



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

PERMANENT EXECUTIVE OFFICER REQUIRED

Lex Consultancy is recruiting on behalf of the Adoption Authority of Ireland for a Permanent Executive Officer to work in the Domestic Adoption Unit.

This is a Full Time post, based in Ballsbridge, Dublin 4. Blended working is available with the position.

The appointment is to a permanent position upon successful completion of a probation period of 12 months.

A full candidate's information booklet is available at www.aai.gov.ie

About the Adoption Authority of Ireland (AAI)

The Adoption Authority of Ireland (AAI) 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 duties of an Executive Officer in The Adoption Authority of Ireland are varied and can involve assignment to different parts of the organisation, for example, Domestic Adoption Unit, Corporate Services or Information and Tracing Unit. Executive Officers report to and support the manager of the unit they are assigned to in achieving the overall objectives of the Adoption Authority and its stated objectives in the Annual Business Plan.

The EO's primary role is to contribute to the delivery of an efficient and effective service to the public and to provide an efficient and effective service to colleagues in the Adoption Authority. An EO critically analyses and uses good judgment and decision making on a daily basis. The EO is an important part of the team with some supervisory duties.

Duties and Responsibilities

The Executive Officer in the Domestic Adoption Unit is expected to be responsible for and to take ownership of tasks and bring them to a satisfactory conclusion through the effective organisation, allocation and supervision of work. This junior management role is varied and requires the role-holder to be flexible, capable of working to tight deadlines while also being committed to delivering quality results.

General duties may include but are not limited to the following:

- working in a professional team and in multi-disciplinary settings to progress the organisations aims;

- working within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the Authority.
- managing and prioritising a caseload appropriate to the position;
- validating and processing applications;
- preparing case sheets for submission to the Board, including making recommendations;
- writing letters and memos;
- working closely with other members of the team and supporting them;
- taking ownership of assigned tasks and prioritising competing tasks in order to ensure that they are completed on time and to a high standard;
- providing high quality customer service to both internal and external customers and consistently setting a good example to others in the team in relation to same,
- keeping up to date with the policies and procedures of the Adoption Authority
- developing and maintaining the technical skills and knowledge required to perform the role;
- presenting material - oral and written - in a clear, concise, comprehensive and convincing manner;

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 Requirements:

Applicants must have:

- a minimum of 2 years' experience in a similar position;
- excellent administration, organisation and file management skills;
- strong attention to detail, analytical skills and sound judgement;
- the ability to prioritise work and multitask;
- strong communication written and verbal and interpersonal skills;
- excellent computer skills, particularly Word and Excel;
- the ability to present material in a clear, concise, comprehensive and convincing manner;
- experience of office based team working.

Desirable Requirements:

- Familiarity with scanning and document management systems;
- Experience of working with legislation, particularly in the area of Family Law;
- Familiarity with Data Protection and Freedom of Information requests

Salary: Applicants will be appointed at the first point of the EO scale - €31,384

Note:

- Entry will be at the minimum point of the scale and will not be subject to negotiation;

- Different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
- The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave: 23 days per annum. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Application Details, Closing Date & Interviews

Your application (CV and Application Form) must be submitted online in **one** Word document by 12 noon on Tuesday 25 January 2022 to Lex Consultancy. Applications not submitted in this format or after this time will not be considered/accepted.

Interviews are expected to take place by the middle of February 2022.

Please note that while applicants may meet the eligibility requirements of the competition, it is anticipated that the numbers applying for the position are such that it may not be practical to interview everyone.