



## ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

### PERMANENT RESEARCH ASSISTANT REQUIRED

The Adoption Authority of Ireland (AAI) is a statutory body established on 1 November 2010 and the legislation underpinning the Authority is the Adoption Act 2010.

Our mission is "To ensure the provision of the highest possible standards of adoption related services, throughout the lifelong adoption process, with the best interest of children as the first and paramount objective"

The AAI undergone a period of significant growth as it has taken on new and expanding functions as a result of new Birth Information and Tracing Legislation.

The AAI is now seeking to recruit a permanent Research Assistant, based in Ballsbridge, Dublin 4. Blended working is available with this position subject to the nature of the duties and in accordance with the Authority's Blended Working Policy.

This Research Assistant role is at Administrative Officer Grade (AO) grade.

The Research Assistant will support the research officer in her/his role on the Senior Management Team in completing stated objectives under Corporate and Business Plans. This particular research assistant role is varied. It requires the role-holder to be flexible, capable of managing multiple projects and meeting deadlines while also being committed to delivering quality results.

In addition to the wider objectives of the Authority, the research assistant will provide support to the Research Officer in implementing the specific goals of the research unit, as outlined in the Authority's Research Strategy 2023-2026. The successful candidate must possess both good administrative skills and a strong grounding in academic research as this is both an administrative and an academic role.

The salary scale ranges from €36,114 to €67,951 per annum (inclusive of two long term increments) for a 35 hour week. Please note the starting pay will be at the minimum point of the scale as per Government Circular E100/8/82. Exceptional circumstances may apply to candidates with current service in the Civil/Public Service.

Annual Leave: 25 days per annum on the basis of a five-day week and is exclusive of public holidays.

The Adoption Authority of Ireland offers an excellent benefit package including a contributory pension scheme and the opportunity for further training and development.

#### **Closing Date: 12 Noon Monday 18 September 2023**

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.