



## ÚDARÁS UCHTÁLA na hÉIREANN THE ADOPTION AUTHORITY of IRELAND

### **HIGHER EXECUTIVE OFFICERS PERMANENT (PANEL) 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.

We currently have a number of exciting opportunities at all levels as we grow and transform our organisation.

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

Successful applicants will be placed on a panel to fill current and future vacancies for a period of up to 18 months.

HEOs in the AAI are key members of the mid-management team within the organisation and support the senior management team in completing stated objectives under Corporate and Business Plans. A HEO can be involved in policy development; project management; management of an effective work unit; ensuring clear identification of roles and responsibilities and motivating staff.

The HEO salary scale ranges from €50,848 to €64,038 per annum (inclusive of two long term increments) for a 37 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: Noon Monday 4 July 2022**

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.