

IAASA – Legal Services Manager

July 2016

1. IAASA

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

- (a) examination and enforcement of certain listed entities' periodic financial reporting;
- (b) supervision of the regulatory functions of the Prescribed Accountancy Bodies; and
- (c) registration of certain liquidators.

As part of the recent European audit reform measures, IAASA has been given responsibility to inspect the quality of audit work performed by the auditors of public interest entities ('PIEs'). A new unit has been set up in IAASA with an overall objective to inspect the auditors' work and promote improvements in the quality of auditing of PIEs, and it will commence its inspections in 2016..

IAASA is a State Body established by the Companies Act 2014 ('the Act') and, as such, its employees are Public Servants.

2. Post overview

The Legal Services Manager will be assigned to the Conduct and Legal Services Unit, reporting to the Head of that Unit. The Unit supports the work of the Head of Conduct and Legal Services including the conduct function, registration of certain liquidators and provision of in-house legal services to IAASA.

3. Essential requirements

Candidates should hold a third-level qualification or equivalent in an area relevant to the responsibilities of the post, 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.
- Experience of administrative and regulatory law.
- Experience in systems of registration of members.

Knowledge of the tendering process and public procurement rules would be desirable.

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.
- Planning & Managing Resources – Structures and organises their own work effectively in addition to planning and organising resources and people in order to meet objectives within agreed time-scales.
- Strategic thinking – the ability to contribute to the development and implementation of IAASA's strategies and objectives. Ability to understand the implications of achievement of main tasks and to forecast for the workplan accordingly.
- ICT Skills – should be proficient in the use of ICT systems

4. Indicative description of principal duties and responsibilities

To support the Head of Conduct and Legal Services in:

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- managing the system of registration of certain liquidators;
- providing legal advice to the CEO and Board to include attendance at meetings as appropriate;
- drafting regulations and guidelines for presentation to the Board for consideration and adoption;
- managing the process for statutory Enquiries and Investigations pursuant to sections 933 and 934 of the Act, including committees proceedings;
- drafting and negotiating contracts and agreements as required by the Head of Conduct and Legal Services;
- instructing and liaising with external legal advisers and instructing Counsel (as required) to include preparing briefs;
- assisting in the effective management and performance of IAASA's conduct and legal services functions;
- planning, organising and managing work tasks, including those of staff to ensure the efficient delivery of work within the Conduct and Legal Services Unit;
- participating in the development of service plans, annual reports, other management and organisational reports, statistics and enquiries;
- designing, drafting, improving, monitoring and managing processes required for the operation of the main tasks;
- 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*¹ to the public service is €46,801, rising annually following each year's satisfactory performance on the following scale:

46,081 – 47,458 – 48,831 – 50,204 – 51,581 – 52,955 – 54,329(max) – 56,314² – 58,294³

Increments, subject to satisfactory performance, may be awarded annually (see Paragraph 6.5).

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.

¹ Persons who have not, on the date of appointment, been employed in the public service on a continuous basis since 1 January 2011.

² After three years satisfactory service at the maximum.

³ After six years satisfactory service at the maximum.

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- 6.2. *Location*: The role is based in Naas with occasional travel. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 6.3. *Annual Leave*: The annual leave allowance based on a standard 39-hour week is as applicable to a civil service Higher Executive Officer, currently 29 days *per annum*, rising to 30 days after five years. This is in addition to statutory public holidays and Good Friday.
- 6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: Where the incumbent is a member of a professional body, and IAASA considers it desirable for the incumbent to be a member of that body, IAASA will reimburse the annual membership subscription⁴ 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.
- 6.5. *Public Services Stability Agreement 2013-2018 ('the Lansdowne Road 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, and a deferral of increments in certain circumstances.

7. Application procedure

Persons interested in this role should submit a detailed *Curriculum Vitae* together with a covering letter setting out how they meet the above requirements to:

Fergal Ó Briain
Secretary and Head of Finance & Administration
Irish Auditing & Accounting Supervisory Authority
Willow House
Millennium Park
Naas, Co Kildare
W91 C6KT

The deadline for the receipt of applications is **3:00 pm on Thursday, 21 July 2016**. 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.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel.

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.

⁴ Such reimbursements may attract a Benefit in Kind liability to income tax.