal candidate will also have:

- counselling skills;
- knowledge of adoption and child protection practice and legislation;
- familiarity with Data Protection/GDPR and Freedom of Information requests.

Note: The functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

EMPLOYMENT CONDITIONS

Eligibility to Compete

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

A candidate who is in doubt with regard to their eligibility to compete should consult the Department of Jobs, Enterprise & Innovation.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Collective Agreement - Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to

re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Remuneration:

Salary Grade: Professionally Qualified Social Worker (rates effective from 1st January 2020).

Salary Scale: €41,330 - €44,286 - €45,807 - €47,997 - €50,186 - €52,377 - €54,545 - €56,752 - €58,944 – €60,086^(LSI 1)

Personal pension contribution (PPC) rate. This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

Annual Leave 27 days per annum. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Note:

- Entry will be at the minimum point of the scale and will not be subject to negotiation;
- If immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant and is on a pay scale which is the equivalent of the pay scale advertised, consideration will be given to entry at their existing point on the scale;
- The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Contract: Permanent contract – full time

Probation: This role will be on a probationary basis for a period of 12 months from the date of commencement of employment

Superannuation:

The successful appointee will be offered public service pension terms and retirement age conditions in accordance with S.I. 157 of 2017 the Adoption Authority of Ireland Superannuation Scheme 2017:

In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers. A copy of the Act can be viewed at:

<http://www.irishstatutebook.ie/2012/en/act/pub/0037/index.html>;

SELECTION PROCESS

How to Apply

Please submit the 2 documents as set out below to HR@aai.gov.ie with PQSW in the subject line.

- Certificate of Registration with CORU
- A fully completed Application Form

All applications must be typed. Please note that omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Closing Date

The closing date and time for applications is 12 noon on Thursday 12th March 2020 Applications not received in the Inbox of HR@aai.gov.ie at the specified deadline cannot be accepted.

If you do not receive an acknowledgement of receipt of your application within 1 working day of applying, please email fiona_monaghan@aai.gov.ie or call 01 2309347.

Selection Methods

The Adoption Authority will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in their application;
- A competitive interview.

Shortlisting

Short-listing of candidates will be based on information contained within his/her application. Shortlisted candidates will be contacted in relation to attending an interview.

During any short-listing exercise that may be employed, the panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide detailed and accurate account of your qualifications and experience within the application.

Interview

It is anticipated that interviews will take place at the end of March on dates to be confirmed. Candidates will be notified in due course of the exact date, time and venue for the interview.

An interview panel will be set up to conduct a competency based interview. Interviews will be based on the essential competencies and experience required for this position.

All interviews will take place in Dublin. The onus is on all applicants to make themselves available on the date(s) specified by the Adoption Authority and make whatever arrangements are necessary to ensure they receive communications sent to them at the contact details specified.

The Adoption Authority will not be responsible for any expenses incurred by candidates

Feedback and Review

Feedback: Where candidates have not been selected for a post; or in the case of an interim process such as shortlisting they have not progressed past this stage; the Authority is happy to provide feedback to candidates. A candidate may contact the Authority through the HR@aai.gov.ie address and request same. The Authority will arrange this for you as soon as possible.

Informal Review: Where a candidate is unhappy with an action or decision in relation to an application, he or she may seek an informal review in the first instance. The candidate must address his or her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the HR Team HR@aai.gov.ie within 2 working days of the notification of the decision.

Formal Review: A candidate may request a formal review under Section 7 of the Code of Practice for Appointments to positions in the Civil Service and Public Service. The candidate must address his or her concerns in relation to the process in writing, setting out the basis for the complaint being made, to the Head of Compliance and Resources in the first instance HR@aai.gov.ie. A complaint or request for review must be made within 10 working days of the notification of the initial decision, or within 5 working days of the outcome of the informal review stage if availed of.

Where the decision to be reviewed relates to an interim stage of a selection process, a request for formal review must be received with 4 working days of the date of receipt of the decision. Candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.

Please Note: You may be required to undertake a medical should you come under consideration for appointment.

References

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). The referees listed here do not have to include your current employer, but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration at interview stage.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Authority may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by the Authority. The Authority will not be responsible for refunding any expenses incurred by candidates.

SECURITY CLEARANCES

Please Note: You may be required to complete and return a Garda vetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. If you are not successful, this information will be destroyed by the Authority. If you do, therefore, subsequently come under consideration for another position, you may be required to supply this information again.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the Authority, or who do not, when requested, furnish such evidence, as the Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

The importance of confidentiality

The Adoption Authority of Ireland may use third party recruitment specialists to manage all or part of the recruitment process on our behalf. We would like to assure you that protecting confidentiality is our number one priority. You can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.