



Secondment Opportunities

Higher Executive Officer (HEO)
Executive Officer (EO)
Clerical Officer (CO)

**Office of the Director of Authorised
Intervention, Tuam
(ODAIT)**



To All Personnel Officers

HR Managers are requested to bring this notice to the attention of all eligible staff within their Department/Office including those in bodies under the aegis of their Department/Office.

Expressions of interest are sought from officers at relevant grades, **HEO, EO and CO (or their equivalents)** as outlined below for secondment to ODAIT. The posts are full time positions.

The secondment will be for an initial period of 12-months. This period may be extended subject to:

- Satisfactory performance of secondee;
- Business needs of ODAIT;
- Agreement of the secondee and parent organisation;
- If applicable, a Ministerial Order extending the operations of ODAIT beyond the current end date of 30 June 2027.

At the end of the period of secondment, the officer will return to his or her parent Department/Office as appropriate, in accordance with the redeployment arrangements applying at that time.

Location & Parking

ODAIT are currently operating from a number of bases across county Galway. Our head office is located in Custom House, Flood Street, Galway City, H91 XV2C. We also have our base for forensic operations at the site of the former Mother and Baby Institution in Tuam, and a temporary facility located in Headford. Officers may be required to work from and/or attend at any of these bases as is required. ODAIT are currently securing Laboratory and Office space in Tuam which is still being finalised. It is envisaged some Forensic and Administrative staff, depending on business need, will be based in each of these bases.

Parking at the city office is limited on a rota basis, the office is easily accessible by public transport. There is parking available for use at both the site at Tuam and in Headford.

Blended Working

ODAIT is committed to embracing blended working, to build a dynamic, agile and responsive agency while sustaining strong standards of performance and high levels of productivity. Blended working, (3 days working from home and 2 days in the Office on a rota basis) is currently available after an initial induction period, in line with the Blended Policy Framework for Civil Service Organisations. This is subject to review in line with business need.

Positions Open to Secondment

HEO, EO and CO positions are open to secondment at the ODAIT. Officers from equivalent grades may also apply.



Due to the unique nature of the agency applicants from a variety of backgrounds will be considered. Skillsets of particular interest to ODAIT include: Communications, ICT, Data and Records Management, Office Administration, Finance, Procurement (including large scale contract management), Audit. See below some of the duties associated with the vacant positions. There will be opportunities for successful secondees to cross train and develop their skills in these areas.

Background

The Institutional Burials Act 2022, (hereafter the Act) which was signed into law in July 2022, provides the underlying legislative basis for an intervention, whereby the remains of those who died in residential institutions, and who were buried in a manifestly inappropriate manner, may be recovered and re-interred in a respectful and appropriate way. The Act provides for the identification of remains, determination of cause of death and their return to family members, where possible. The legislation was developed in response to the abhorrent situation at the site of the former Mother and Baby institution in Tuam, Co. Galway. Remains had been discovered at this site that were interred in a manifestly inappropriate manner and the Government was advised that a full forensic-standard excavation, recovery and identification of those remains could not take place under current legislation.

The Act allows the Government, by Order, to direct an intervention at a particular site where the criteria for manifestly inappropriate burials, as set out in the legislation, are met. The Director has been appointed to oversee and manage a phased, step-by-step approach to the excavation, recovery, and analysis of remains including determination of cause of death where possible, identification and re-interment.

The complexity, difficulty and scale of this project are unique. Nothing quite like this has been done in Ireland or indeed globally. The high standards obliged by the Act (referring to “international standards and best practice”) require the Director to have a high degree of control of human resources in order to be able to manage the complexity of the project.

ODAIT is an independent state agency under the aegis of The Department of Children, Disability and Equality. The successful secondees will be pivotal to the success of the agency, joining a small team of admin and governance staff who have a broad range of duties including Finance, Procurement, Communications, Corporate Governance & HR as a backdrop to their interactions with Internationally recognised Archaeological and Forensic experts.

This project is unique given the local, national, and international interest in the Tuam intervention and the engagement with stakeholders including survivors, families and advocates, and residents. The work of the Office has exposure on a global scale and offers a unique opportunity to applicants to work with a range of dedicated professionals from a variety of backgrounds, working together to deliver ODAIT’s mission of restoring dignity in



death and, where possible, an identity to those inappropriately buried at the site of the former Mother and Baby Institution in Tuam.

More information about the work of ODAIT is available on our website:

www.odait.ie

Eligibility Requirements

In order to be eligible for secondment to posts, applicants must, on the closing date:

- a) Be currently serving in the Civil/Public Service in an equivalent role;
- b) Have not less than 2 years of service in the Civil/Public Service and have successfully completed their probation in their current grade;
- c) Be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018;
- d) Possess the necessary experience, skills and competencies required to perform the role;
- e) Have achieved a PMDS rating of 'Satisfactory' for 2025 PMDS or its equivalent
- f) An applicant must discuss and seek sanction for release from their People Manager **in advance** of making an application.
- g) Where sanction is received, an applicant must attach a 'Determination of Releasability form' to their Application. This form will be completed by their Local HR following discussion with their People Manager/Head of Division. Applications received without sanction may be excluded from consideration

For further information on the steps above, and on all areas of the secondment and process, please see Circular 27/21 - Secondment Policy, and the Guidance and FAQs for Civil Service Organisations [here](#). You may need to consult other relevant documentation that is applicable to the public service body that currently employs you.

Upon secondment, the successful candidate will retain the terms and conditions of their existing grade. It will be necessary to certify that the candidate has worked well in his or her present post, has been satisfactory in general conduct and in respect of sick leave prior to the candidate being offered a position.



Overview of some of the positions and duties (including but not limited to):

Higher Executive Officer (s)

- Manage staff and work as part of a team to meet the objectives of ODAIT;
- Support overall management and operation of the Finance Unit, draft financial reports, budget planning and monitoring;
- Prepare request for tenders and manage correspondence with bidders, assist in the evaluation of the tender process, including development of necessary documentation;
- Organise meetings and manage correspondence with contractors, other experts, stakeholders and wider public including preparation of documents and drafting of minutes;
- Prepare responses to: FOI Requests, SAR Requests and PQ requests;
- Implement best practice internal audit procedures to ensure corporate governance compliance;
- Assist with the preparation of statutory reports and returns in conjunction with Management;
- Support effective cross-stream communication with all stakeholders to ensure legislative and corporate governance;
- ICT Management of new IT systems and maintenance;
- Any other duties as assigned.

Essential Role Requirements

- Experience in delivery of results.
- Excellent organisational, communication, interpersonal and management skills.

Desirable Role Requirements

- Qualification(s) in Communications, ICT, Data and Records Management, Public Administration, Finance, Audit.
- Knowledge of procurement processes.



Executive Officer (s)

- Manage staff and work as part of a team to meet the objectives of ODAIT;
- Assist in project planning, scheduling and coordination, co-ordinate with stakeholders to gather project requirements;
- Support HEO in the delivery of administrative tasks such as preparing contracts, procurement documentation and project reports;
- Assist HEO in responding to FOI Requests, SAR Requests and PQ requests;
- Arrange payments;
- Purchase office supplies;
- Manage and operate filing systems;
- Manage complex data;
- Draft correspondence and prepare notes of meetings;
- Any other duties as assigned.

Essential Role Requirements

- Experience in office administration and delivery of results.
- Excellent organisational, communication, inter-personal and management skills

Desirable Role Requirements

- Qualification(s) in Communications, ICT, Data and Records Management, Public Administration, Finance, Audit.
- Knowledge of procurement processes.
- Experience in financial administration (payroll, payments of contractors).



Clerical Officer (s)

- Work as part of a team to meet the objectives of ODAIT;
- Provide Clerical support to EO/HEO in administrative tasks such as preparing documents;
- Organise meetings and liaise with stakeholders;
- Prepare payments for approval;
- Assist in drafting correspondence;
- File documents;
- Purchase office supplies;
- Data entry;
- Answer public information queries;
- Any other duties as assigned.

Essential Role Requirements

- Good written and organisational skills.
- Excellent communication and interpersonal skills.
- Knowledge of Microsoft Office and Outlook.
- Experience in filing and processing records or the ability to quickly learn those skills.

Desirable Role Requirements

- Experience in Communications, ICT, Data and Records Management, Public Administration, Finance, Audit.
- Experience in drafting correspondence and reports.
- Experience dealing with external stakeholders in a sensitive environment.



Conditions of Assignment

- a) The secondment will be for an initial period of 12-months. This period may be extended. This arrangement will be reviewed after three and six months to ensure that it is meeting the expectations of both parties.
- b) The successful applicant will be required to take up duty immediately.
- c) In the event of the officer's service not being satisfactory during the period of assignment, the officer will be returned to his or her parent Department/Office.
- d) At the end of the period of assignment, the officer will return to their parent Department/Office in accordance with the redeployment arrangements applying at that time.
- e) Should the officer wish to terminate their secondment and return to their parent Department/Office, the officer may be required to remain in the post until a suitable replacement is appointed.

How to Apply

Applications must be made by e-mail to HR@dait.ie by 12 noon on **Friday 27th February** and should comprise:

- A completed application form
- Determination of Releasability form
- Reasonable Accommodation form (where necessary)

Applications received after the closing time and date will not be considered

Informal Enquires please feel free to contact us HR@dait.ie