MY CAREER PATH ADEOLA

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Adeola is an Administrative Officer in the Human Resources division of the Department of Justice.

"Trust yourself, ask questions and it's okay to reinvent yourself and change goals or expectations. You can achieve whatever you set your mind to and there are different pathways to doing so."

I got my first job right after university in a private organisation as HR administrator and I enjoyed the role. I also worked in a charity which involved a lot of travel and meeting people.

I then moved to the UK where I worked for the BBC as HR Adviser. This sparked my interest in public service and deepened my passion for business education.

I got into UCD Business School to study for a master's in human resources and later applied for a clerical officer role in the Civil Service.
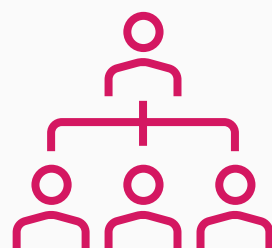
I always had an interest in the civil service and my clerical officer role opened my eyes to the huge contributions I can make and the great opportunities available to me.

What attracted me to the civil service is the opportunity to make a difference, work on interesting and challenging societal issues, and contribute to society where I like and call home. Also, the wide range of development options, work life balance and on the job training.
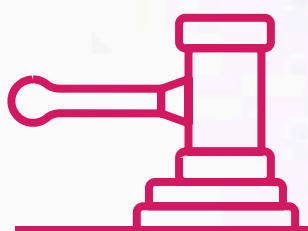
I started working in the Courts Service and then moved on to HR in An Garda Síochána. The competition for Administrative Officer came up and I applied and got a role in the Department of Justice.
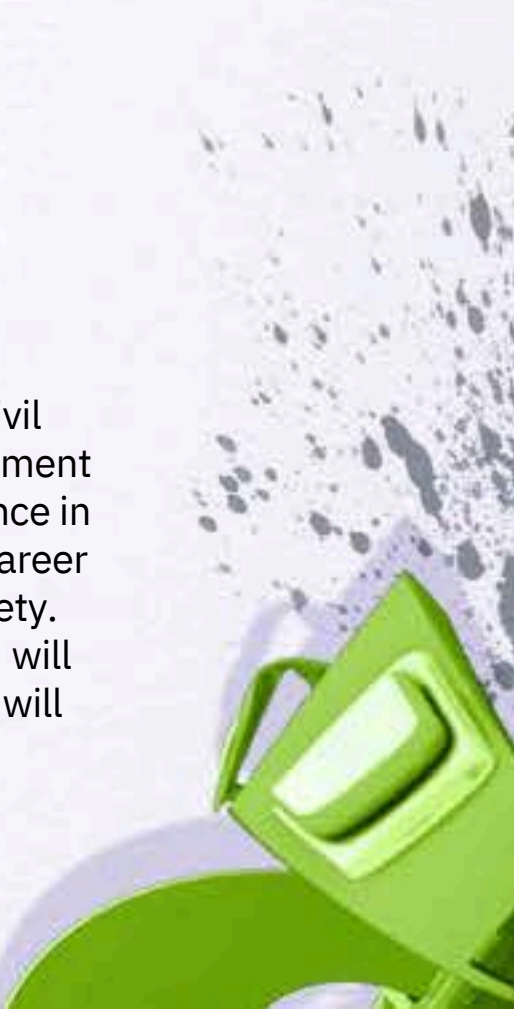
A typical day is not all that typical; I could be talking to external stakeholders in developing a project or programme, or writing a policy document, organising wellbeing events or working with the team on all things HR.

During my career I have been able to develop new skills such as management, flexibility and adaptability, a strong work ethic, and creativity. The skills required for my role include research, analysis and decision-making, interpersonal and communication skills, leadership, and specialist knowledge.

I would recommend a career in the civil service. With the education and development opportunities on offer, you gain experience in challenging roles and progress in your career while making a positive impact in society. You also build a great network that you will take from one role to the next and that will last you a lifetime.

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Job Specification – Administrative Officer

DEPARTMENT	Department of Justice
SALARY	Starting at €38,869 per annum *subject to change
ROLE DESCRIPTION	The Administrative Officer (AO) is the main graduate recruitment grade for the Civil Service and provides successful candidates with the opportunity to progress to middle management. As an AO, you would have a crucial role in policy and strategy formulation across the spectrum of economic, financial, international, environmental and social issues. Those appointed will have the opportunity to effect real change in the Civil Service and help shape a changing Ireland. You will also have the opportunity to gain a deep understanding of the development and implementation of government policy over a period of time. Assignments may also be made to support functions e.g. Facilities Management and Corporate Affairs.
ROLE REQUIREMENTS	Essential Applicants for this position must, on or before the closing date: (i) Hold a first or second class honours degree (minimum of Level 8 on the National Framework of Qualifications) And (ii) Demonstrate the competencies for this role. It is expected that from the outset, newly recruited graduates will be able to make a substantive contribution to the work of the Public Service. In addition to having achieved a high standard of education, effective AO candidates should demonstrate the required capabilities for this role set out in the publicjobs Capability Framework Eligibility Requirements • Fulfil Citizenship, Health & Character, Garda Vetting & Security Clearance and Reference Check requirements. • Ensure that they meet the criteria regarding Public & Civil Service Redundancy/ Ill Health Retirement Schemes. • Eligibility to compete is open to citizens of the European Economic Area (EEA), UK, Switzerland or non-EEA citizens with a Stamp 4 Visa
APPLICATION PROCESS	1. Application 2. Online Assessment Questionnaire 3. Short Listing 4. Work sample test 5. Interview