



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

ASSISTANT PRINCIPAL OFFICER (SOLUTIONS) - PERMANENT REQUIRED

The Adoption Authority of Ireland (AAI) is a statutory body established on 1 November 2010 and the legislation underpinning the Authority is the Adoption Act 2010.

Our mission is "To ensure the provision of the highest possible standards of adoption related services, throughout the lifelong adoption process, with the best interest of children as the first and paramount objective"

The AAI is undergoing significant growth as it takes on new and expanding functions as a result of the new Birth Information and Tracing Legislation.

We currently have a number of exciting opportunities at all levels as we grow and transform our organisation.

The AAI is seeking to recruit an Assistant Principal Officer - Solutions, based in Ballsbridge, Dublin 4. Blended working is available subject to the nature of the duties.

The AP 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.

The AP in the Solutions Unit will be responsible for information security, open data initiatives, service support management, and the overseeing of all AAI digital solutions and databases. They will be the lead for managing our third party vendors and procurement of digital infrastructure. They will have a key role in managing a team that provides enterprise support to all units of the organisation.

The AP salary scale ranges from €70,399 to €87,734 per annum (inclusive of two long term increments) for a 37 hour week.

Please note the starting pay will be at the minimum point of the scale as per Government Circular E100/8/82. Exceptional circumstances may apply to candidates with current service in the Civil/Public Services.

Annual Leave: 30 days per annum on the basis of a five-day week and is exclusive of public holidays.

The Adoption Authority of Ireland offers an excellent benefit package including a contributory pension scheme and the opportunity for further training and development.

Closing Date: Noon, Friday 8 July 2022