



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

The Adoption Authority of Ireland is recruiting a Clerical Officer to work in Human Resources.

This is a Full Time post, based in our offices in Ballsbridge, Dublin 4. Please note that as a designated essential service all AAI staff are working on site.

The appointment is to a permanent position upon successful completion of probation period of 12 months.

More details are available in the candidate information booklet.

About the Adoption Authority of Ireland (AAI)

The Adoption Authority of Ireland (AAI) 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.

Role Summary: Reporting to the Head of HR and Staff Development, the CO in Human Resources will undertake clerical and administrative duties arising from all components of HR service delivery in the AAI.

Duties and Responsibilities

- Maintenance of current and historic HR files in accordance with GDPR protocols;
- Administering the HR database and document management system;
- Administering the Flexi Time System for AAI;
- Preparation of materials for and administration of recruitment processes;
- Administration of leave and maintenance of associated records;
- Maintenance of performance management and training records;
- General HR-related correspondence;
- Payroll report administration
- Performing such other duties appropriate to the post as may be assigned.

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.

Essential Requirements:

- NFQ level 5 qualification or equivalent;
- Good organisational skills and an ability to work to deadlines;
- Excellent office based communications skills including phone, email, letter writing and note-taking and be able to communicate effectively in a clear and concise manner;
- Excellent practical IT skills or aptitude including MS Word and Excel;
- Ability to work in a consistent manner to stringent quality guidelines;
- An ability to work independently, taking responsibility for own work;

- Maintains discretion and confidentiality at all times;
- Knowledge and skills to be an effective administrator including the ability to:
 - Take direction/follow instructions;
 - Organise and prioritise work effectively;
 - Work well with the public and colleagues;
 - Be flexible in their approach to work;
 - Work independently and as part of a team.

Desirable Requirements:

- Experience of working in Human Resources administration;
- Knowledge and experience of HR in a Public Sector context.

Salary: Applicants will be appointed at the first point of the CO scale - €24,586

Note:

- Entry will be at the minimum point of the scale and will not be subject to negotiation;
- Different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
- The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave: 22 days per annum. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Application Details, Closing Date & Interviews

The Adoption Authority is working with Lex Consultancy for this recruitment process and all applications must be submitted to Lex Consultancy. <https://lexconsultancy.ie/job/aai-co-roc16164/>

Applications submitted directly to the Adoption Authority will not be acknowledged and will not be accepted.

Your application (CV and Cover Letter) must be submitted online in ONE Word document by 12 noon on Friday 29th January 2021. Applications not submitted in this format or after this time will not be considered/accepted.

Interviews are expected to take place in early February.

Please note that while applicants may meet the eligibility requirements of the competition, it is anticipated that the numbers applying for the position are such that it may not be practical to interview everyone.