



ÚDARÁS UCHTÁLA na hÉIREANN  
THE ADOPTION AUTHORITY of IRELAND

## **PRINCIPAL OFFICER - DIRECTOR OF INFORMATION AND RECORDS AT THE ADOPTION AUTHORITY OF IRELAND**

The Adoption Authority of Ireland is the regulatory body for adoption in Ireland. The Authority is seeking to fill a new post of Director of Information and Records at Principal Officer level. The position is currently based in the Authority's offices in Ballsbridge, Dublin 4. All employees of the Adoption Authority are public servants.

### **Overview of the Adoption Authority of Ireland**

The Adoption Authority of Ireland (AAI), established on 1 November 2010 under the Adoption Act 2010, is an independent quasi-judicial body under the aegis of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). 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. Further information is available at [www.aai.gov.ie](http://www.aai.gov.ie)

### **Role Overview**

This is a Principal Officer position reporting directly to the Chief Executive Officer. The person appointed will take overall responsibility for the delivery of all Adoption Authority services in relation to the provision of information and records and ensuring that these services operate efficiently and reliably to critical standards and timelines and meet internal and external customer expectations. In addition to the delivery of operational services, the appointee will also be expected to take a lead role in the strategic development of the Adoption Authority and will lead on preparations and implementation of the proposed Birth Information and Tracing legislation.

The Director of Information Services and Records' key responsibility will be to lead and manage the overall strategic and operational performance of the Authority's new Information Services and Records function. A primary objective of this unit will be to lead the operationalisation of proposed Birth Information and Tracing legislation across the Authority.

The Director of Information Services and Records will prepare the Authority for all forthcoming legislative changes, as well as streamline processes to ensure the Authority is fully compliant with new laws.

The Director will also be tasked with developing, implementing, managing, and monitoring an organisational wide records management strategy for the management of paper, data and electronic information and records. Proposed Birth Information and Tracing legislation provides for the safeguarding of records. The Director of Information Services and Records will make recommendations for the better protection, preservation, and access to the Authority's archives.

## **Key Responsibilities**

- ❖ Lead the implementation of preparations for, and implementation of, the Authority's responsibilities under the forthcoming Birth Information and Tracing legislation;
- ❖ Lead the development of the strategic direction of the Adoption Authority and the delivery of its strategic responsibilities;
- ❖ Work collaboratively with relevant process owners and external stakeholders in order to continuously improve the efficiency and effectiveness of the services provided by the Adoption Authority;
- ❖ Influence and drive a culture of ownership, quality, teamwork and action that leads to effective performance;
- ❖ Develop, implement, manage, and monitor an organisational wide Information and Records Management Strategy for the management of paper, data and electronic information and records;
- ❖ Make recommendations for the better protection, preservation, and access to the Authority's electronic and paper records;
- ❖ Responsibility for the preservation and conservation of all historical material in the Authority;
- ❖ Drive and continuously improve data and information management processes;
- ❖ Responsibility for all file storage systems and file related vendor management such as storage, archival and digitisation services in use across the Authority;
- ❖ Responsibility for ensuring the existence and development of high quality, accurate and consistent internal and external policies, procedures, and guidance that are written in a clear, accessible, jargon-free way;
- ❖ Support procurement and commercial contracts within the Authority in line with best practice;
- ❖ Provide expert knowledge/advice on all adoption record matters;
- ❖ Devise and maintain robust records systems that comply with quality standards and existing and changing legislation;
- ❖ Responsibility for the secure, confidential storage, retrieval, and control of adoption records and other information;
- ❖ Responsibility for drafting and implementing all policies and procedures on all information and record matters;
- ❖ Ensure that all data is secure and protected;
- ❖ Maintain the highest standards of classifying and indexing records;
- ❖ Mentor, coach and develop staff including performance management and put in place associated development and training plans;
- ❖ Undertake duties that are commensurate with the post as determined by the Chief Executive Officer.

## Essential Skills

- ❖ A minimum of 5 years' experience in a management role in Records and Information Management or equivalent, demonstrating expertise in data, records, and information management;
- ❖ Degree level in a relevant subject and post graduate qualification in Archives and Records Management or similar;
- ❖ Experience in the creation and implementation of organisation development strategies – including analysis of current capabilities and the development of a future vision with associated business cases;
- ❖ Excellent communication both verbal and written including influencing and problem-solving skills;
- ❖ Strong leadership, people management skills and the ability to communicate at all levels, including the ability to influence senior stakeholders;
- ❖ Project management skills - A proven record in the delivery of large scale projects with responsibility for those projects from beginning to end;
- ❖ In-depth knowledge of records management and confidentiality issues within a similar environment to that of the Authority;
- ❖ Ability to analyse and interpret data to instigate remedial action / change.

The following skills are desirable

- ❖ Through professional development and learning be up to date with knowledge of GDPR, Data Protection and the Freedom of Information Act and other relevant legislation;
- ❖ Experience managing a diverse group of internal and external stakeholders;
- ❖ Highly proficient knowledge, skills, and usage of I.T. systems with a proven competency in the use of proprietary software packages;
- ❖ Ability to think strategically and follow through on ideas;
- ❖ Ability to analyse complex issues, propose solutions and to resolve issues quickly;
- ❖ Results orientated with ability to deliver results against targets;
- ❖ Strong analytical skills and meticulousness attention to detail.

For further information about the post and the application process please go to the Vacancies section on the Authority's website at [www.aai.gov.ie](http://www.aai.gov.ie) **Closing date for applications is 12 noon on Wednesday 18 August 2021.**