



CEA

Údarás um Fhorfheidhmiú Corparáideach
Corporate Enforcement Authority

Temporary Assignment – up to 12 months
Director of Legal & Policy
(Principal Officer Level)

CANDIDATE INFORMATION BOOKLET

THE ORGANISATION

The Corporate Enforcement Authority (CEA)

The CEA is Ireland's company law enforcement agency. Its mission is:

“To promote and serve the public interest by ensuring high levels of compliance with company law through effective advocacy and proportionate, robust, and dissuasive enforcement.”

Statutory mandate

The CEA's statutory mandate derives principally from the Companies Act 2014. The CEA has also been conferred with statutory functions in respect of certain investment vehicles under the Irish Collective Asset-management Vehicles Act 2015.

The CEA's primary functions are to:

- promote compliance with the Companies Act 2014,
- supervise the activities of liquidators and to assess the behaviour of insolvent companies' directors and take associated enforcement action,
- investigate instances of suspected breaches of company law and, as appropriate:
 - take civil enforcement action (including issuing warnings, requiring that steps be taken to bring about compliance with company law and making applications to the High Court as necessary),
 - take summary prosecutions in the CEA's own name,
 - refer matters to the Director of Public Prosecutions (“DPP”) for consideration as to whether charges should be directed on indictment.

Vision

The CEA's vision is to be:

*“An enforcement agency, trusted by the public and highly regarded by its stakeholders and counterparts,
whose work contributes to public protection and to Ireland being regarded
as a safe and well-regulated economy in which to invest and create employment”.*

Strategic approach & activities

The CEA has dedicated its strategy over the period 2026-2028 to increasing the impact of the CEA as it discharges its statutory mandate. Further information regarding the CEA, its strategy, functions, and activities is available at <https://cea.gov.ie/> and LinkedIn.

Management Structure and Organisational Resourcing

The CEA's governing body is the Authority. Below that level are a number of Directors, each of whom is responsible for the leadership and management of one of the CEA's Directorates.

As a specialist agency, the CEA is a multi-disciplinary organisation. Having regard to its principal statutory functions, and the associated workstreams, the CEA's staff complement

includes, amongst others, accountants, lawyers, digital forensics professionals, and seconded members of An Garda Síochána.

Further information regarding the CEA, its functions and its activities is available from its website at <http://cea.gov.ie> and LinkedIn.

THE ROLE

Overview

Reporting to a Member of the Authority, this is a senior leadership level role within the Corporate Enforcement Authority (CEA).

The responsibilities associated with this complex and demanding role are wide and varied. The appointee will be presented with an unparalleled opportunity to contribute to the development of a modern enforcement agency. In that context, the following is a non-exhaustive overview of some of the principal responsibilities associated with the position.

1. Legal & Advisory

- the provision of high quality, well researched, and timely legal advice on all aspects of the CEA's activities, including, but not confined to, advice and interpretation on matters pertaining to:
 - company law,
 - criminal law and procedure,
 - civil law and procedure,
 - administrative law and procedure,
 - Constitutional law,
 - the law of privacy and other applicable human rights obligations relevant to the CEA's statutory remit,
 - data protection/GDPR law,
 - employment law,
 - contract law,
 - public procurement law,
 - protected disclosures legislation, and
 - freedom of information legislation,
- advising on the examination of instances of suspected misconduct under the Companies Acts and other relevant legislation,
- advising on, and contributing to, the development of investigative strategy, policy, and procedures, particularly in the context of legal issues arising,
- advising on, and contributing to, the development of litigation strategy and the management/supervision of litigation,
- acting as the CEA's legal representative, as required,
- supporting the initiation and institution of summary proceedings and acting in a prosecutorial role on behalf of the CEA, as required,
- contributing to the preparation of files for onward transmission to the Director of Public Prosecutions and the provision of subsequent support to that Office, including with regard to the preparation for, and conduct of, trials on indictment,
- preparing for, supporting and managing civil litigation to which the CEA is a party, including, for example, applications for orders compelling compliance, applications relating to material over which privilege is being asserted, company investigations, judicial review proceedings, and restriction/disqualification proceedings,

- conducting legal research, analysing proposed legislation and its implications for the CEA and contributing to, and leading on, the development of legislative/reform proposals relevant to the CEA's mandate,
- managing the sourcing of external legal representation, advice and ancillary services, and the management of relationships with external service providers, and
- contributing to the CEA's policy formulation and advocacy activities.

2. Leadership & Management

- leading a team of experienced legal professionals and support staff,
- contributing effectively to the achievement of the CEA's strategic and operational goals and objectives,
- contributing effective leadership in the context of the organisation's risk identification, measurement, and management processes
- contributing effectively to the formulation and execution of organisational strategy and policy,
- contributing to, and leading on, the settling, promoting, embedding, and maintenance of high standards of professionalism across the organisation,
- representing the CEA in various fora, as required,
- establishing and developing strong collaborative relationships across what is a multi-disciplinary organisation,
- managing multiple agendas, projects, and tasks in an effective manner,
- managing competing priorities in an effective manner and providing deliverables to demanding deadlines,
- contributing to the development and delivery of staff training and development,
- contributing effective leadership in the context of organisational change and modernization,
- contributing effectively to the CEA's ongoing compliance with its legal, regulatory, and other obligations as a public sector organisation,
- performing any other duties assigned from time to time.

The above is not, and does not purport to be, a comprehensive list of all duties involved and, consequently, the temporary assignee may be required to perform other duties appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post for the duration of the assignment.

PERSON

Essential requirements

Essential Qualifications & Experiential Requirements

The appointee will:

1. Have been called to the Bar of Ireland and/or have been enrolled as a Solicitor in the State.
2. Since qualifying as at 1 above, have acquired (in aggregate) at least five years' relevant experience at an appropriate level of seniority as a practicing Barrister or Solicitor in the State;
3. Possess a high degree of specialist knowledge (and experience of providing legal opinions to a high standard and without recourse to external expertise) in two or more of the following areas of law:
 - company law,
 - criminal law and procedure,
 - civil law and procedure,
 - regulatory/enforcement law and procedure,
 - administrative law and procedure.
- Have acquired experience, at a suitably senior level, in one of more of the following areas of law/practice:
 - data protection/privacy law,
 - protected disclosures and whistleblower law,
 - legal professional privilege,
 - employment law,
 - restructuring and insolvency law,
 - European law and/or the law of procurement.

Essential Skills & Attributes

The successful candidate will:

- be capable of demonstrating a strong track record in the provision of high-quality legal advice in a fast-paced environment, under pressure and to tight deadlines;
- be capable of demonstrating a strong track record of mastering complex and wide-ranging briefs and assimilating large volumes of complex data and doing so quickly,
- be capable of demonstrating a strong track record in the exercise of sound professional judgement,
- be capable of demonstrating a strong track record in managing multiple agendas, projects, tasks, and assignments in an effective manner,
- possess strong leadership capabilities and the ability to identify quickly strategic issues and risks arising on an ongoing basis,

- possess the capacity to operate effectively and credibly at senior levels, both within the organisation and externally,
- be capable of demonstrating an appreciation of the challenges associated with working in a multi-disciplinary environment and the necessary flexibility to work effectively with all other relevant colleagues and stakeholders across sectoral, organisational and professional boundaries,
- possess excellent communications and interpersonal skills,
- be capable of demonstrating an appreciation of the CEA's objectives, a keen awareness of the environment within which it operates, and of the particular obligations which stem from the CEA's status as a public body funded entirely by the Exchequer and a strong commitment to serving the public interest.

The temporary assignee will also be expected to be able to demonstrate that they possess the key competencies for effective performance at Principal Officer level which are outlined in Appendix 1.

THE PROCESS AND ASSOCIATED CONDITIONS

Temporary Assignment Duration: up to 12 months on site

Hybrid working is available following satisfactory performance, with 1 remote day per week after 3 months, increasing to 2 remote days per week after 6 months subject to business needs.

Location: 16 Parnell Square East, Dublin, D01 W5C2.

Basic Salary per annum: €107,081 (pro-rata)

Annual Leave: 30 days

Hours of Attendance: 35 hours net per week.

The Organisation of Working Time Act

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this temporary assignment.

Duties

The assignee will be required to perform any duties appropriate to the position which may be assigned from time to time. The per may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her temporary assignment.

Data protection

The General Data Protection Regulation ('GDPR') came into force on the 25th of May 2018, replacing the existing data protection framework under the EU Data Protection Directive. Where a computer record is created in the temporary assignees name all necessary precautions will be taken to ensure the security of the data.

To make a request to access personal data, a person should submit a request by email to dataprotection@cea.gov.ie ensuring that they describe the records sought in the greatest possible detail to enable us to identify the relevant record (s).

Eligibility.

Citizenship Requirements

- (a) A citizen of the European Economic Area (EEA). 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 has a Stamp 4 Visa* or a Stamp 5 Visa.

Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits, and spousal/dependent permits are available on the Department of Business, Enterprise and Innovation website. <https://dbe.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/>.

* Please note that a 50 TEU Visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Appendix 1: Civil Service Competency Framework Principal Officer Level

Leadership & Strategic Direction	Leads the team, setting high standards, tackling any performance problems & facilitating high performance
	Facilitates an open exchange of ideas and fosters an atmosphere of open communication
	Contributes to the shaping of Departmental / Government strategy and policy
	Develops capability and capacity across the team through effective delegation
	Develops a culture of learning & development, offering coaching and constructive / supportive feedback
	Leads on preparing for and implementing significant change and reform
	Anticipates and responds quickly to developments in the sector/ broader environment
	Actively collaborates with other Departments, Organisations and Agencies
Judgment & Decision Making	Identifies and focuses on core issues when dealing with complex information/ situations
	Assembles facts, manipulates verbal and numerical information and thinks through issues logically
	Sees the relationships between issues and quickly grasps the high level and socio-political implications
	Identifies coherent solutions to complex issues
	Takes action, making decisions in a timely manner and having the courage to see them through
	Makes sound and well-informed decisions, understanding their impact and implications
	Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions
Management & Delivery of Results	Initiates and takes personal responsibility for delivering results/ services in own area
	Balances strategy and operational detail to meet business needs
	Manages multiple agendas and tasks and reallocates resources to manage changes in focus
	Makes optimum use of resources and implements performance measures to deliver on objectives
	Ensures the optimal use of ICT and new delivery models
	Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements
	Instils the importance of efficiencies, value for money and meeting corporate governance requirements

	Ensures team are focused and act on Business plans priorities, even when faced with pressure
Building Relationships & Communication	Speaks and writes in a clear, articulate and impactful manner
	Actively listens, seeking to understand the perspective and position of others
	Manages and resolves conflicts / disagreements in a positive & constructive manner
	Works effectively within the political process, recognising & managing tensions arising from different stakeholders' perspectives
	Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
	Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
	Makes opinions known when s/he feels it is right to do so
Specialist Knowledge, Expertise and Self Development	Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation
	Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
	Maintains a strong focus on self-development, seeking feedback and opportunities for growth
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
	Contributes positively to the corporate agenda
	Is personally trustworthy, honest and respectful, delivering on promises and commitments
	Ensures the citizen is at the heart of all services provided
	Is resilient, maintaining composure even in adverse or challenging situations
	Promotes a culture that fosters the highest standards of ethics and integrity