



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

**HIGHER EXECUTIVE 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 D04 H6F6
WWW.AAI.GOV.IE

TITLE OF POSITION: Higher Executive Officer

REPORTING TO: Head of Compliance and Resources

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. Further information on the Authority and the legislation is available on the website www.aai.gov.ie.

The Adoption Authority of Ireland is responsible for registering and supervising all adoption service providers and for maintaining the Register of Accredited Bodies, which is the list of providers accredited by the Authority. The Authority is responsible for granting all domestic adoption orders and for granting all declarations of eligibility and suitability to prospective adopters in advance of their adopting abroad and in Ireland. The Authority maintains the Register of Intercountry Adoptions, (RICA) and Gender Recognition Register of Intercountry Adoptions (GRICA), in which details of inter-country adoptions are entered. The Authority also maintains the National Adoption Contact Preference Register (NACPR). For more details on the Authority please refer to our website at www.aai.gov.ie

HIGHER EXECUTIVE OFFICER

Higher Executive Officers in the Adoption Authority are key members of the mid-management team within the organisation and support the senior management team in completing stated objectives under Corporate and Business Plans. A Higher Executive Officer can be involved in policy development; project management; management of an effective work unit; ensuring clear identification of roles and responsibilities and motivating staff. For operational reasons and in response to business needs, HEOs are moved between operational units during their employment with the Adoption Authority. The initial assignment for this Higher Executive Officer post is to the Corporate Services and Accreditation Unit.

The HEO as manager of the unit will report to the Head of Compliance and Resources (Assistant Principal Officer). The work of the unit includes:

- Information Technology & Website;
- Accreditation;
- Finance;
- Building and Facilities Management;
- Communications and Public Relations; Human Resources;
- Customer Care;
- Data Protection and 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 Executive Officer and 3 Clerical Officers.

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 Higher Executive 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.

Key Responsibilities

- Management of the staff in the Corporate Services Team;
- Oversight of the effective operation of the IT function;
- Procurement;
- Facilities and accommodation management;
- Accounts/payments.

Essential Attributes

- Experience of team management;
- Good IT skills;
- Experience of successfully managing a range of work projects at the same time.

Desirable Attributes:

- Project management skills and experience;
- 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: Higher Executive Officer (rates effective from 1st October 2018).

Salary Scale PPC:

€48,028 - €49,432 - €50,832 - €52,233 - €53,638 - €55,040 - €56,441 - €58,466 (LSI 1) – €60,486 (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:

€45,717 - €47,052 - €48,379 - €49,709 - €51,040 - €52,379 - €53,712 - €55,628 (LSI 1) – €57,549 (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: 29 days per annum. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Flexitime: The flexi working time system is in place in the AAI for all grades up to and including HEO.

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.

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 pension arrangements in the Adoption Authority depending on the status of the successful appointee:

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

- A fully completed Application Form
- A **cover letter/ personal statement** 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 Higher Executive Officer and specifically this post.

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 28th November 2018. 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 caroline_wilson@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 interview.

Shortlisting

If shortlisting is required, the selection board will apply the following assessment and scoring system.

Under each of the competency headings, the scoring system used will be a 10-point rating scale, which has three bands, as follows:

Limited/ Patchy Evidence 1 - 4

- based on the information provided in their application form the candidate has demonstrated **Limited/ Patchy** evidence in respect of the competency requirement for this post

Moderate/ Good Evidence 5 - 8

- based on the information provided in their application form the candidate has demonstrated **Moderate/ Good** evidence in respect of the competency requirement for this post

Very Good Evidence 9 - 10

- based on the information provided in their application form the candidate has demonstrated **Very Good** evidence in respect of the competency requirement for this post.

Interview

It is anticipated that first round interviews will take place in the week beginning 17 December 2018. Candidates will be notified in due course of the exact date, time and venue for the interview.

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.

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 within 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

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.

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.

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.

AAI 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.

AAI recognises its responsibilities under the Data Protection Acts 1988, 2003 & 2018, the General Data Protection Regulation (GDPR) and the Freedom of Information Act 2014

Competencies required of Higher Executive Officers in the Public Service

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers	
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity