***LEGAL AID BOARD***

***www.legalaidboard.ie***



**TRAINEE SOLICITORS**

The **LEGAL AID BOARD** is an independent state agency which provides legal aid and advice in civil cases to persons of modest means at little cost. The Board’s mission is to “*facilitate the effective resolution of civil disputes through the delivery of efficient and accessible legal aid and mediation services and to effectively manage and administer the State’s criminal legal aid schemes***.”**

Applications are invited from qualified applicants for Trainee Solicitor Positions within the Legal Aid Board. Following a competition, a Panel will be established from which traineeships will be filled in the 12 months following. This competition is confined to positions in **Dublin** and will involve the successful trainees joining the Legal Aid Board in September 2019 with a view to starting PPCI in September 2020.

The trainee programme will provide comprehensive and practical hands on training in a broad range of Civil Law matters including:

o Family Law

o International Protection

o Child Care Law

o Medical Negligence and Personal Injuries

o Tort Law

o Contract Law

o Family Mediation

Further information, including an application form, is available on the Board’s website

[www.legalaidboard.ie](http://www.legalaidboard.ie). All qualified applicants should forward their completed application form by post or email to:

**Human Resources Section**

**Legal Aid Board**

**Quay Street,**

**Cahirciveen,**

**Co. Kerry**

**Ph: 066 947 1000**

**e-mail:** **recruitment@legalaidboard.ie**

**Closing date for receipt of applications is 4pm on Thursday 11th July 2019.**

**The Legal Aid Board is an equal opportunities employer.**

LEGAL AID BOARD

INFORMATION BOOKLET AND APPLICATION DOCUMENTS

PLEASE READ CAREFULLY

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| The Legal Aid Board intends to hold a competition for the appointment to the position of**Trainee Solicitors** **in****Dublin****Closing Date: 4.00 pm Thursday 11th July 2019.**  |

The Legal Aid Board is committed to a policy of equal opportunity.

The Legal Aid Board will run this campaign in compliance with the codes of practice prepared by the Commission for Public Service Appointments (CPSA).

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| **Trainee Solicitor, Legal Aid Board** |

**The Legal Aid Board**

The Legal Aid Board is an independent, publicly funded organisation. It has been in existence since 1979 and was set up as a statutory body on foot of the Civil Legal Aid Act 1995. The Board’s statutory remit was widened in 2011 to include responsibility for providing a family mediation service following the transfer of that service to the Board from the Family Support Agency.

The Board's Mission Statement, set out in its Corporate Plan 2015 – 2017, is “To facilitate the effective resolution of civil disputes through the delivery of efficient and accessible legal aid and mediation services and to effectively manage and administer the State’s criminal legal aid schemes.” The Corporate Plan sets out a number of steps that the Board has adopted in order to achieve the objective set out in its Mission Statement.

The Board itself consists of a chairperson and twelve ordinary members. They are appointed by the Minister for Justice and Equality and have a five-year term of office.

The Board has an executive management structure primarily located at its Head Office at Quay St, Cahirciveen, Co Kerry and also at an office at 48-49 North Brunswick Street, Smithfield, Dublin 7.

The Board has thirty three full time law centres located throughout the country, as well as a Private Practitioner Service, a Refugee Documentation Centre and a library service located in central Dublin. Family Mediation Services are also provided from a further 16 locations.

***More details about the Legal Aid Board can be obtained by accessing the Board’s website*** [***www.legalaidboard.ie***](http://www.legalaidboard.ie)***.***

**Overview of the Role**

It is expected that this role would be held for 24 months. The trainee will get exposure to a broad range of Civil Law matters including:

o Family Law

o International Protection

o Child Care Law

o Medical Negligence and Personal Injuries

o Tort Law

o Contract Law

o Family Mediation

Applicants should demonstrate the following skills:

•Be highly motivated, hard working and driven;

•Have excellent written and oral communication skills, with excellent grammar, spelling and attention to detail;

•Be a team player but also have the ability to work on one’s own initiative;

•Be passionate about the law and providing a high quality of service to clients;

•Have excellent computer skills, to include typing skills. These are inclusive of but not limited to skills in Microsoft Office applications. The trainee should be eager and willing to develop skills in other IT systems as necessary;

•Be able to work in a high-pressure environment and meet deadlines;

•Be a person who relishes a challenge and thrive in an environment with a diverse workload.

**Essential Entry Requirements:**

Candidates must:

1. On or before **Friday May 1st 2019**  be entitled to commence PPC1.
2. **Competencies**

Selection will be through Competitive Interview, the object of which will be to assess the candidate’s capacity under the key competencies that have been developed for the role by the Legal Aid Board. These are set out below in tabular form:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional expertise/****knowledge**  | **Using technology effectively for service delivery** | **Interpersonal and Communication Skills** |  **Personal Drive****and commitment** |
| * Capacity to apply legal knowledge effectively;
* Sound judgement, decisiveness, innovation and problem-solving ability
 | * Capacity to use legal databases
* Application of IT skills
 | * Teamworking
* Managing Solicitor/Client Relationship in a public service environment
* The ability to communicate effectively with a wide variety of people
* Demonstrate the ability to manage a demanding workload and client relationships and expectations
 | * Public service:- what does it mean to me?
* What motivates me to work harder?(pay, recognition/

status, meaningful work/Commitment to others?* Greatest achievement to date and why
 |

**GENERAL MATTERS**

**Eligibility to compete**

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. To qualify candidates must be citizens of the EEA by the date of any job offer.

**Principal Conditions of Service**

**General:**

The appointment is to a position of Trainee Solicitor in the Legal Aid Board.

**Pay**

The salary for the position is as follows from 1 January 2019,

1. The salary applicable to the position is as follows:-

€294.00per week on commencement of PPC 1 Course

€ 352.80 per week post PPC 1 course

 € 254.80 per week on commencement of PPC 2 Course

 € 352.80 per week post PPC 2 Course

 (b) These rates of pay are subject to revision from time to time subject to the approval of the Minister for Justice and Law Reform with the consent of the Minister for Finance.

The Board will pay the Trainee during the PPC 1 and PPC 2 courses. It will not, however,

pay the Trainee during the three month secondment outside the Legal Aid Board which is

required, as part of the Traineeship, by the incorporated Law Society of Ireland.

**Tenure**

The appointment as a Trainee Solicitor is strictly temporary and is not covered by the Unfair Dismissals Acts. The appointment is to a temporary, unestablished position in the Civil Service. It carries no entitlement to established status (by way of limited competition or otherwise).

**Successful completion of a traineeship with the Board confers no right to future employment as a solicitor with the Board. Service as a Trainee Solicitor does not constitute service as a Solicitor with the Board.**

Where a successful applicant is a current employee of the Board prior to the traineeship, they must take a career break for the period in question. The period of the career break will not count as qualifying service and will not reckon for incremental or superannuation purposes or towards qualifying for annual leave or promotion. They will be subject to the normal conditions that apply to Career Breaks generally as per the relevant Circular.

The return to employment on completion of training of those who were on the Board’s staff prior to the traineeship will be subject to the normal conditions that apply to Career Breaks generally:- i.e., will be dependent on an appropriate vacancy arising, and may be in a different geographical location than that which applied prior to the traineeship. Return to employment will be in the grade and employment terms which applied prior to the traineeship commencing.

**Duties**

The successful candidates may not be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position of a Trainee Solicitor in the Legal Aid Board.

**Headquarters**

a) Notwithstanding the initial assignment to a particular location the trainee may be transferred to a different location or assigned to such specific duties at a different location as the Board may determine from time to time so as to enable it to perform its functions under the Act.

b) The duration of a transfer and/or assignment to other duties will be determined by the Board.

The headquarters of the successful candidate will be a law centre to be decided by the Legal Aid Board. When absent from home and headquarters on official duty a trainee solicitor 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 36 hours gross per week. The trainee may 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**

In addition to the usual public holidays the annual leave for this position is 20 days.

**Sick Leave**

Sick leave entitlements will be the same as those which apply to unestablished civil servants subject to meeting the requirements and conditions for such entitlements applying to unestablished civil servants. 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 most current sick leave circulars.

**Superannuation and Retirement**

The position is currently non-pensionable but will be subject to the public service pension levy.

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the contract to be agreed with the successful candidate.COMPETITION PROCESS**

**How to apply**

Completed application forms and response to the below case study must be submitted by post or by email to reach the Trainee Solicitor Recruitment Competition by **4.00 pm Thursday 11th July 2019.** Candidates may attach a separate Curriculum Vita if they wish. Candidates should note that a c.v will not be accepted in lieu of a fully completed application form.

Post: Trainee Solicitor Recruitment Competition, HR Section, Legal Aid Board, Quay Street, Cahirciveen, Co. Kerry

Email: recruitment@legalaidboard.ie

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Legal Aid Board is satisfied that such person fulfils the requirements of the competition 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 as the Legal Aid Board will not be responsible for refunding any expenses incurred.

**Closing date**

The completed application form must be forwarded so as to reach the Board not later than **4.00 pm Thursday 11th July 2019.** If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please contact: Human Resources Section at 066 9471000.

**Application** **forms are only available from our website at** [**www.legalaidboard.ie**](http://www.legalaidboard.ie)

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

The Board will not be responsible for refunding any expenses incurred by candidates.

**Selection Methods**

These may include:

* shortlisting of candidates on the basis of the information contained in their application and
* a competitive interview.

Candidates are requested to draft a response to the case study as outlined below with an emphasis on applicability of services as provided within the Legal Aid Board. Answers must be limited to 1000 words. This may be attached as a separate sheet to the completed application form.

**Case Study:**

*Your training solicitor has informed you that they are due to meet with a mother of 3 children who is looking to separate from her husband.*

*You have been asked by your training solicitor to identify two important points of information which the client should be given. (700 words)*

*In doing your research, you realise there are gaps in the information. Identify two key pieces of information you need to assist in your response. (300 words)*

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Board is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

**Short-listing**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Board may decide that a number only will be called to interview. In this respect, the Board will select, based on an examination of the application forms and the requirements of the position, those who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.**

**Confidentiality**

Subject to the provisions of the Freedom of Information Act, 1997 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

**Security Clearance**

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant may 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 resided. If unsuccessful this information will be destroyed by the Board. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

**General Information**

**CPSA Code of Practice Review and Complaint Procedures**

**•** The Commission for Public Sector Appointments (CPSA) is Ireland’s regulator for public service recruitment. The CPSA’s primary statutory responsibility is to set standards for recruitment and selection, which they publish as Codes of Practice

• The Legal Aid Board will consider requests for review in alignment with the review and complaint procedures outlined in the Code of Practice published by the CPSA. The Code 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.

**Deeming of candidature to be withdrawn**

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

**Data Protection Act 2018**

When your application 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 as part of the recruitment process, certain information you provide will be forwarded to the employing organisation. Such information held by the Legal Aid Board is subject to the rights and obligations set out in the Data Protection Act 2018.

For more information on how we retain and use your personal data, please review our Data Protection Data Statement, which includes instructions on their right to withdraw consent at any point:

 This is available at <https://www.legalaidboard.ie/en/Contact-Us/Data-Protection/>

To make a subject access request under the Data Protection Act 2018, please submit your request in writing to;

Data Protection Officer, Legal Aid Board, First Floor, Montague Court, 7-11 Montague Street,

Dublin 2, D02 FT96.

or via dataprotection@legalaidboard.ie.

Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

**Appendix 1**

**The Legal Aid Board Privacy Statement regarding Job Applications.**

In order for the Legal Aid Board to accept your application form, you must provide consent for the Legal Aid Board to process your job application in line with the Legal Aid Board Privacy Statement regarding Job Applications.

This statement (the “Privacy Statement”) aims at informing you of how the Legal Aid Board will use the information you submit when applying for a job at the Legal Aid Board ("Job Application Data"). All Job Application Data you submit to the Legal Aid Board is retained in the Legal Aid Board.

This Privacy Statement covers any Job Application Data you submit, such as:

* Name, address, email address, telephone number, or other contact information;
* Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;
* Type of employment sought, and
* Names and contact information for referrals

It is your responsibility to obtain consent from references before providing their personal information to us. For the avoidance of doubt, the Legal Aid Board does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.

Only select employees of the Legal Aid Board - such as your potential future manager(s), employees of the Human Resources Department, and IT(for maintenance purposes only) - and select employees of our external service providers, who support the Legal Aid Board with the administration of recruitment applications, have access to your Job Application Data.

The Legal Aid Board will not supply any data to any third party other than those identified above without your express authorisation.

The Job Application Data you provide will be used to assess your application for employment at the Legal Aid Board, to verify your information and conduct reference checks, and to communicate with you.

If you accept employment with the Legal Aid Board the information collected will become part of your employment record and will be used for employment purposes.

Your Job Application Data is stored in our data base for the lifetime of the competition panel plus 1 year for employment law purposes. A record of the competition and related data may be retained, e.g. a list of successful candidates.

Please tick the box to confirm consent to the Legal Aid Board processing your application in accordance with the above Privacy Notice.

LEGAL AID BOARD

APPLICATION FORM FOR THE POSITION OF TRAINEE SOLICITORS

**N.B. Candidates should read the Principal Conditions of Service**

**and Note for Information before completing the Application Form**

This Application Form should be completed and returned to:

Solicitor Recruitment Competition, Human Resources, Legal Aid Board, Quay St., Cahirciveen, Co. Kerry,

Email: recruitment@legalaidboard.ie

Not later than:

**4.00pm on Thursday July 11th 2019**

Candidates may attach a separate Curriculum Vita if they wish. Candidates should note that a c.v will not be accepted in lieu of a fully completed application form.

**SECTION A**

|  |  |  |
| --- | --- | --- |
| 1 | Surname |  |
| 2 | First Name(s) |  |

|  |  |
| --- | --- |
| 3 | Address to which correspondence should be sent |
|  |  |
|  |  |
| 3. (a) | Email address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | Contact telephone numbers | H |  |
|  |  | W |  |
|  |  | Mobile |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | Are you under the age of 70 years (which is the compulsory retirement age)? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 06 | Have you previously applied for a position with the Legal Aid Board? | Yes |  | No |  |
|  | If yes, what year? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 07 | Have you completed your FE-1’s | Yes |  | No |  |
|  | If yes, what year? |  |

I hereby declare the particulars entered above and in Sections B, C and D of the application form to be correct.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  |  | Date |  |

**SECTION B**

|  |
| --- |
| Part 1 – General Education |
| Examination(s) passed | Year | Overall Result (Pass, Hons, Grade) |
|  |  |  |
|  |  |  |

|  |
| --- |
| Part 2 – Academic and/or Professional Qualification |
| Degree or Qualification held | Year | College Attended | Result in final Exam (Type of honours etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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| --- |
| Part 3 – What qualities do you consider you possess which would make you particularly suitable for undertaking a trainee Solicitor position within the Legal Aid Board? |
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| --- |
| Part 4 – Name two responsible persons, to who you are well known but not related, as referees:- |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
|  |  |  |
| Name | Occupation | Address |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION C**

**For your most recent employments (within the last five years) please complete Section C (I) below. For all previous employments not within this timescale, please complete Section C (II) below. Supplementary pages may be added for this purpose if required.**

**Section C (I)**

|  |  |
| --- | --- |
| Title of post held: |  |
| Dates to and from (DD/MM/YYYY) |  |  |
| Name and address of employer |  |
| Brief description of responsibilities and achievements (please limit your response to 200 words) |
|  |

|  |  |
| --- | --- |
| Title of post held: |  |
| Dates to and from (DD/MM/YYYY) |  |  |
| Name and address of employer |  |
| Brief description of responsibilities and achievements (please limit your response to 200 words) |
|  |

**Section C (II)**

|  |
| --- |
| Particulars in date order of **all other** previous employments / unemployment or experience to date. All time since leaving school or college should be accounted for. Supplementary rows may be added for this purpose, if required. |
| FromDay Month Year | ToDay Month Year | Title of post held | Name and address of employer |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Section D (i)**

**Key Achievements**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your professional and/or academic career to date which clearly demonstrate your suitability to meet the challenges of the role of a Trainee Solicitor in the Legal Aid Board

Please restrict your answers to 500 words.

|  |
| --- |
| **Professional expertise/ knowledge**  |
|  |
| **Communication and Interpersonal skills** |
|  |
| **Using technology effectively for delivery of results.** |
|  |
| **Personal Drive for Results** |
|  |

**Section D (ii)**

Please draft a response to the case study as outlined below with an emphasis on applicability of services as provided within the Legal Aid Board. Please restrict your answer to 1000 words. This may be attached as a separate sheet to this application.

**Case Study:**

*Your training solicitor has informed you that they are due to meet with a mother of 3 children who is looking to separate from her husband.*

*You have been asked by your training solicitor to identify two important points of information which the client should be given. (700 words)*

*In doing your research, you realise there are gaps in the information. Identify two key pieces of information you need to assist in your response. (300 words)*

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_