



ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

PERMANENT HIGHER EXECUTIVE OFFICER (FREEDOM OF INFORMATION OFFICER) 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 new Birth Information and Tracing Legislation.

The AAI is seeking to recruit a permanent Higher Executive Officer (HEO), based in Ballsbridge, Dublin 4. Blended working is available with these positions subject to the nature of the duties.

The purpose of the role is to act as the FOI Officer for the Adoption Authority of Ireland, to lead and manage the policy development and decision making processes in relation to FOI and to develop and facilitate on-going training and support to the organisation in order to ensure full compliance with statutory requirements. The successful candidate will also act as the Review Officer for applications by Relevant Persons under the Birth Information and Tracing (BIT) Act 2022. The balance between these two sets of duties will be split evenly depending on volumes of FOI requests and BIT Reviews lodged with the Authority at any given time.

The HEO salary scale ranges from €53,955 to €67,951 per annum (inclusive of two long term increments) for a 35 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: 29 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: 12 Noon Wednesday 31 May 2023

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.