



Appointment to the Board of the Adoption Authority of Ireland

Closing Date: Midnight on 27th August 2015

**State Boards Division
Public Appointments Service
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

BOARD OF THE ADOPTION AUTHORITY OF IRELAND

Board Meeting Location: Dublin

Number of Vacancies: 7; 1 Chairperson, 1 Deputy Chairperson and 5 Ordinary Members

Remuneration: Chairperson – €63,120 (Due to the Quasi-Judicial nature of the Board, the Chairperson's stipend has been set at a portion of the rate of pay of a District Court Judge.)

Deputy Chairperson - €7,695

Ordinary board member - €7,695

(It should be noted that 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).

Time Requirements: As per section 100 (2) of the Adoption Act 2010 the Authority shall hold at least 12 meetings a year. Currently the Authority holds at least 24 meetings a year. Individual cases may arise requiring additional meetings. Meetings generally require a whole day.

1. Background

The Adoption Authority of Ireland was established on the 1st November 2010 and is the independent statutory body charged with implementing the Adoption Act 2010. The Authority has responsibility for the direct operational implementation of legislation and Government policy relating to adoption. It has a quasi-judicial role and is independent in its decision-making functions.

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2. Functions of the Board

The Board consists of 7 members, being the chairperson, the deputy chairperson and 5 ordinary members.

Chairperson and Deputy Chairperson:

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 High Court, the Circuit Court or the District Court,

or

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

Ordinary Members

- one is a social worker with experience in adoption practice,

- one is a social worker with research expertise in child welfare, child protection or both,
- one is a barrister or solicitor with experience in the practice of law in relation to families and children
- one is 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
- one shall be a person with appropriate training in psychology.

Duties and responsibilities

The main function of the Board of the Authority is to ensure compliance with the provisions of the Adoption Act 2010 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 Act as follows:

- Ensuring the performance of the functions in relation to adoption assigned to the Board under the Adoption Act 2010;
- Ensuring the Authority discharges its role as a Central Authority under the 1993 Hague Convention;
- Ensuring the provision of general advice to the Minister for Children about adoption matters;
- Ensuring that research projects and activities relating to adoption services are undertaken;
- Ensuring the Authority compiles statistical and other records as to the proper planning, development and provision of adoption services;
- Ensuring the maintenance of the register of accredited bodies;
- Ensuring the maintenance of the register of intercountry adoptions.

The Chairman of the Board and CEO of the Adoption Authority meet regularly to discuss matters of relevance to the Board and the Executive.

Sub-committees

Social Work Practice and Standards Committee

Audit and Risk Committee

3. Person Specification

The Minister for Children and Youth Affairs invites applications for membership of the board from suitably qualified candidates.

Chairperson and Deputy Chairperson

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 High Court, the Circuit Court or the District Court,

or

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

Required Skills / experience

- Demonstrable in depth knowledge / experience in Irish and International Adoption and Child Law
- Communications skills/experience
- Interpersonal Effectiveness
- Ability to lead and manage change
- Experience of Board Membership

Desired Skills / experience

- Corporate Governance
- Relevant management experience
- Experience in a relevant regulatory environment
- Media skills/experience
- Risk management

Ordinary Board Members

- a) A social worker with experience in adoption practice (1 vacancy).

Required Skills / experience

- Demonstrable knowledge/experience of Irish and intercountry adoption
- Relevant management/professional experience
- Experience in a relevant regulatory environment

Desired Skills / experience

- Risk management
- Corporate governance
- Experience of board membership
- Current practice experience

- b) A social worker with research expertise in child welfare, child protection or both (1 vacancy).

Required Skills / experience

- Demonstrable knowledge/experience of Irish and intercountry adoption
- Track record of publication in peer reviewed journals
- Experience in a relevant regulatory environment

Desired Skills / experience

- Risk management
- Corporate governance
- Relevant management/professional experience
- Experience of board membership
- Current practice experience

- c) a barrister or solicitor with experience in the practice of law in relation to families and children (1 vacancy).

Required Skills / experience

- Demonstrable knowledge/experience of Irish and intercountry adoption
- Legal experience
- Experience in a relevant regulatory environment

Desired Skills / experience

- Management experience
- Corporate governance
- Experience of board membership
- Risk management
- Be a currently practising Solicitor or Barrister

- d) 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 (1 vacancy).

Required Skills / experience

- Demonstrable knowledge of child protection and child welfare issues
- Relevant management/professional experience

Desired Skills / experience

- Knowledge/experience of Irish and intercountry adoption
- Experience of board membership
- Experience in a relevant regulatory environment
- Risk management
- Corporate governance

- e) a person with appropriate training in psychology (1 vacancy).

Required Skills / experience

- Demonstrable knowledge of child protection and child welfare issues
- Relevant management/professional experience.

Desired Skills / experience

- Knowledge/experience of Irish and intercountry adoption
- Corporate governance
- Experience of board membership
- Experience in a relevant regulatory environment
- Risk management
- Be a currently practising psychologist

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

Restrictions on Eligibility

[Section 99 of the Adoption Act 2010](#), sets out where a person is not eligible for appointment as a member of the Board or a Committee of the Authority:

99.—(1) A person is not eligible for appointment as a member of the Authority or of a committee of the Authority, if the person is—

- (a) a member of either House of the Oireachtas or of the European Parliament,
- (b) regarded, pursuant to section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy, or
- (c) a member of a local authority.

(2) An appointed member of the Authority or a member of a committee of the Authority immediately ceases to hold office on—

- (a) being nominated as a member of Seanad Éireann,
- (b) being elected as a member of either House of the Oireachtas or of the European Parliament,
- (c) being regarded, pursuant to section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy, or
- (d) becoming a member of a local authority.

4. Term of Appointment

- Each member of the Authority shall hold office for a period which the Minister shall determine, not exceeding 5 years from the date of appointment to the office.
- An appointed member who completes a term of office is eligible for reappointment to the Authority, but may not serve as a member for more than 2 consecutive terms.
- 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.
- If an appointed member resigns, dies, ceases to hold office (other than on completing a term of office), ceases to be qualified for office or is removed from office, the Minister as soon as practicable shall appoint a person to fill the casual vacancy so occasioned. This person will hold office for the unexpired portion of his or her predecessor's term of office.
- An appointed member, with the consent of the Authority, may vacate his or her office for a specified period of time if, in that member's opinion, he or she has a conflict of interest in relation to a matter being considered by the Authority.
- The Minister may at any time remove an appointed member of the Authority from office if—

(a) in the Minister's opinion—

(i) the member has become incapable through ill-health of performing the functions of the office,

(ii) the member has committed stated misbehaviour, or

(iii) the member's removal from office is necessary for the Authority to perform its functions in an effective manner,

(b) the member has contravened, or failed to discharge a duty imposed by, a provision of the [Ethics in Public Office Act 1995](#) that by a regulation made under section 3 of that Act applies to that member, or

(c) in performing functions under this Act, the member has not complied with a code of conduct under [section 10](#) (3) of the [Standards in Public Office Act 2001](#)

• A person immediately ceases to be a member of the Authority if the person—

(a) is adjudicated bankrupt,

(b) makes a composition or arrangement with creditors,

(c) is convicted of an indictable offence,

(d) is convicted of an offence involving fraud or dishonesty,

(e) has a declaration under [section 150](#) of the [Companies Act 1990](#) made against him or her or is subject or is deemed to be subject to a disqualification order by virtue of Part VII of that Act,

(f) is sentenced to a term of imprisonment by a court of competent jurisdiction, or

(g) is removed by a competent authority for any reason (other than failure to pay a fee) from any register established for the purpose of registering members of a profession.

5. Submitting your expression of interest

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

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 Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed 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 Board 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.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

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

7. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)

The Public Appointments Service thanks you for your interest in State Board appointments

APPENDIX 1

Submitting your expression of interest

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

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. 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).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. 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.
- vi. 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.
- vii. 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. Click on "continue".
- viii. 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.
- ix. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.