



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

## **PRINCIPAL SOCIAL WORKER – PERMANENT FULL TIME POST**

The Adoption Authority of Ireland is the regulatory body for adoption in Ireland. The Authority is seeking to fill a vacancy at Principal Social Worker level. The position is currently based in the Authority's offices in Ballsbridge, Dublin 4. All employees of the Adoption Authority are public servants.

This is a significant opportunity to join the management team of a State agency. The Principal Social Worker will be responsible for leading the social work team (currently 5) and has primary responsibility for the daily management of the work of the social work team. The Principal Social Worker is a key member of the Senior Management Team and will be required to develop a strong relationship with the Management Team actively contributing to the development and implementation of the Authority's objectives and strategies.

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 provide opportunities to work in a wide range of areas including:

- Domestic adoption - reviewing all cases in relation to eligibility and suitability, and reviewing all placements made;
- Intercountry adoption - ensuring best practice in relation to the matching of children;
- Information & Tracing - providing information, support and mediation of parties matched through the National Adoption Contact Preference Register;
- Regulatory functions - accreditation, inspection and monitoring of accredited services;
- Research - working in conjunction with a full time researcher to deepen knowledge, promote learning and contribute to best practice;
- Working as part of a multi-disciplinary team including research, administration, legal and medical;
- Child protection duties in line with the Children First Act 2015 and Children First 2017;
- Professional development - professional development of the social work team, hosting of seminars and other fora for other stakeholders engaged in adoption throughout Ireland.

### **Duties and responsibilities**

- Management of the social work services for the Authority including direct team management and ensuring that the social work service complies with relevant HR and other policies and procedures in the Authority;
- As part of the Senior Management Team play a key leadership role in planning, managing and implementation of the Authority's Corporate and Business Plans;
- Ensuring that appropriate systems are in place to gather relevant information, providing reports and advice to the Board of the Authority and attending meetings of the Board of the Authority as required;
- Keeping updated on current and impending legislation and perceived impact on practice;

- Ensuring that the social work service makes the most efficient and effective use of the ICT systems and contributes to the development of ICT;
- Leading and reporting on the application and inspection process for accredited agencies;
- reviewing, advising, reporting and making recommendations on social work practice and procedures as it relates to adoption;
- Supervise professionally qualified staff and ensure compliance with relevant professional standards and all terms and conditions of employment;
- Providing guidance on sensitive and complex cases in domestic and intercountry adoption applications;
- Providing guidance on complex cases in the area of information and tracing;
- Contributing to research projects and developments and sitting on research sub-committees of the Board;
- Ensuring the implementation of Children First guidelines within the AAI;
- Undertaking duties as assigned by the Chief Executive Officer.

### **Essential Attributes**

The candidate shall:

- have a minimum of five year's relevant post qualification experience;
- Experience of team management. In your application, please outline role title(s), length of time in role and number of staff you were responsible for managing;
- on or before the closing date hold a recognised professional qualification in social work and be registered with CORU, registration with CORU must be maintained throughout the period of employment with the Adoption Authority;
- have formal experience of supervision of social work practice for at least three years;
- have experience of management in adoption, child and family or similar social service provision;
- have a demonstrably high level of report writing and presentation skills;
- have excellent management and leadership skills;
- have experience in service development and service delivery;
- have skills in the management of resources.

### **Desirable Attributes**

The ideal candidate will also have

- knowledge/experience of research/audit in social services;
- demonstrable knowledge of Irish and international adoption legislation and best practice in adoption and child protection;
- familiarity with General Data Protection Regulations and Freedom of Information requests;
- demonstrable commitment to and promotion of continuous professional development of self and staff;
- the ability to present information clearly, concisely and confidently when speaking and in writing;
- high levels of broad Public Sector knowledge relevant to his/her area of work;
- a clean full driving licence and have the use of a car.

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.

For further information about the post and the application process please go to the News section on the Authority's website at [www.aai.gov.ie](http://www.aai.gov.ie). **Closing date for applications is 12 noon on Friday 19<sup>th</sup> March 2021.**