



An tÚdarás Rialála  
Seirbhísí Dí  
Legal Services  
Regulatory Authority

## **CANDIDATE INFORMATION BOOKLET**

Please Read Carefully

<p><b>Competition for the Role of Higher Executive Officer with the LSRA</b> <b>Legal Practitioners Disciplinary Tribunal Support Unit</b></p>
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### **Legal Services Regulatory Authority**

The Legal Services Regulatory Authority, the LSRA, was established under the Legal Services Regulation Act, 2015 (“the Act”) as the independent statutory body responsible for the regulation of the provision of legal services by legal practitioners (both solicitors and barristers) and for ensuring the maintenance and improvement of standards in the provision of such services in the State. The Authority has a number of other functions, some of which are summarised below. Applicants should refer to the Act for full details. The Authority was formally established on 1 October 2016.

### **The Work of the LSRA**

Since its establishment, the LSRA has been engaged in establishing and implementing its range of statutory functions. It has established and continues to maintain the Roll of Practising Barristers which is a searchable public register of all barristers entitled to provide legal services in the State. It began receiving and investigating complaints about solicitors and barristers in October 2019.

The LSRA has an ongoing statutory responsibility to promote public awareness and disseminate information to the public in respect of legal services, including the cost of such services.

The LSRA has an ongoing and challenging programme of research to fulfil its statutory reporting duties under the Act. In addition to its annual reporting duties, the LSRA submitted reports to the Minister for Justice on a variety of topics including legal education and training, the unification of the legal profession and the introduction of multi-disciplinary practices. This activity has involved extensive stakeholder consultations and research into national and

international practices in the provision of legal services and legal practitioner education and training.

### **Organisational Structure**

The LSRA executive function is provided by its Chief Executive Officer and a small team. A growing organisation, it currently has over 45 staff working across six departments. These are the Office of the Chief Executive; the Legal Services, Levy and Registration Department; the Complaints, Investigations and Resolutions Department; the Communications, Research and Innovation Department; the Legal Practitioners Disciplinary Tribunal Support Unit and the Corporate Services Department.

The LSRA is funded through a statutory levy on legal practitioners as well as fees relating to the authorisation of Limited Liability Partnerships.

### **The Authority**

The Authority is comprised of 11 members nominated in accordance with section 9 of the Act. The Authority has a lay majority and chair. Authority members are appointed by the Government following nomination by 10 organisations. This nomination process was designed to ensure the independence of the Authority while also achieving a gender balance and a balance of interests between legal practitioners and those consumers who avail of their services.

The following is the current Authority membership:

- **Don Thornhill (Chair)** - Higher Education Authority
- **Angela Black** - Citizens Information Board
- **Shane Galligan** - Institute of Legal Costs Accountants
- **Dermott Jewell** - Consumers Association of Ireland
- **Sara Moorhead** - The Bar Council
- **Joan Crawford** - Legal Aid Board
- **Eileen Barrington** - The Honorable Society of King's Inns
- **Geraldine Clarke** - The Law Society
- **Simon Murphy** - The Law Society
- **Síona Ryan** - The Competition and Consumer Protection Commission
- **Deirdre Malone** - Irish Human Rights and Equality Commission

There is currently a vacancy on the Authority and a nominee from the Competition and Consumer Protection Commission is expected to be appointed in the near future.

### **The LSRA's Vision, Functions and Objectives**

#### **Our Vision:**

*“To establish the LSRA as an efficient, effective and accountable regulatory body with the capacity to protect and promote the public interest and the interests of consumers of legal services whilst encouraging an independent, strong, competitive legal profession with high standards of professionalism and integrity.”*

#### **LSRA Statement of Strategy 2019-2022**

##### **Our Mission:**

*“The Legal Services Regulatory Authority will regulate the provision of legal services by legal practitioners and will ensure the maintenance and improvement of standards in the provision of legal services in the State.”*

#### **Adapted from section 13(1) of the Legal Services Regulation Act 2015**

##### **Our Six Statutory Objectives:**

The Legal Services Regulatory Authority will

- (1) Protect and promote the public interest.
- (2) Support the proper and effective administration of justice.
- (3) Protect and promote the interests of consumers relating to the provision of legal services.
- (4) Promote competition in the provision of legal services in the State.
- (5) Encourage an independent, strong and effective legal profession.
- (6) Promote and maintain adherence to the professional principles of legal practitioners specified in the Act.

##### **Our Four Core Values:**

The work of the LSRA as a public service body will be guided by our four core values:

1. Independence
2. Consumer Protection
3. Innovation
4. Transparency and Accountability

##### **Our Key Functions:**

The Authority will undertake the following specific functions as part of its role:

- (1) Keep under review and make recommendations to the Minister in respect of:
  - a. admission requirements of the Law Society, Bar Council, and Honorable Society of King’s Inns;
  - b. availability and quality of education and training including ongoing training for the solicitors’ and barristers’ professions;
  - c. policies in relation to admission and, or, entitlement to practise of the Law Society, Bar Council and the Honorable Society of the King’s Inns;
  - d. professional codes;
  - e. the organisation of the provision of legal services in the State.
- (2) Disseminate information in respect of the education and accreditation requirements and any other matters referred to above as the LSRA thinks fit.

- (3) Specify the nature and minimum levels of professional indemnity insurance required.
- (4) Establish and administer a system of inspection of legal practitioners for the purposes of the Act.
- (5) Receive and investigate complaints against legal practitioners.
- (6) Establish and maintain the roll of practising barristers.
- (7) Promote public awareness and disseminate information to the public in respect of legal services, including the cost of such services.
- (8) Keep the Minister informed of developments in respect of the provision of legal services and make recommendations to assist the Minister in coordinating and developing policy.
- (9) Undertake, commission or assist in research projects and other activities in respect of the provision of legal services, which may increase public awareness and promote an improvement in standards for their provision, and make recommendations to the Minister for Justice.
- (10) Perform any other functions conferred by the Act or by regulations made under it.

#### **Legal Practitioners Disciplinary Tribunal (LPDT):**

The Legal Practitioners Disciplinary Tribunal was established in November 2020 under Section 74 of the 2015 Act. The LPDT will consider applications from the LSRA Complaints Committee and the Law Society and perform other functions assigned to it under the Act.

#### *Receipt of Complaints*

The three grounds for complaints relating to legal practitioners under the Act are:

- that the legal services provided by the legal practitioner were of an inadequate standard;
- that the amount of costs sought by the legal practitioner was excessive; or
- that the legal practitioner performed an act or omission which amounts to misconduct under the Act.

Misconduct is broadly defined in the Act and includes an act or omission which involves fraud or dishonesty or which is likely to bring the profession into disrepute.

The LSRA refers complaints of misconduct to the Complaints Committee. The Complaints Committee of the LSRA investigates complaints referred to it by the Authority. Where the Complaints Committee considers that the act or omission that is the subject of the complaint is of a kind that is more appropriate for consideration by the LPDT, it may make an application to the Tribunal.

The Law Society can also make applications to the LPDT where it identifies potential misconduct in certain circumstances.

More information on this complaints function of the LSRA can be found at [www.lsr.ie](http://www.lsr.ie) or in Part 6 of the 2015 Act.

### ***Tribunal Process***

The LPDT has all the powers, rights and privileges vested in the High Court for the purposes of conducting an inquiry under the Act.

The LPDT can require the attendance of witnesses, can require their examination on oath or affirmation, can compel the production of documents and can compel the discovery under oath or affirmation of documents.

Hearings of the LPDT are by way of oral hearing and are held in public unless the LPDT is satisfied that it is necessary in the interests of justice to conduct the hearing of the inquiry or a part thereof in private.

Having conducted the inquiry the LPDT shall determine whether or not on the basis of the evidence whether the act or omission to which the inquiry relates constitutes misconduct. If the LPDT finds that the act or omission constitutes misconduct, the LPDT will make a determination under the Act as to sanction.

Determinations of the LPDT can be appealed to the High Court.

The LPDT is appointed by the President of the High Court on the nomination of the Minister and consists of 33 persons. The majority of the members of the LPDT are lay members with the remainder made up of nominees of the Law Society and the Bar of Ireland. The LPDT sits in Divisions of no less than three members.

Further information on the Complaints Function of the LSRA and the work of the LPDT can be found on the LSRA website at [www.lsr.ie](http://www.lsr.ie) and in the Legal Services Regulation Act 2015.

**Job Function:**

Reporting to the Registrar, the Higher Executive Officer will progress complaints of misconduct in order to ensure that natural justice and fair procedures are observed and provide support in relation to matters arising from the operation of the Act.

In particular, the role will be responsible for administering the progression of applications to the Tribunal which includes scheduling meetings, compiling and preparation of Tribunal documentation and issuing Tribunal documentation to the relevant parties to the application-

The role will involve administrative responsibility including case management of the Tribunal hearings and dealing with general queries from the Tribunal members. The Higher Executive Officer will liaise with the LSRA Corporate Services Department in relation to issues such as the organisation of training requirements for members and member remuneration and recruitment. The role currently incorporates the function of Data Protection Officer and Freedom of Information Officer for the LPDT as a key compliance function.

**MAIN DUTIES AND RESPONSIBILITIES:**

The following list of responsibilities and duties is indicative (but not exhaustive) of the tasks that the Higher Executive Officer will be expected to perform. The successful candidate will:

- Support the Tribunal Registrar in the management and ongoing development of the Tribunal;
- Provide advice and guidance on any queries concerning Tribunal policies and procedures, and ensuring that those policies and procedures are kept up to date;
- Compile and provide Tribunal members with documentation relating to the application;
- Assist and co-ordinate in the delivery of Tribunal hearings;
- Attend Tribunal meetings and provide reports and updates to the Tribunal Registrar regarding these hearings;
- Provide administrative support and administration advice to Tribunal members and parties complaints;
- Assist with the management of members' expenses;
- Liaise with members of the Tribunal, maintain records of attendance and of expenses claimed, complete and maintain expenses databases, review database and submit same to the Tribunal Registrar;
- Act as the Data Protection Officer and Freedom of Information Officer for the Tribunal, and liaise with internal and external stakeholders and advisors on data protection and freedom of information matters as required;
- Ensure that Tribunal's reporting obligations are complied with;
- Advise and supervise other team members to facilitate the expeditious scheduling of Tribunal hearings and provide support in the preparation and review of the necessary documentation;

- Liaise with external stakeholders as appropriate, attending departmental and organization wide meetings, corporate briefings and events or any other meetings as required on behalf of the LPDT Dept.;
- Ensure the timely progression of applications;
- Performing any other duties as may be deemed appropriate. The successful applicant may be required to assist in other areas of the LSRA from time to time.

#### **ESSENTIAL CRITERIA:**

Candidates must, on or before 01 March 2022:

1. A) Hold a degree (Level 7 on the National Framework of Qualifications) in a relevant discipline with at least 2.2 honours  
  
and  
  
B) Have a minimum of two years' experience in a relevant role involving high-pressure administration environment dealing multiple stakeholders.
2. First-rate organisational and time-management skills, with the ability to plan, prioritise and monitor multiple projects and assigned tasks in a busy work environment and working within deadlines.
3. Excellent oral and written communication skills, with a high level of attention to detail and the proven ability to write and present complex information in a concise, accessible and plain English style for different audiences.
4. Strong interpersonal and team leadership skills with some experience in liaising with senior personnel and a range of stakeholders.
5. A track record of excellent judgment and decision making in a pressure environment
6. Knowledge of data protection legislation and/or experience of data protection requirements within an organisation
7. Commitment to public service values and delivery of quality public service.

#### **Desirable**

- Knowledge and understanding of governance and compliance requirements in particular with regard to the Code of Governance for State Bodies 2016;
- A high degree of computer literacy, including knowledge and experience in the use of Microsoft Word;

The key competencies relating to effective performance at Higher Executive Officer grade in the Civil Service will be used in the selection process. These are:

- Team Leadership;
- Judgement, Analysis & Decision-making;

- Management & Delivery of Results;
- Interpersonal and Communication Skills;
- Specialist Knowledge, Expertise and Self-Development; and
- Drive & Commitment to Public Service Values.

The competency framework for Higher Executive Officer can be found here:  
[https://www.publicjobs.ie/images/pdfs/Higher\\_Executive\\_Officer\\_Level.pdf](https://www.publicjobs.ie/images/pdfs/Higher_Executive_Officer_Level.pdf)



## **Principal Conditions of Service**

### **General**

Appointments are on a permanent basis as a public servant as per section 25(4) of the Act, subject to the satisfactory completion of the specified probationary period.

### **Salary**

The salary for the post is based on the 1<sup>st</sup> point on the HEO Officer (PPC) scale. The relevant scale is as follows (DPER Circular 04/2022)

€50,848 €52,334 €53,817 €55,300 €56,788 €58,271 €59,756 €61,899<sup>1</sup> €64,038<sup>2</sup>

<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

This rate of pay may be adjusted from time to time in line with Government pay policy. Statutory deductions from salary will be made as appropriate.

### **Annual Leave**

Annual Leave will be 29 working days, rising to 30 days after 5 years' service. This is exclusive of public holidays.

### **Pension**

The LSRA is a Public Service Body and a relevant authority for the Single Public Service Pension Scheme (SPS). Persons employed by the LSRA will become members of the SPS.

Where an employee was already a member of a pre-2013 public service pension scheme, that scheme may apply subject to certain conditions.

More information in respect of the Scheme can be found on the website [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

### **Probation**

The appointee must serve a probationary period, which normally will last for twelve months. Should the appointee's services be satisfactory as regards health, attendance, conduct and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointee's services be unsatisfactory, the appointment may be terminated at any time during the period. The LSRA may extend the probationary period if necessary.

### **Duties**

The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time.)

### **Hours of Attendance**

Hours of attendance will be as fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week (37 Hours Net.)

The appointee will be required to work additional hours from time to time

**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.

Appointees will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts direct to the LSRA and payment during illness will be subject to the appointee making the necessary claims.

**IMPORTANT NOTICE**

**Candidates should note that different terms and conditions may apply, if immediately prior to appointment, the appointee is already a serving civil or public servant.**

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

## **Competition Process**

Applications should be made electronically by e-mail to [recruit@lsra.ie](mailto:recruit@lsra.ie). Email applications must be marked in the subject heading as “HEO LSRA Application – [Your Name Here]”. Failure to do so may result in your application being deemed ineligible. Applications will not be accepted after the closing date and time.

The candidate should ensure that they provide evidence of how they meet the essential criteria listed above and demonstrate the required competencies for the role.

Applicants should submit their fully completed application form with the following elements included:

- Academic, Professional or Technical Qualifications;
- Employment History;
- Summary of Experience;
- Key Achievements to Date;
- Research Exercise; and
- Personal Statement.

Candidates must be legally entitled to work in Ireland at the time of application.

**Closing date for applications is 12 p.m. on 01 April 2022**  
**Applications will not be accepted after the closing date**

If you do not receive an acknowledgment of receipt of your application within three working days of the closing date, please contact [dbfleming@lsra.ie](mailto:dbfleming@lsra.ie)

**It is the LSRA’s strict policy that applications will be not be accepted after the closing date and time. This means that any application received after 12 p.m. on 01 April 2022 will not be considered. You are therefore strongly advised to submit your application form well in advance of the deadline.**

## **Selection Process**

The selection process may include:

- Shortlisting of candidates, on the basis of the information contained in their application;
- If shortlisted, a competitive interview(s), which will include the completion of a legal research task, the presentation of same at interview and answering questions on the research completed at interview.
- Any other tests or exercises that may be deemed appropriate.

### **Shortlisting**

Whilst a candidate may meet the eligibility requirements for the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the LSRA may decide that a smaller number will be called to the next stage of the selection process. The LSRA will employ a shortlisting process to select a group who, based on the examination of the application form 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.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. It is therefore in your own interest to ensure that you provide a detailed and accurate account of your qualifications and experience in your application.

### **Interviews**

The interviews for this post are likely to be held in week commencing 11<sup>th</sup> April 2022. Due to Covid 19 restrictions, video conferencing software may be used in the interview process.

Interviews will be semi-structured in format, with candidates asked to provide examples of the competencies for the role. We will endeavour to give as much notice as possible of interview dates.

Candidates who do not attend for interview as scheduled, or who do not furnish such evidence as required in regard to any matter relevant to their application, will have no further claim to consideration in this process.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and or/termination of contract. Therefore it is advised that you have this documentation available to you when making your application.

Any candidate who supplies false or misleading information in their application will be disqualified.

### **Panel**

The LSRA aims to establish a panel of the successful candidates for the role of Higher Executive Officer in order of merit.

Should future vacancies arise for the role of Higher Executive Officer these may be offered to those on the panel in order of merit.

Any panel created will expire after a designated period from its establishment (usually twelve months), or when it has been exhausted, whichever is sooner.

The LSRA may decide that only a certain number will be placed on any such panel.

Qualification and placement on a panel is **not** a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

More detailed information regarding establishment of a panel (if any), duration of any such panel and placement on the panel will be provided to successful candidates.

If you are placed on a panel, and are subsequently offered an assignment, you must be available to take up the post as offered. Vacancies may need to be filled with immediate effect and therefore if you are not contactable, the LSRA will immediately move on to the next available candidate.

### **Health and Character References**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration.

Please be assured that we will only contact referees should you come under consideration after the preliminary interview stage. Please note, that should you be successful at interview, we will require a reference from your current or most recent employer.

Referees should be able to provide relatively recent information on your performance, character and behaviour in a work context.

### **Canvassing**

Candidates should be aware that any attempts to enlist support for their application through any person except as a referee named on the application forms will result in their application being disqualified.

### **Equal Opportunities Employer**

The Legal Services Regulatory Authority is committed to equality of opportunity in employment and welcomes applicants irrespective of disability, gender, race, age, religious belief / political opinion or sexual orientation. All applications for employment are considered on the basis of merit.

### **Security Clearance**

Some posts within the LSRA may require security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

### **General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018**

The General Data Protection Regulation came in into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your

application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your application. Certain items of information, not specific to any individual, are extracted from records for general statistical purpose. To make a request to access your personal data please submit your request to [dpo@lsra.ie](mailto:dpo@lsra.ie) ensuring that you describe the personal data you seek in the greatest possible detail to enable us to identify the relevant record(s).

### **Eligibility**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

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**Note: This document is for information only, and is not intended as a legal interpretation of any other documents, guidelines or legislation**

**LSRA March 2022**