



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

The Adoption Authority of Ireland (AAI)

Candidate Information

Job Title: Principal Officer — Director of Operations - Board Secretary
Date: October 2017
Reports to: Chief Executive Officer
Location: Shelbourne House, Shelbourne Road, Dublin 4.

About the Adoption Authority

The Adoption Authority of Ireland is a Public Service agency under the aegis of the Department of Children and Youth Affairs. All staff at the Adoption Authority of Ireland are Public Servants.

Our Mission

"We will work to achieve excellence in adoption and adoption related services, with the best interests of children as our primary consideration."

The Adoption Authority of Ireland is an independent body established on 1 November 2010 under the Adoption Act 2010. The purpose of the Adoption Act, 2010, is to improve standards in both domestic and Inter-country adoption. The regulatory framework governing adoption has been strengthened in an attempt to ensure that the best interests of children are protected at every step throughout the adoption process.

For more information, please see www.aai.gov.ie

Job Description

The Principal Officer (PO) is a key member of the senior management team and will report to and support the Chief Executive Officer in developing and maintaining the Adoption Authority as a National Central Authority under the 1993 Hague Convention on Intercountry Adoption and as a centre for excellence in adoption standards in domestic and intercountry adoption.

The successful candidate will have:

- A proven track record of significant achievement at a senior level that demonstrates leadership, management and interpersonal skills required for this role;

- The ability to work effectively with a multidisciplinary team and a diverse range of stakeholders;
- Flexibility to travel in Ireland and overseas on a regular basis.

Desirable:

- Legal experience, management qualification.

Responsibilities:

Management:

- Develop a strong business relationship with the Management Team, clearly understanding their mission, challenges and business initiatives;
- Provide regularly updates to the management team on best practice in legal and operational matters and all aspects of Board operations;
- Work with the 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;
- Oversee the implementation of the corporate and operational aspects of the Authority's Corporate Plan and Business Plan;
- The PO will deputise for the CEO when CEO on leave/absent.

Secretary to the Board of the Authority:

The role of the Secretary of the Board is as a support to the Board. The Secretary of the Board may be assigned such functions and duties as may be delegated by the Board. The duties can be classified as follows:

- Statutory duties;
- Duty of disclosure;
- Duty to exercise due care, skill and diligence; and
- Administrative duties

As Secretary to the Board of the Authority, the Principal Officer will fulfil all functions as set out in the Code of Practice for the Governance of State Bodies and Adoption Authority policy including, but not limited to:

- Preparation of Agenda with Executive;
- Collation and presentation of Board papers to Chairman in advance of chair meeting with CEO for finalisation of Agenda;
- Collation and presentation of Board papers to Board in advance of meeting;
- Collation and presentation of Board papers to Chairman in advance of Board;
- Attendance at full Board meetings;
- Minute taking at full Board meetings;

- Circulation of draft minutes to Chair;
- Recording and retention of set of Board papers;
- Retention of signed minutes of the meeting.

Governance

The Secretary of the Board should report to the Chairperson on all Board governance matters and should assist the Chairperson in ensuring relevant information is made available to the Board and its committees.

The Secretary of the Board is responsible for advising the Board through the Chairperson on all governance matters. The Board shall have a list of statutory obligations and regulations that are required to be complied with and the execution of which depends on the Secretary of the Board.

Access to Secretary of the Board

All Board members should have access to the advice and services of the Secretary of the Board, who is responsible to the Board for ensuring that Board procedures are complied with. The Secretary of the Board is also responsible for the formal induction of new Board members and organising mentoring for Board' members where required.

Disclosure of Interests

Details of interests disclosed under the Code of Governance should be kept by the Secretary of the Board or other nominated person in a special confidential register. Access to the register should be restricted to the Chairperson and Secretary of the Board and other members of the State body on a strictly need to know basis.

Liaison with external stakeholders:

The Principal Officer will meet regularly with national and international adoption organisations both in Ireland and overseas. The role also involves interactions with other agencies such as the Department of Children and Youth Affairs, Tusla - Child and Family Agency and the Hague Permanent Bureau.

The Principal Officer is a key member of agreed overseas visits.

Legal Matters:

The Principal Officer is the primary contact with the Authority's legal advisors and in-house solicitor and has a significant role in ensuring legal compliance in all aspects of the Authority's work.

Accreditation:

Maintain the Register of Accredited Bodies.

Oversee the inspection of accredited bodies to ensure compliance with relevant legislation.

Registers:

Maintain the Register of Intercountry Adoptions.

Maintain the Gender Recognition Register (Intercountry Adoption).

Data Protection and FOI Reviewer.

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.

Education and Experience:

The candidate shall have:-

- Prior experience working at a senior managerial level with policy and legal responsibility;
- Relevant experience in systems implementation;
- Strong analytical and problem solving skills;
- Excellent interpersonal and communication skills;
- Ability to work on own initiative, as part of a team and as leader of a group; and
Knowledge of practices/procedures of the public sector and particularly public sector governance.

Desirable Attributes:

The ideal candidate will also demonstrate: -

- Knowledge of family law, in particular adoption legislation;
- Fairness, impartiality and openness to new ideas and information;
- The ability to lead and motivate staff;
- The ability to think and operate strategically;
- The ability to communicate effectively with both staff members and external customers/bodies;
- Ability to build positive working relationships in a constructive and consultative environment, while looking for and acknowledging the contribution of others and making them feel like valued members of the team;
- Ability to develop and maintain networks and to influence stakeholders positively in order to achieve results that are in the best interest of the Authority;
- An understanding and respect of Authority mission statement values, commitment to these values and to the specific objectives and ethics of the organisation.

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.*

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 and Benefits

Remuneration: Please note that salary scale and grade are non – negotiable.

Salary Grade: Principal Officer (rates effective from 1st April 2017)

Salary Scale PPC: €81,767 - €85,091 - €88,392 - €91,716 - €94,521 - €97,428 (LSI 1) - €100,333 (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: €77,849 - €81,004 - €84,140 - €87,302 - €89,965 - €92,728 (LSI 1) - €95,487 (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.

Note:

- Entry will be at the minimum point of the scale and will not be subject to negotiation;
- The rate of remuneration may be adjusted from time to time in line with Government pay policy.

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.

Contract: Permanent Contract with the Adoption Authority of Ireland

Probation: This role will be on a probationary basis for a period of 12 months from the date of commencement of employment.

No transfer or secondment options are available for this post.

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>

Application and Selection Process

How to Apply

Please submit the 3 documents as set out below to HR@aai.gov.ie

A comprehensive CV

1. Curriculum Vitae
2. A fully completed Key Achievements Form - (separate document)
3. 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 Principal Officer and specifically this post.

Please note that omission of any or part of the 3 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 **3pm on 27 October 2017**.

Applications received after the specified deadline cannot be accepted.

Applications sent to an email address other than HR@aai.gov.ie cannot be accepted.

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email caroline_wilson@aai.gov.ie

Selection Method

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.

Interview

Candidates will be required to make themselves available for interview on a date(s) specified by the Authority. The Authority will not be responsible for refunding any expenses incurred by candidates.

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.

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 here 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.

Security Clearances

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.

Please note

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.

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.

The Adoption Authority of 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.