

Candidate Information Booklet



25367701 Appointment of a Chairperson, Deputy Chairperson and 5 Ordinary Members to the Board of the Adoption Authority of Ireland

Dublin

Minister for Children, Disability and Equality.

Closing Date: 15:00 on Thursday 28th August 2025





**State Boards Division
publicjobs**

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Contact: State Boards

publicjobs

Email: stateboards@publicjobs.ie

URL: www.publicjobs.ie

1. Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

2. State Board Details

Appointment of a Chairperson, Deputy Chairperson and Members to the Board of the Adoption Authority of Ireland

Location of Meetings:	Dublin
Number of Vacancies:	7 (Chairperson/ Deputy Chairperson / 5 Ordinary Members)
Remuneration:	<p>€56,515 – Chairperson (Due to the quasi-judicial nature of the Board's roles, the Chairperson's stipend has been set at a portion of the rate of pay of a District Court Judge).</p> <p>€7,695 – Deputy Chairperson & Ordinary Member. (In line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for, e.g. Worker Directors). Travel and subsistence is payable at appropriate Civil Service rates.</p>
Time Requirements:	Total time requirement: approximately 22 meetings per year. This will require preparation/reading in advance.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

Background

The Adoption Authority of Ireland (AAI) was established under the Adoption Act 2010 on 1 November 2010. The Adoption Act 2010 was introduced to improve standards in both domestic and intercountry adoption, replacing its predecessor organisation, the Adoption Board. The AAI is an independent, quasi-judicial body under the aegis of the Department of Children, Disability and Equality.

The AAI's functions and responsibilities are set out in the [Adoption Act 2010 \(as amended\) \(the 2010 Act\)](#) and the [Birth Information and Tracing Act 2022](#). They can be summarised as follows:

- Being the State authority for domestic adoptions in Ireland – granting Declarations of Eligibility and Suitability, hearing the views of the child or young person and granting Adoption Orders;
- Designated as the Central Authority for intercountry adoption in the State (under the 1993 Hague Convention on the Protection of Children and Co-operation in Respect of Intercountry Adoption);

- Granting Declarations of Eligibility and Suitability for intercountry adoptions and recognising, where appropriate, adoptions effected in other states and maintaining the Register of Intercountry Adoptions.
- Providing birth, early life, care, and medical information to people who were adopted, boarded out, nursed out, resident in a scheduled institution or the subject of an illegal birth registration. These services are provided under the Birth Information and Tracing Act 2022 (BITA);
- Providing a statutory tracing service, alongside a mediation, brief intervention and adoption support service via a specialised social work team;
- Maintaining the Contact Preference Register;
- Collecting and maintaining information, data and records about adoption;
- Conducting, commissioning and supporting research into adoption and adoption-related topics;
- Safeguarding records relating to adopted persons and those subject to historic care arrangements;
- Maintaining the Register of Accredited Bodies of entities that are accredited to provide adoption services; and
- Providing advice, on request, to the Minister on matters relating to adoption.

The services provided by the AAI are diverse and complex, and its stakeholders represent every part of society, including adopted people of all ages and their families. In addition to the Department and the AAI's accredited agencies, the AAI also works closely with other government departments, state agencies, representative and advocacy groups and international partners to deliver its services.

The AAI's mission is:

To ensure the provision of the highest possible standards of adoption-related services, with the best interests of the child and young person as the first and paramount objective, and act as the memory institution for our service users.

Its vision is:

To be the centre of excellence, and principal authoritative source of information, on all aspects of adoption and adoption-related services and to deliver these services in a way that is consistent, high-quality, trusted and responsive.



And its core values are:

- Empathy and Respect
- Integrity and Accountability
- Collaboration and Teamwork
- Adaptability and Innovation

Functions of the Board

The Board has seven members, namely, the chairperson, the deputy chairperson and five ordinary members.

The Board has also established two committees: the Risk and Audit Committee and the Research Subcommittee.

The Board of the Authority has two distinct roles. First, like any State Board, it is responsible for overseeing the work of the Adoption Authority of Ireland in line with the *Code of Practice for the Governance of State Bodies* (2016), including the effective delivery of services under the Birth Information and Tracing Act 2022.

Second, the Board has a quasi-judicial role. It is the only body that can grant or refuse adoption orders in Ireland; it is the sole body that can grant or refuse the declarations of eligibility and suitability that are required by prospective adoptive parents before they can adopt a child; and it is the 'Central Authority' for intercountry adoption under the Hague Convention and is responsible for the registration of foreign adoptions under Irish law.

The Department is seeking to appoint a Chairperson and Board members who can satisfactorily fulfil *both* of these roles.

The main function of the Board of the Authority is to ensure compliance with the provisions of the Adoption Act 2010, the Adoption (Amendment) Act 2017 and the 1993 Hague Convention in effecting adoptions and in providing adoption services.

The functions of the Board are set out in section 96 of the 2010 Act as follows:

96.— (1) Without prejudice to the functions assigned to the Authority under this Act or any other enactment, the functions of the Authority include the following:

- (a) on and after the establishment day, performing the functions in relation to adoptions that before that day were performed by An Bord Uchtála;
- (b) as specified in section 66, performing in the State the role of a Central Authority under the Hague Convention;
- (c) at the request of the Minister, providing general advice to him or her about adoption matters;
- (d) undertaking or assisting in research projects and activities relating to adoption services
- (e) compiling statistical information and other records as to the proper planning, development and provision of those adoption services;
- (f) maintaining the register of accredited bodies;
- (g) maintaining the register of intercountry adoptions; and

(h) maintaining the register of gender recognition of intercountry adoptions and the index referred to in section 91A(3).

Meetings

The Board generally meets twice a month (there are no scheduled meetings during the month of August).

There is one general board meeting held monthly (11 scheduled in 2025) at which governance issues are discussed as well as detailed discussion of documents related to specific adoptions along with hearings with relevant parties e.g. birth parents, prospective adoptive parents, Child and Family Agency (Tusla) social workers and legal representatives of any or all parties.

The second monthly meeting is called an Orders meeting. It is at these meetings that adoptive parents and children/young people attend and at which the Adoption Orders are granted. There are 8 such Orders meetings scheduled to take place in 2025.

The Board also holds a governance and development day twice a year, in addition to its scheduled meetings.

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Orlaith Traynor	01/11/2015	31/10/2020	31/10/2025	Chair	PAS Process
Sean O'Brien	31/10/2020		31/10/2025	Deputy Chair	PAS Process
Sheila Greene	31/10/2020		31/10/2025	Board Member	PAS Process
Helen Buckley (Dr.)	01/11/2015	31/10/2020	31/10/2025	Board Member	PAS Process
Patrick McMahon	01/11/2015	31/10/2020	31/10/2025	Board Member	PAS Process
Paul Harrison	01/11/2015	31/10/2020	31/10/2025	Board Member	PAS Process

3. Candidate Specification(s):

The Minister for Children, Disability and Equality invites expressions of interest from suitably qualified candidates to fill 7 vacancies on the Board of the Adoption Authority of Ireland.

Candidates' attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- * Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- * Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standards of conduct.

Details on the role of Board Members can be found in Section 3 of the Code, which can be found [here](#).

3.1 Chairperson

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#).

The Chairperson is responsible for leadership of the Board and ensuring its effectiveness in all aspects of its role.

The appointed candidate will:

- Chair the Board in the delivery of its statutory mandate, including with regard to the development and implementation of the organisation's statements of strategy, vision and mission;
- Possess the leadership experience required to ensure that the Board supports the Chief Executive and Senior Management Team to deliver the AAI's mandate under law and policy;
- Foster a positive relationship with the Chief Executive and Senior Management Team in order to facilitate the effective fulfilment of the AAI's mandate, the conduct of good governance and the organisation's compliance with regulatory requirements;
- Maintain good governance, including oversight of compliance with the Code of Practice for the Governance of State Bodies (2016), effective internal and external audit arrangements and compliance with all key regulatory and reporting requirements;
- Promote a culture of accountability and ensure that the AAI demonstrates value for the public funds made available and in so doing promote an organisational culture of continuous improvement;



- Maintain a constructive relationship with stakeholders, including the Minister for Children, Disability and Equality and his/her Department, and a wide stakeholder network.

Statutory Requirements

[Section 98\(2\)](#) of the Adoption Act 2010 (as amended) provides that:

98.— (2) A person is not eligible for appointment as chairperson or deputy chairperson unless the person —

(a) is or was, at any time during the 2 years immediately before the appointment, a Judge of the Supreme Court, the Court of Appeal, the High Court, the Circuit Court or the District Court, or

(b) is of not less than 10 years standing as a barrister or solicitor.

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

(People also cease to be members of the Authority if they are adjudicated bankrupt, make a creditor composition agreement, are convicted of an indictable offence or an offence involving fraud or dishonesty, are restricted/disqualified from being a company director/officer under section 150 or Part 7 of the Companies Act 2010, are sentenced to imprisonment or are removed from a professional register for any reason other than failure to pay fees.)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- Experience of chairing a board or previous board membership of a public sector organisation.
- Knowledge and understanding of Irish and international adoption and child law.
- Knowledge, understanding and experience of corporate governance.
- Proven strategic leadership capability and change management experience.
- Strong communications and interpersonal skills, with an ability to work with key stakeholders and to develop and maintain a strong relationship between the Board and the Executive.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- At least five years' experience of adoption, child and/or family law.
- Experience of administrative law and judicial review.
- Relevant management experience, preferably within the public sector.

- Experience in a relevant regulatory environment.
- Media skills/experience.

3.2 Deputy Chairperson

The Deputy Chairperson is responsible for supporting the Chairperson in providing leadership to the Board and ensuring its effectiveness in all aspects of its role.

In the event that the Chairperson is not available, the appointed candidate will:

- Chair the Board in the delivery of its statutory mandate, including with regard to the development and implementation of the organisation's statements of strategy, vision and mission;
- Ensure that the Board supports the Chief Executive and Senior Management Team to deliver the AAI's mandate under law and policy;
- Foster a positive relationship with the Chief Executive and Senior Management Team in order to facilitate the effective fulfilment of the AAI's mandate, the conduct of good governance and the organisation's compliance with regulatory requirements;
- Maintain good governance, including oversight of compliance with the *Code of Practice for the Governance of State Bodies* (2016), effective internal and external audit arrangements and compliance with all key regulatory and reporting requirements;
- Promote a culture of accountability and ensure that the AAI demonstrates value for the public funds made available and in so doing promote an organisational culture of continuous improvement;
- Maintain a constructive relationship with stakeholders, including the Minister for Children, Disability and Equality and his/her Department, and a wide stakeholder network

Statutory Requirements

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(b) is of not less than 10 years standing as a barrister or solicitor.

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

(People also cease to be members of the Authority if they are adjudicated bankrupt, make a creditor composition agreement, are convicted of an indictable offence or an offence involving fraud or dishonesty, are restricted/disqualified from being a company director/officer under section 150 or Part 7 of the Companies Act 2010, are sentenced to imprisonment or are removed from a professional register for any reason other than failure to pay fees.)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- Knowledge and understanding of Irish and international adoption and child law.
- Experience of board membership.
- Knowledge and understanding of corporate governance.
- Strong communications and interpersonal skills.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- At least 5 years' experience of adoption, child and/or family law.
- Experience of administrative law and judicial review.
- Experience of and/or training in corporate governance.
- Relevant management experience, if possible within the public sector.
- Experience in a relevant regulatory environment.
- Media skills/experience.

Board members are collectively responsible for overseeing the development of corporate strategy in relation to major plans of action, risk policy, annual budgets and business plans. The Chief Executive Officer is responsible to the Board for the performance of his/her functions and the implementation of AAI's Statement of Strategy. The AAI, through its Board, is accountable to the Minister for the performance of its functions.

3.3 Ordinary Member (a social worker with experience in adoption practice)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- CORU registration as a social worker.
- At least five years' post-qualification experience in a statutory social work environment.
- Knowledge and experience of Irish and intercountry adoption.
- Knowledge of child welfare and child protection.
- Experience in a relevant regulatory environment.
- Knowledge and understanding of corporate governance.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- Risk management knowledge and experience.
- Experience of and/or training in corporate governance.
- Relevant management experience.
- Experience of board membership and/or membership of professional committee(s).
- Current practice experience

Statutory Requirements

[Section 98\(3\)\(a\)](#) of the Adoption Act 2010 (as amended) provides that:

98.— (3) Of the 5 ordinary members to be appointed by the Minister —

(a) one shall be a social worker with experience in adoption practice.

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

3.4 Ordinary Member (a social worker with research expertise in child welfare, child protection or both)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- CORU registration as a social worker (or eligibility for such registration) with research experience and expertise in child welfare, child protection or both.
- At least five years' post-qualification experience in a statutory social work environment.
- Knowledge of Irish and intercountry adoption.
- Knowledge and understanding of corporate governance.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- Track record of publications including publications in peer-reviewed journals.
- Experience of and/or training in corporate governance.
- Relevant management/professional experience.
- Experience in a relevant regulatory environment.
- Experience of board membership or membership of professional committee(s).
- Current practice experience.

Statutory Requirements

[Section 98\(3\)\(b\)](#) of the Adoption Act 2010 (as amended) provides that:

98.— (3) Of the 5 ordinary members to be appointed by the Minister —

(b) one shall be a social worker with research expertise in child welfare, child protection or both,

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

3.5 Ordinary Member (a barrister or solicitor with experience in the practice of law in relation to families and children)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- At least 5 years' experience as a practising Solicitor or Barrister.
- Experience in the practice of law in relation to families and children.
- Knowledge and understanding of Irish and intercountry adoption.
- Knowledge and understanding of corporate governance.
- Knowledge and understanding of administrative law and judicial review.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- Currently practising as a Solicitor or Barrister.
- Experience of and/or training in corporate governance.
- Experience in the practice of adoption law.
- Experience of board membership and/or membership of professional committee(s).
- Experience of administrative law and judicial review.
- Relevant management experience.

Statutory Requirements

[Section 98\(3\)\(c\)](#) of the Adoption Act 2010 (as amended) provides that:

98.— (3) Of the 5 ordinary members to be appointed by the Minister —

(c) one shall be a barrister or solicitor with experience in the practice of law in relation to families and children,

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

3.6 Ordinary Member (a medical practitioner)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- At least five years' post-qualification experience as a medical practitioner.
- Knowledge and understanding of child protection and child welfare issues.
- Relevant experience of working with children and young people.
- Knowledge and understanding of corporate governance.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- Knowledge and/or experience of Irish and intercountry adoption.
- Experience of board membership and/or membership of professional committee(s).
- Relevant management experience.
- Experience of and/or training in corporate governance.

Statutory Requirements

Section 98(3)(d) of the Adoption Act 2010 (as amended) provides that:

98.— (3) Of the 5 ordinary members to be appointed by the Minister —

(d) one shall be a medical practitioner whose name is for the time being included in a division of the register of medical practitioners referred to in paragraph (a) or (b) of subsection (2) of [section 43](#) of the [Medical Practitioners Act 2007](#) (as amended by the [Health \(Miscellaneous Provisions\) Act 2007](#) , No. 42 of 2007),

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.

3.7 Ordinary Member (a person with appropriate training in psychology)

Essential

In addition to the requirements set out in the Adoption Act 2010 (as amended) and the provisions of the *Code of Practice for the Governance of State Bodies* (2016), applicants for this role must demonstrate in their application evidence, at an appropriately senior level, of:

- Appropriate training and qualifications in psychology.
- At least five years' post-qualification experience as a practising psychologist or an academic psychologist in a relevant field.
- Knowledge of child and adolescent developmental psychology.
- Knowledge and understanding of corporate governance.
- Independence of thought, possessing sound judgement.
- A strong commitment to public service.

Desirable

- Knowledge and experience of Irish and intercountry adoption.
- Board membership and/or membership of professional committee(s).
- Experience of and/or training in corporate governance.
- Relevant management/professional experience.
- A high level of competence in research and a record of publication in peer-reviewed journals.
- Experience in a relevant regulatory environment.

Statutory Requirements

Section 98(3)(e) of the Adoption Act 2010 (as amended) provides that:

98.— (3) Of the 5 ordinary members to be appointed by the Minister —

(d) one shall be a person with appropriate training in psychology.

[Section 99](#) of the 2010 Act also provides that a person is not eligible for appointment as a member of the Authority (and ceases to hold office) if they are (nominated/elected as) a member of either House of the Oireachtas, the European Parliament or a local authority.



The Minister encourages applications from qualified candidates from diverse backgrounds to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code of Practice for the Governance of State Bodies 2016.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of Chairperson, Deputy Chairperson and/or member of the Board. Please give careful consideration to the possibility of any legal impediment or potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

All those appointed as members of the Adoption Authority will be Garda vetted.

4 Terms of Appointment

Appointments to the Board will be made for an initial period of 3, 4 or 5 years as determined by the Minister, with an option to extend the term of engagement for a second term subject to the following:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- An appointed member may resign office by letter addressed to the Minister and the resignation takes effect on the later of
 - (a) the date specified in the letter,
 - or
 - (b) the receipt of the letter by the Minister
- Members of the Board shall, subject to the provisions of [section 98 of the Adoption Act 2010 \(as amended\)](#), hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available [here](#) and in Part 12, Chapter 1 of the Adoption Act 2010 (as amended) which is available [here](#).

5 Submitting your Application

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the relevant Person Specification section in this booklet.

Your submission should be made via the following link www.publicjobs.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to



this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email stateboards@publicjobs.ie.

6 Assessment Process

An Assessment Panel (the “Panel”) will be convened by publicjobs to consider and assess the applications received by publicjobs. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that publicjobs will not be responsible for any expenses incurred by candidates as part of our selection process.

7 Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

8 Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge



that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your C.V. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application, such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.publicjobs.ie.
2. On the bar at the top of the page, State Boards, click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.



poistphoiblí
publicjobs

publicjobs,
Chapter House,
26/30 Upper Abbey Street,
Dublin 1.
Eircode: D01 C7W6.
Phone: 01 858 7400

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