



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

Legal Advisor / Solicitor

Background

The Adoption Authority of Ireland (AAI) is an independent quasi-judicial body under the aegis of the Department of Children, Equality, Disability, Integration and Youth, and was established on 1st November 2010 under the Adoption Act 2010. The Authority is also, in line with The Hague Convention on the Protection of Children and Co-operation in Respect of Intercountry Adoption, the central authority for intercountry adoption in Ireland. The purpose of the Adoption Act 2010 is to improve standards in both domestic and intercountry adoption.

An increase in the functions of the Authority are set out in the Birth Information and Tracing Act 2022.

Full details of the work of the Authority are available on the Authority's website www.aai.gov.ie and www.birthinfo.ie.

Role Profile

A Legal Advisor / Solicitor with broad experience in family and child law is to be contracted to assist with routine legal operations and to provide support to Adoption Authority of Ireland on legal matters arising from the processing of various applications placed before it for consideration.

The Legal Advisor / Solicitor reports to the CEO and works in collaboration with the Authority's executive staff, in accordance with the Adoptions Acts 2010-2017, and the Birth Information and Tracing Act 2022 using best practice as outlined by the Incorporated Law Society of Ireland.

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

- Assisting the executive with preparations and presentation of relevant legal matters to the Board of the Authority;
- Managing routine legal operations;
- Advising the staff of the Authority on routine applications to the Authority under Adoptions Acts 2010-2017, and the Birth Information and Tracing Act 2022 as well as other internal legal queries which may be referred to him/her from time to time, e.g. HR, H&S matters.

Requirements:

- Must be a qualified solicitor
- Must hold a current practicing certificate for this jurisdiction
- Must hold professional indemnity insurance

Desirable:

- Familiarity with adoption law, family law and regulatory law.

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.

Duration

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.

Required number of hours: 35 hours per fortnight. Dublin Office based role. Attendance on site each week will be required.

Contract value

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.

Application Process

Please send your CV and a letter expressing interest before 12 noon on Monday, 26th September 2022 by e-mail to Justine Barrett at justine.barrett@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. 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.