



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

PRINCIPAL SOCIAL WORKER - CONTRACT
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: Principal Social Worker – 3-year contract

REPORTING TO: Chief Executive Officer

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

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 in relation to the National Adoption Contact Preference Register include trace, search and reunion in non-agency and private adoption cases; information, counselling and mediation of parties matched through the National Adoption Contact Preference Register.

DUTIES AND RESPONSIBILITIES

Senior Management 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, clearly understanding their mission, challenges and initiatives. The Principal Social Worker 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.

Management of Social Work Team

The Principal Social Worker will be responsible for leading the social work team, the team currently comprises two senior social work practitioners and three professionally qualified social workers. The Principal Social Worker has primary responsibility for the daily management of the work of the social work team which includes, performance management, professional supervision of the team, CPD training, allocation of work and management of the roster for the duty call line (public/crisis pregnancy queries etc.).

Other duties and responsibilities of the Principal Social Worker include but are not limited to the following

- lead and report on the inspection process for accredited agencies;
- review, advise, negotiate, report and make recommendations on social work practice and procedures in relation to agency submissions for accreditation;
- facilitate the development of national standards and regulations among accredited agencies;
- draft practice guidelines in specific areas of adoption;
- collaborate with service providers on the implementation of agreed standardised procedures;
- collaborate, consult with and provide training to various stakeholders as required;
- provide guidance on sensitive and complex cases in domestic and intercountry adoption applications and information and tracing services;
- contribute to research projects and developments and research sub-committees of the Board;
- ensure the implementation of Children First guidelines within the AAI;
- as required, provide reports and advice to the Board of the Authority and attend meetings of the Board of the Authority;
- contribute to and work to implement the Corporate and Business Plans of the Authority;
- provide submissions for Annual Report;
- participate in service development;
- participate in the Duty Call service;
- undertake duties as assigned by the Chief Executive Officer.

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.

Essential Attributes

The candidate shall:

- have a minimum of four years' experience working at team leader level (or higher). In your application, please outline role title, length of time in role and number of staff on the team(s) that you managed;
- 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.

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;
- demonstrate a commitment to and promotion of continuous professional development of self and staff;
- be able to present information clearly, concisely and confidently when speaking and in writing;
- counselling skills;
- have high levels of expertise and broad Public Sector knowledge relevant to his/her area of work;
- hold a clean full driving licence and have the use of a car.

Note: The functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. 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 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: Principal Social Worker (rates effective from 1st October 2018).

Salary Scale: €66,190 - €68,096 - €70,975 - €73,854 - €76,733 - €79,615

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).

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.

Duration of Contract: 3 years, full-time.

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 3 documents as set out below to, **HR@aai.gov.ie**

- Certificate of Registration with CORU;
- 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 skills and experience meet the requirements for the role of Principal Social Worker.

Please note that all documents must be typed and that the omission of any one 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 12 noon on Wednesday 23rd January 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 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 preliminary interview;
- A second interview which will include the candidate making a presentation to the panel.

Shortlisting

If shortlisting is required, the selection board will review all applications for evidence of registration with CORU and a minimum of four years' experience working at team leader level (or higher). Any applications which do not meet these criteria will not be considered.

10 marks will be awarded for each of these criteria.

The following assessment and scoring system will be applied to the criteria below:

- formal experience of supervision of social work practice for at least three years;
- experience of management in adoption, child and family or similar social service provision;
- a demonstrably high level of report writing and presentation skills.

Limited/ Patchy Evidence 1 - 4

- based on the information provided in their application form the candidate has demonstrated **Limited/ Patchy** evidence.

Moderate/ Good Evidence 5 - 8

- based on the information provided in their application form the candidate has demonstrated **Moderate/ Good** evidence.

Very Good Evidence 9 - 10

- based on the information provided in their application form the candidate has demonstrated **Very Good** evidence.

The maximum score is 50, only those applications which score 35 or more will be called for interview.

Interview

Candidates will be notified in due course of the exact date, time and venue for the interview(s).

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 HR@aai.gov.ie 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 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.

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

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