

2022

Corporate Services

Legal Services

Manager

Detailed job

specification 2022

1. IAASA

The Irish Auditing and Accounting Supervisory Authority is the independent body in Ireland responsible for the:

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the Recognised Accountancy Bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- adoption of standards on auditing, professional ethics and internal quality control; and
- the inspection and promotion of improvements in the quality of auditing of Public Interest Entities.

IAASA is a state body established in 2006 and carries out its functions under the provisions of the Companies Act 2014 ('the Act'). As such, its employees are public servants.

2. Post overview

The Legal Services Manager is assigned to the Corporate Services Unit, reporting to the Head of that Unit. The Unit supports the Authority in the provision of corporate services support to IAASA, together with providing a Secretariat to the Board and to certain of its Committees. The Legal Services Manager will provide in-house legal advice to the Authority, and act as Data Protection Officer. The role is part-time, equivalent to a three-day week.

3. Essential requirements

Candidates should be qualified for admission to the Law Society of Ireland, the Honorable Society of King's Inns or equivalent, and possess a minimum of two years post qualification experience. In addition, the following will be an advantage:

- in-house legal advisor experience, preferably in a public sector environment; and/or
- experience of administrative and regulatory law.

The successful candidate will also be able to demonstrate the following skills and personal attributes:

- Communication – the ability to be a persuasive communicator, including the ability to explain complex legal issues to a non-legal audience;
- Judgement – the ability to make informed decisions and/or judgements and to determine a suitable course of action;
- Analytical Skills – the ability to conduct in-depth analysis of a complex problem and to identify the solutions in a structured way;
- ICT Skills – should be proficient in the use of ICT systems; and
- A commitment to IAASA's objectives and values.

4. Indicative description of principal duties and responsibilities

To support the Authority and its staff under the supervision of the Secretary & Head of Corporate Services by:

- assisting Authority staff with legal queries and issues as they arise;
- providing legal advice to the Authority, with the support of the Authority's external legal advisors as appropriate;
- acting as Data Protection Officer for the purposes of the Data Protection Acts 1998 - 2018;

- ensuring the relevant policies and procedures are in place to maintain compliance with the Data Protection Acts/GDPR;
- manage all data subject access request with statutory deadlines;
- reviewing and updating internal Authority governance policies;
- acting as Secretary to statutory Enquiry and Investigation committees pursuant to sections 933 and 934 of the Act;
- instructing and liaising with external legal advisers and instructing Counsel (as required) to include preparing briefs;
- advising the Secretary regarding compliance with the statutory obligations of a company limited by guarantee;
- assisting in the maintenance of statutory registers for a company limited by guarantee; and
- carrying out duties appropriate to the post and any other tasks as may be assigned from time to time by the Chief Executive.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.

5. Salary

This is a permanent position and the salary on commencement for new entrants to the public service is €30,509 for a three day week, rising annually following each year's satisfactory performance on the following scale:

€30,509	€31,400	€32,290	€33,180	€34,073	€34,963
€35,854 (max)	€37,139 ¹	€38,423 ²			

The salary scale is equivalent to that of a civil service Higher Executive Officer, reduced *pro rata* to reflect the three-day week. Increments, subject to satisfactory performance, may be awarded annually.

Alternative arrangements may apply to serving public servants. The rate of total remuneration may be adjusted from time to time in accordance with government pay policy as applying to public servants generally.

6. Other terms of employment

- 6.1. *Superannuation*: The successful candidate will be a member of the Single Public Service Pension Scheme unless s/he was a public servant in the 26 weeks prior to being offered the contract. Scheme membership, contributions and benefits are in accordance with terms set down by the Minister for Public Expenditure & Reform, and are dependent on personal circumstances on recruitment.
- 6.2. *Location*: The role is based in Naas with occasional travel. While the Authority operates a flexible working policy, the role will require regular attendance in Naas. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 6.3. *Attendance*: The post is offered on the basis of a 23.4-hour week. The pattern of attendance with the subject to agreement with the successful candidate.
- 6.4. *Annual Leave*: The annual leave allowance based on a three day week is as applicable to a civil service Higher Executive Officer (*pro rata*), currently 17.5 days *per annum*, rising to 18 days after five years. This is in addition to statutory public holidays and Good Friday.
- 6.5. *Professional subscriptions and Continuing Professional Development ('CPD')*: IAASA will reimburse the annual membership subscription to the Law Society if applicable, and fund all

¹ After three years satisfactory service at the maximum.

² After six years satisfactory service at the maximum.

mandatory CPD. In addition, where the incumbent is a member of another professional body, and IAASA considers it desirable for the incumbent to be a member of that body, IAASA will reimburse the annual membership subscription³ and fund all mandatory CPD. IAASA also supports participation in relevant training and professional development courses related to an employee's business activities including, but not limited to, mandatory CPD activities.

6.6. *Public Services Stability Agreement*: The provisions of the Public Services Stability Agreement apply to all staff in IAASA. These provisions include a standard working week of 39 hours.

7. Application procedure

Persons interested in this role should submit their *Curriculum Vitae* together with a covering letter setting out how they meet the above requirements by email to careers@iaasa.ie, including the term 'Legal Services Manager in the subject line. Applications are being accepted by e-mail to this address only, and will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Monday, 20 June 2022**. Late applications will not be considered.

8. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, the Authority may shortlist respondents. In the event that this is the case, short-listing will be based solely on the material submitted.
- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview on **Thursday, 30 June 2022**.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 600.

Further information on IAASA and its activities can be obtained at www.iaasa.ie.

IAASA is committed to a policy of equal opportunities and welcomes applications from people with disabilities.

³ Such reimbursements may attract a Benefit in Kind liability to income tax.



IAASA

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Supervisory Authority

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