



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

CANDIDATE INFORMATION BOOKLET  
PLEASE READ CAREFULLY

**CLERICAL OFFICER - HUMAN RESOURCES  
ADOPTION AUTHORITY OF IRELAND**

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

ADOPTION AUTHORITY OF IRELAND  
SHELBOURNE HOUSE, SHELBOURNE ROAD, DUBLIN 4  
[WWW.AAI.GOV.IE](http://WWW.AAI.GOV.IE)

LEX CONSULTANCY  
15-16 LEINSTER ST  
DUBLIN, D02 CY95  
[WWW.LEXCONSULTANCY.IE](http://WWW.LEXCONSULTANCY.IE)

**TITLE OF POSITION:** Clerical Officer (CO) – Full Time

**OFFICE:** Adoption Authority of Ireland

**LOCATION:** Dublin 4

The Adoption Authority is currently based in one location in Ballsbridge. Please note that as a designated essential service all AAI staff are working on site.

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](http://www.aai.gov.ie).

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.

### Clerical Officer Competencies are at Appendix 1

**Note:** This job description is intended as a general guide to the range of duties and it is neither definitive nor restrictive. The Adoption Authority reserves the right to assign staff within the Authority as appropriate and necessary.

### EMPLOYMENT CONDITIONS

Appointment to the post at CO level in the public service will be subject to the usual conditions governing such appointments.

### Remuneration:

The payscale applicable to the position is the Clerical Officer Standard scale as follows (rates effective from 01 October 2020):

### Personal Pension Contribution (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

€485.35	€507.03	€521.30	€542.70	€564.09	€585.47	€600.82
€621.60	€639.00	€653.16	€673.34	€704.77	€729.49LSI1	€740.88LSI2

*\*LSI 1 is Long service Increment after 3 years on Max of scale.*

*\*LSI 2 is Long service increment after 6 years on Max of scale.*

### Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€471.20	€502.02	€509.85	€525.13	€547.67	€570.17	€592.67
€609.05	€627.60	€649.16	€664.35	€685.68	€706.90	€739.99
€766.01 LSI1	€777.93 LSI2					

*\*LSI 1 is Long service Increment after 3 years on Max of scale.*

*\*LSI 2 is Long service increment after 6 years on Max of scale.*

### Important Note

Entry will be at the minimum of the scale 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 (see Public Service Stability Agreement 2018-2020 paragraph 5.1 for recent changes).

Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

The rate of pay offered will be payable weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit.

Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

**Annual Leave:** The annual leave allowance will be 22 working days a year, rising to 23 after 5 years, 24 after 10 years, 25 after 12 years and 26 after 14 years. 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.

**Contract:** Permanent Contract

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

During the period of probation, the appointee's performance will be subject to review by the head of HR and Staff Development to determine whether they:

- (i) have performed in a satisfactory manner,
- (ii) have been satisfactory in general conduct, and
- (iii) are suitable from the point of view of health and particular regard to sick leave.

**Hours of Attendance:** Hours of attendance will be as fixed from time to time but will amount to not less than 43.25 gross hours per week (37 net hours per week).

**Outside Employment:** The position will be whole 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 official duties, impairs performance or compromises his/her integrity.

**Sick Leave:** Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars for the public service.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Adoption Authority of Ireland. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

**Superannuation and Retirement:** The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Adoption Authority Ireland, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Key provisions attaching to membership of the Single Scheme are as follows:

**a. Pensionable Age**

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

**b. Retirement Age** Scheme members must retire at the age of 70.

**c. Pension Abatement**

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible. If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the persons 60th birthday, whichever is the later, but on resumption, the pension will be based on the persons actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**d. Prior Public Servants**

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non- established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

#### **e. Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

#### **f. Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions> .

#### **Important notice:**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.**

### **SELECTION PROCESS**

#### **How to Apply**

Your application (CV and Cover Letter) must be submitted online in ONE Word document to Lex consultancy

<https://lexconsultancy.ie/job/aai-co-roc16164/>

Applications not submitted in this format or after this time will not be considered/accepted.

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

#### **Closing Date**

The closing date and time for applications is **12 noon on Friday 29<sup>th</sup> January 2021.**

Applications received after the specified deadline will not be accepted.

#### **Selection Methods**

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.

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.

#### **Deeming of candidature to be withdrawn**

Candidates who do not, when requested, furnish such evidence as the Adoption Authority of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

#### **Interview**

It is anticipated that interviews will take place in early February 2021. Please note that interviews will take place via Zoom. Candidates will be notified of the relevant time and Zoom meeting details in due course.

Prior to recommending any candidate for appointment to this position the Authority will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

**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 names and contact details). The referees listed 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.

## **Panel**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies. A panel may be established on foot of the results of the final interview process and this panel may be used to fill future vacancies which may arise. This panel, if created, will remain in place for up to 18 months.

## **Eligibility to Compete and Certain Restrictions on Eligibility**

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. Citizens of Switzerland are also eligible to compete.

## **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.

## **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.

### **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.

### **DECLARATION**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

### **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 requires 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.



## Review of Decisions

There are formal procedures set down where a candidate seeks a review of a decision taken in relation to their application. These procedures are set out in the **Code of Practice Appointments to Positions in the Civil and Public Service**. A full version of the document is available on the website of the Commission for Public Service Appointments [www.cpsa.ie](http://www.cpsa.ie)

### Section 7 Review

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Adoption Authority of Ireland (AAI). The AAI will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of AAI) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

### Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the AAI who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

### Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

### Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by AAI that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of AAI in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Adoption Authority of Ireland has fallen short of the principles of this Code.

On receipt of a complaint AAI may determine to engage with the complainant on an informal basis.

### **Procedure for Formal Review of Selection Process**

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

There is no obligation on the AAI to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

### **Candidates' Obligations**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process, for example through social media or any other means, may result in you being disqualified from the competition.

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

## **APPENDIX 1: CLERICAL OFFICER LEVEL COMPETENCIES**

### **Team work**

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

### **Information Management / Processing**

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g. written, numerical, charts etc.

### **Delivery of Results**

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self-reliant and uses judgment on when to ask manager or colleagues for guidance

### **Customer Service & Communication Skills**

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Communicates clearly and fluently when speaking and in writing

### **Drive and Commitment**

- Consistently strives to perform at a high level and deliver a quality service
- Is thorough and conscientious, even if work is routine
- Is resilient, persevering in the face of challenges and setbacks
- Is personally honest and trustworthy
- At all times, acts with integrity

# Competencies - Clerical Officer Level

