

Legal Advisor / Solicitor

Adoption Authority of Ireland

Background information on the post

The Adoption Authority of Ireland is responsible for granting domestic adoption orders and for recognising intercountry adoptions granted outside of the State. The Authority maintains the following registers:

- The Register of Intercountry Adoptions
- The Register of Accredited Bodies
- The Gender Recognition Register (Intercountry Adoptions) and
- The National Adoption Contact Preference Register

The Authority also grants Declarations of Eligibility and Suitability to persons, habitually resident in Ireland, who wish to adopt in Ireland or abroad. It is the national central authority for adoption under the 1993 *Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption*.

Full details are available on the Authority's website www.aai.gov.ie.

A Legal Advisor / Solicitor is employed on a contract basis to manage routine legal operations and to advise the Authority on matters relating to applications for adoption orders, Declarations of Eligibility and Suitability and for an entry in the Register of Intercountry Adoptions, as well as other matters which may be referred to him/her from time to time.

The contract will operate initially for a 12 month period. Following this period and subject to satisfactory performance, the Authority may at its sole discretion extend the term of the contract for a further period of up to two years.

The Legal Advisor / Solicitor works in collaboration with the Authority's executive staff, in accordance with the Adoptions Acts 2010-2013, using best practice as outlined by the Incorporated Law Society of Ireland.

LEGAL ADVISOR / SOLICITOR REQUIRED

Solicitor with broad experience in family and child law is required to assist with routine legal operations and to provide support to the Board of the Adoption Authority of Ireland on legal matters arising from the processing of various applications placed before it for consideration. Familiarity with adoption law, family law and regulatory law is desirable but not essential.

The Legal Advisor / Solicitor is a part-time role and includes, but is not confined to, the following-

- Assisting the Chairman and the Executive with all litigation and routine legal operations referred to the High Court under Sections 18, 26, 30, 53, 54 and 92 of the Adoption Act 2010;

- Assisting with preparations and presentation of relevant legal matters to the Board of the Authority;
- Working within a multi-disciplinary team consisting of administrative and social work staff

Competencies:

- Ability to communicate accurately and effectively (written and verbal);
- Ability to analyse information and to compile briefs;
- Ability to plan and prioritise work and to deliver results;
- Accuracy and attention to detail;
- Have the knowledge and ability to discharge the duties of the post concerned.

The value of the contract is €24,500 per year, paid quarterly upon receipt of invoice to the Corporate Services Unit at the Authority. Withholding Tax will be deducted at source.

Required number of hours: 35 hours per fortnight. Dublin Office based role.

Please send CV and expression of interest before 12 noon on Monday, 21 October 2019 to:

Corporate Services Unit
Adoption Authority of Ireland
Shelbourne House
Shelbourne Road
Dublin 4

Or by email to corporate@aai.gov.ie Please put 'Solicitor' in the subject line of the email.

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.

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.