



**Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas**
Irish Human Rights and Equality Commission

Candidate Information Booklet

The Irish Human Rights and Equality Commission intends to hold a competition for the purpose of recommending a person for appointment to the position of:

Solicitor

Grade: Assistant Principal

Contract: Specified Purpose (Maternity Leave Cover)

Closing date: 12pm on 10 January 2018

The Irish Human Rights and Equality Commission runs this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) which are available on www.cpsa.ie

Irish Human Rights and Equality Commission
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Title of Position:	Solicitor
Grade:	Assistant Principal
Contract Type:	Specified Purpose (Maternity Leave Cover)
Employing Authority:	Irish Human Rights and Equality Commission
Location:	Dublin 7

Background:

The Irish Human Rights and Equality Commission is Ireland's national human rights and equality institution, established in November 2014 under the Irish Human Rights and Equality Commission Act 2014. The IHREC Act 2014 incorporates the statutory functions of the former Irish Human Rights Commission and the former Equality Authority and further enhances the powers of the Commission with the inclusion of new statutory powers for the protection and promotion of human rights and equality.

The Commission operates entirely independently of the Government, and is made up of 15 members who are appointed by the President, following a resolution by both Houses of the Oireachtas. As an independent public body with a mandate to protect and promote human rights and equality in the State, the Commission aims to build a culture of respect for human rights, equality and intercultural understanding across Irish society.

In 2018, the Commission will be supported by a staff of 64, under a four-team structure comprising: Legal; Policy & Research; Strategic Engagement; and Corporate Services. The Legal team manages the statutory legal functions of the Commission, including the provision of legal assistance, the pursuit of legal proceedings, amicus curiae and the conduct of inquiries. The Commission now seeks a suitably qualified individual to join its Legal team in the role of Solicitor on a specified purpose basis to cover a period of maternity leave.

Role Summary:

The Solicitor will work in the Commission's Legal team and will be directly responsible for the management of a significant body of legal casework. In addition to a large litigation brief, the Solicitor will be responsible for the provision of internal legal advice and undertaking Commission compliance and enforcement functions and for legal advice and policy paper preparation including analysis and observations on the legislative proposals of Government. The Solicitor will be a part of a multi-disciplinary team assigned to this work and will have administrative support and public information staff reporting to him/her. The Solicitor will be part of the Legal team's management group and will report directly to the Head of Legal.

The key strategic issues impacting on the post will be:

- implementation of the Irish Human Rights and Equality Commission Act 2014, the Employment Equality Acts 1998-2015, the Equal Status Acts 2000-2015, the equality provisions of the Intoxicating Liquor Act 2003, constitutional and other human rights law;
- the strategic use of available resources through the delivery of legal services to best implement the priorities and legal obligations of the Commission and its strategic enforcement criteria as set down by the Commission.

Responsibilities:

- Efficient and timely management of the case load assigned;
- Assessment of applications for legal assistance to the Commission;
- Representation of the complaints of persons who are covered under one or more of the ten discriminatory grounds;
- Representation of the complaints of persons who are covered under constitutional or other human rights grounds;
- Legally representing clients before the WRC, Labour, District, Circuit Court and before the Superior Courts;
- Legally representing the Commission as required;
- Briefing Counsel as appropriate;
- Development (with other team members as appropriate) of a viable and appropriate response for assistance by the Commission in equality and human rights cases;
- Staff management to include motivating, developing and supporting more junior colleagues in their work;
- Public presentations relating to the work of the Commission as required;
- Providing legal advice and policy paper preparation including analysis and observations on the legislative proposals of Government;
- Providing legal advice on and undertaking Commission compliance and enforcement functions including through representing the Commission in the Courts;
- Efficient administration and record keeping.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Commission.

Essential Requirements:

A. The successful candidate must, on or before 10 January 2018 be enrolled as a Solicitor in the State or be entitled to be enrolled* and have applied for enrolment;

**Entitled to be enrolled and have applied to be enrolled shall mean that on the closing date for this campaign (10 January 2018) all examination and/or other requirements have been completed successfully and that the candidate is, therefore, eligible to be enrolled.*

And

Have at least three years' satisfactory relevant post-qualification experience as a solicitor.

B. In addition the successful candidate should have;

- An ability to master an area of case law (equality and human rights) and keep at the cutting edge of its development;
- A proven track record of success at planning and prioritising legal case work;
- The capacity to undertake high volumes of work to strict deadlines;

- An ability to advocate on behalf of clients and the Commission in the courts as required and to write high-quality legal submissions;
- Experience of staff management and the prudent use of resources;
- An excellent capacity to develop, manage and maintain effective working relationships;
- A proven track record of working effectively in teams in a multidisciplinary environment;
- A track record of working in a management role;
- Experience as a supervisor of case work or similar activity and staff;
- Sound judgement and good decision making skills;
- Experience in the use of appropriate technology e.g. electronic case management systems and other IT applications commonly used in a modern law office;
- A track record of making presentations and drafting policy and legislative advice;
- Good communication skills;
- Proven experience of excellent report writing and high standard of general written communication skills.

Desirable Requirements:

- A grasp and wider knowledge of equality law, of constitutional and other human rights law and other relevant Irish legislation and European law is preferred.

Key competencies for effective performance at Assistant Principal level:



Assistant Principal Officer Level Competencies

Effective Performance Indicators

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
	Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Drive & Commitment to Public Service Values	Is self motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity

Principal Conditions of Service:

General:

The appointment is to an unestablished post in the Civil Service.

Pay:

The *Assistant Principal Officer Standard Salary Scale - PPC* will apply to this position:

Personal Pension Contribution (PPC)

The salary for this position, with effect from 01 April 2017, is as follows:

€65,093, €66,271, €67,962, €70,249, €72,530, €73,846 (NMAX), €76,149 (LSI-1), €78,451 (LSI-2)

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution.

Important Note:

Entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure:

The appointment is to an unestablished position in the Civil Service of the State. The appointee will be required to serve a 3 month probationary period.

Outside Employment:

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Headquarters:

The headquarters of the Irish Human Rights and Equality Commission is based at 16-22 Green Street, Dublin 7.

Location:

The post will be in Dublin. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of Attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from

time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave:

The annual leave allowance will be 30 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Irish Human Rights and Equality Commission. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement:

The terms of the Single Public Service Pension Scheme will apply to this appointment. The minimum age at which pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age or on expiration of your contract whichever is the earlier.

The Selection Process:

How to Apply:

All candidates should visit www.ihrec.ie/about/opportunities where there is a full list of available positions at the Commission with the corresponding downloadable information booklet and application form for each position. Completed application forms should be submitted to humanresources@ihrec.ie with 'Solicitor – Specified Purpose Contract' in the subject line. Only applications fully submitted online will be accepted into the campaign.

Closing Date:

Applications will not be accepted after the closing date.

Your application must be submitted by 12 noon on 10 January 2018. Applications will not be accepted after this time.

Candidates should make themselves available on the date(s) specified by the Commission and should make sure that the contact details specified on their application form are correct.

Selection Process:

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application
- Initial/preliminary interview
- Presentation or other exercises

- A final competitive interview
- Any other tests or exercises that may be deemed appropriate.

Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence.

Security Clearance:

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Other Important Information:

The Irish Human Rights and Equality Commission will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the Irish Human Rights and Equality Commission is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the Commission will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Commission may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights - Review Procedures in relation to the Selection Process:

The Irish Human Rights and Equality Commission will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

Candidates' Obligations:

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview or other test when and where required by the Commission, or who do not, when requested, furnish such evidence as the Commission requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection Acts, 1988 and 2003:

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003.

Eligibility to compete and certain restrictions on eligibility:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.