



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

RISK AND AUDIT COMMITTEE
OF THE ADOPTION AUTHORITY OF
IRELAND

EXPRESSION OF INTEREST FOR NEW
COMMITTEE MEMBER INFORMATION
BOOKLET

Version No: V1.0
Date: 14 May 2025

1. About the Adoption Authority of Ireland

The Adoption Authority of Ireland (AAI) was established under the Adoption Act 2010 on 1 November 2010. The Adoption Act 2010 (as amended) was introduced to improve standards in both domestic and intercountry adoption, replacing its predecessor organisation, the Adoption Board. We are an independent, quasi-judicial statutory body under the Aegis of the Department of Children, Disability and Equality (the Department).

The AAI's functions and responsibilities are set out in the Adoption Act 2010 (as amended) and the Birth Information and Tracing ACT 2022 (the BITA). They can be summarised as:

- Being the state authority for domestic adoptions in Ireland - granting Declarations of Eligibility and Suitability, hearing the views of the child or young person and granting adoption orders;
- Being the designated Central Authority for intercountry adoption in the State (under the 1993 Hague Convention on the Protection of Children and Co-operation in Respect of Intercountry Adoption);
- Granting Declarations of Eligibility and Suitability for intercountry adoptions and recognising, where appropriate, adoptions effected in other states and maintaining the Register of Intercountry Adoptions;
- Providing birth, early life, care and medical information to people who were adopted, boarded out, nursed out, resident in a scheduled institution or the subject of an illegal birth registration. These services are provided under the BITA;
- Providing a statutory tracing service, alongside a mediation, brief intervention and adoption support service via a specialised social work team;
- Maintaining the Contact Preference Register (CPR);
- Collecting and maintaining information, data and records about adoption;
- Conducting, commissioning and supporting research into adoption and adoption-related topics;
- Safeguarding records relating to adopted persons and those subject to historic care arrangements;
- Maintaining the Register of Accredited Bodies of entities that are accredited to provide adoption services; and
- Providing advice, on request, to the Minister on matters relating to adoption.

The services we provide are diverse and complex, and our stakeholders represent every part of society, including adopted people of all ages, birth and adoptive families, and others whose lives involved adoption in some way. In addition to the Department and our accredited agencies, we work closely with other government departments, state agencies, representative and advocacy groups and international partners to deliver our services

The main services provided to the public by the AAI span the following areas:

- Domestic Adoption
- Intercountry Adoption
- Information Services and Records
- Social Work

- Accreditation
- Research

The AAI is governed by a 7-member-Board, appointed by the Minister for Children, Disability and Equality and has two advisory committees, including the Risk and Audit Committee, to advise it.

As part of its commitment to good governance, the AAI is seeking expressions of interest from suitably qualified candidates for membership of its Risk and Audit Committee.

We are interested in hearing from people with knowledge/experience in the areas of Corporate Governance, Procurement and Public Sector Accountability, Internal Controls, Financial Management, ICT, Cybersecurity and Data Protection or Risk Management.

2. About the Risk and Audit Committee

The role of the Risk and Audit Committee is to provide an independent appraisal structure within the Adoption Authority of Ireland to measure and evaluate the effectiveness and efficiency of its risks, governance and internal control procedures and its financial reporting framework.

In line with the [*Code of Practice for the Governance of State Bodies*](#), the Risk and Audit Committee of the AAI should consist of at least two, but no more than six, non-executive members of the Authority, as well as members drawn from outside of the board.

External Committee members are appointed by the AAI Board for a period of three years and will be eligible for reappointment for a further term. No member will ordinarily serve more than two consecutive terms.

3. Responsibility of Risk and Audit Committee Members

The Risk and Audit Committee advises the Board on:

- The strategic processes for risk, internal control and governance;
- The accounting policies, the financial statements, and the annual report of the AAI, including the process for review of the financial statements prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors;
- The planned activity and results of both internal and external audit;
- Adequacy of management response to issues identified by audit activity, including external audit's management letter of representation;
- Assurances relating to the management of risk and corporate governance requirements for the AAI;
- Proposals for tendering for either internal or external audit services or for purchase of non-audit services from contractors who provide audit services;
- Anti-fraud policies, protected disclosure processes, and arrangements for special investigations;
- The Risk and Audit Committee will also periodically review its own effectiveness and report the results of that review to the Board.

4. Core Competencies Required

The Risk and Audit Committee seeks to ensure its members have an appropriate range of expertise in order that the Committee can collectively perform its functions to the required standard.

Core Competencies:

- **Understanding of the functions of the AAI**
 - To demonstrate knowledge of the AAI's obligation to protect the public and maintain public confidence in the regulation and operation of adoption services in Ireland.
- **Integrity, impartiality and independence**
 - To act independently, diligently and in good faith.
 - To behave in a fair, balanced and non-discriminatory fashion.
- **Basic IT literacy**
 - To be able to access and communicate via email.
 - To use online file sharing software, tablets, laptops or similar devices, as may be required.

Behavioural Competencies:

- **Team working**
 - To work effectively as part of a diverse team.
 - To actively listen to others and have regard for their views.
 - To give and receive constructive feedback and accept challenge from others whilst remaining focused on the task.
- **Commitment and reliability**
 - To devote such time, attention and skill to the business and duties of the Committee as may reasonably be required.
- **Communication skills**
 - To communicate clearly and concisely – orally and in writing, to a diverse range of audiences, as appropriate to their needs.

Technical Competencies:

The terms of reference of the Risk and Audit Committee provides that the Board will have reference to the following competency areas, and the responsibilities of the Board, so that the Committee collectively possesses an appropriate range of skills and knowledge to perform its functions in support of the Board:

- Experience in risk management,
- Experience in corporate governance as it applies to public bodies,
- Experience in the public sector accountability structure, public procurement and internal controls,
- Experience of financial management,
- Experience of ICT, cybersecurity, data protection.

Interested candidates should briefly outline in their application how their experience and competencies can contribute effectively to the work of the Committee.

5. Time Commitment

The Committee meets at least four times a year, with the authority to convene additional meetings as circumstances require. The attendance of 2 non-executive committee members shall constitute a quorum.

The Board may ask the Risk and Audit Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

6. Fees and Expenses

External members of the Committee may be paid an attendance fee of €250 for each meeting they attend. Please note that the AAI complies with the [One Person One Salary](#) Directive and Committee members who are public or civil servants will not be paid an attendance fee.

Committee members may also claim for reasonable travel and subsistence expenses incurred when attending meetings, in line with the AAI's Travel and Subsistence Policy.

7. Submitting your Expression of Interest

If you are interested in applying for membership of the AAI's Risk and Audit Committee, please submit your expression of interest to include a brief CV with a cover letter outlining where you believe your skills and experience meet the requirements of the role:

Please note that while applicants are not required to provide evidence of qualifications with the application, they may be requested by the Board to do so to be successfully appointed.

Completed applications should be sent:

- **By email** with the subject line *Confidential Email: Risk and Audit Committee Application* to recruitment@aai.gov.ie
- **By post** to: Adoption Authority of Ireland / Údarás Uchtála na hÉireann
Shelbourne House, Shelbourne Road, Ballsbridge, Dublin 4, D04 H6F6

The deadline for submission of applications is **3pm on Friday, 6 June 2025**. Applications must be received by the closing time, as late applications will not be accepted.

Expressions of interest will be assessed having regard to:

- relevant experience and qualifications; and
- availability and capacity to meet the requirements of the role.

One Committee vacancy is available at this time, but we intend to create a panel of suitable candidates from which to draw, should vacancies arise in the future.

Appointments to the Committee are subject to approval by the AAI Board, in consultation with the Chairperson of the Risk and Audit Committee.

All applicants will be contacted after the review process, regardless of the outcome.

The AAI is committed to fostering a diverse and inclusive environment and strictly adheres to current gender equality guidelines at the Board and Subcommittee levels.

8. Data Protection

The AAI will process any personal information provided with your application in accordance with Data Protection legislation. The information will be kept for no longer than is necessary for its purpose, and it shall be kept in a manner that ensures appropriate security of the information, including the unauthorised or unlawful processing of it. Please review [the AAI's Data Protection Statement](#) on our website for details of our use of personal information and your rights in relation to this.

9. Useful Links

Additional information about the AAI may be found on our website, www.aai.gov.ie and www.birthinfo.ie.