

**Ref:** AGSLEIA/1124

**Job Title:** Legal Executive – Internal Affairs (EO), An Garda Síochána

**Location:** Garda Headquarters, Phoenix Park, Dublin 8

**Salary:** Starting from: €36,544

**Application Method:** GetGot Application form - <https://staffline.getgotjobs.ie/>

### **The Role**

We are seeking a knowledgeable and experienced Legal Executive to support our Internal Affairs team. The successful candidate will be supervised by a dedicated in-house legal professional and together they will provide legal support to the Chief Superintendent Internal Affairs on discipline processes, conduct processes, suspension processes, dismissal proceedings, and related matters.

### **Principal Duties and Responsibilities**

- Assisting the legal professional in the development of advice and guidance on disciplinary and conduct processes.
- Providing support on matters related to suspension, dismissal, and restricted duties.
- Preparing and reviewing legal documents and reports related to disciplinary actions.
- Supporting the Chief Superintendent Internal Affairs in decision-making processes by providing legal support and recommendations.
- Managing cases related to internal disciplinary actions, ensuring timely and accurate processing.
- Maintaining detailed records of all legal proceedings and actions taken.
- Working closely with HR and other departments to address legal issues related to employee conduct and discipline.

### **Essential: Professional Qualifications, Experience, Requirements, Skills**

- Possess a qualification at NFQ Level 6 or higher in a relevant legal-related field.
- Working experience of Irish Employment Law and/ or Administrative Law.
- Working experience of conducting in-depth legal research, using legal research databases and tools.
- Proficient in Microsoft Office Suite including Word, Outlook & Excel

### **Desirable: Requirements, Skills:**

- Working experience of involvement in disciplinary-related matters.
- Understanding of the pending Policing, Security and Community Safety Act 2024, affecting An Garda Síochána.
- Understanding of Procedural Rules relating to Employment Law and/or Administrative Law.

For further information and to complete an online application form please visit Staffline GetGot Jobs Ireland <https://staffline.getgotjobs.ie/home>. The full candidate information booklet will be available on GetGot.

The closing date for all completed online application forms is **3:00 PM Friday 20<sup>th</sup> December 2024.**

**\*\*Applicants must be authorised to work in the UK and Ireland. We are unable to sponsor or take over the sponsorship of an employment visa at this time.\*\***