



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

ASSISTANT PRINCIPAL OFFICER
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: Assistant Principal Officer

REPORTING TO: Director of Operations & Corporate Services

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. All staff of the Adoption Authority are public servants. Further information on the Authority and the legislation is available on the website www.aai.gov.ie.

Senior Management Team

Assistant Principal Officers are key members of the Senior Management Team and will be required to develop a strong relationship with the Management Team, clearly understanding their mission, challenges and initiatives. The Assistant Principal Officer will collaborate regularly with executive and senior level management regarding the development and administration of strategic services and actively contribute to the development and implementation of the Authority's objectives and strategies.

DUTIES AND RESPONSIBILITIES

Management of the Corporate Services & Accreditation Unit

The work of the Corporate Services Unit includes:

- Accounts;
- Information Technology & Website;
- Accreditation;
- Building and Facilities Management;
- Communications and Public Relations, including event management;
- Customer Care;
- Freedom of Information.

Corporate Services is also responsible for business and organisational planning, corporate governance, including internal audit, and provides secretarial support to the Board of the Adoption Authority. The team currently comprises 1 Higher Executive Officer, 2 Executive Officer and 2 Clerical Officers.

The appointee will be responsible for leading and developing the Corporate Services and Accreditation Unit and shall undertake tasks including but not confined to those listed below, to the highest standards

Finance

- Manage the financial control function
 - Liaise with the Authority's financial advisors/accountants and auditors to deliver quality financial reporting, effective cost control and administer payables and tax compliance;
 - Monitor expenditure carefully against budget and drive a 'value for money' ethos within the Authority;
 - Liaise with senior and executive management to formulate financial plans, objectives, policies and procedures;
 - Manage and maintain the annual procurement plan;
 - Ensure procurement procedures are in accordance with national and EU public procurement guidelines, regulations and directives.
- Maintain effective working relationships with the Department of Children & Youth Affairs and in particular their finance team.

Audit

- Undertake the role of Head of Internal Audit with assistance from outsourced financial advisors and outsourced internal auditors;
- Manage Internal Audits performed by Internal Auditors and liaise with the Office of the Comptroller and Auditor General in respect of annual audits;
- Monitor and implement recommendations from audit reports and provide updates to the Board of the Authority;
- Attend Risk and Audit Committee meetings and report on behalf of the Executive.

Risk

- Manage and monitor the Risk Register;
- Ensure that a systematic risk assessment process is embedded in the Authority and play a key role in identifying and managing risk;
- Provide updates to the Risk and Audit Committee and to the Board.

Accreditation

- Maintain the Register of Accredited Bodies;
- Oversee the inspection of accredited bodies to ensure compliance with relevant legislation.

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.

The Assistant Principal Officer is expected to demonstrate the ability to

- lead a team;
- address performance issues if they arise;

- develop and implement new ways of working effectively to meet objectives;
- gather and analyse information from relevant sources, weighing up a range of critical factors;
- take account of any broader issues and related implications when making decisions;
- put forward solutions to address problems;
- successfully manage a range of different projects and work activities at the same time;
- present information clearly, concisely and confidently when speaking and in writing.

Essential Attributes

- Have a minimum of 3 years experience in line managing a team including, performance management, setting direction and career development;
- Excellent written and verbal communication skills and presentation skills;
- Ability to work on own initiative, highly organised and details-oriented;
- Experience of successfully managing a range of work projects at the same time.

Desirable Skills and Knowledge:

- Project management;
- Risk Management;
- Finance/Public Procurement experience;
- Familiarity with HR in public service;
- Experience of working with legislation;
- Familiarity with General Data Protection Regulations and Freedom of Information;
- Broad knowledge of Irish Public Sector.

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: Assistant Principal Officer (rates as at 01 January 2019).

Salary Scale PPC:

€66,495 – €68,898 – €71,289 – €73,687 – €76,080 €77,460 – € 79,876 (LSI 1) – €82,300 (LSI 2)

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).

Salary Scale non-PPC:

€64,232 - €66,569 - €67,856 - €70,129 - €72,405 - €73,721 - €76,012 (LSI 1) - € 78,311(LSI 2)

Non-personal pension contribution (non-PPC) rate. This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme (in general those persons whose initial appointment to the Public Service is before 6th April 1995).

Annual Leave: 30 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;
- You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 7/2018: Recovery of Salary, Allowances, and Expenses
Overpayments made to Staff Members/Former Staff Members/Pensioners.

Contract: Permanent Contract.

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 . In the subject line please insert **AP Competition**

- A cover letter/ personal statement (maximum one page) outlining why you wish to be considered for the post and where you believe your personal attributes, skills, knowledge and experience meet the requirements for Assistant Principal Officer and specifically this post.
- A fully completed Application Form

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 Wednesday 31 July 2019**. 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 aoife_casey@aai.gov.ie or call 01 2309 315.

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 preliminary interview
- A second interview comprising a work sample / presentation.

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 first round interviews will take place in the week beginning 13 August 2019. 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

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.

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 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.

This description has been designed to indicate the general nature of and the criteria required to perform this function. It will be subject to regular review with the post holder and his/her Manager.

AAI Ireland is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation or disability.

Leadership

- Actively contributes to the development of the strategies and policies of the Department
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Clearly defines objectives and goals and delegates effectively, encouraging ownership and responsibility for tasks
- Develops the capability of others through feedback, coaching and creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritizes work in terms of importance, timescales and other resource constraints, re-prioritizing in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the Team
- Looks critically at issues to see how things can be done better
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects
-

Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments
- Maintains poise and control when working to influence others
- Instills a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

Drive and Commitment to Public Service Values

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the citizen is at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity

Specialist Knowledge, Expertise and Self-Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the Team and the Department
- Has a breadth and depth of knowledge of Organisational and external contextual issues and is sensitive to wider political and Organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role