



**COIMISIÚN UM
ATHCHÓIRIÚ AN DLÍ
LAW REFORM
COMMISSION**



**Tithe an
Oireachtais
Houses of the
Oireachtas**



**OIFIG AN PHRÍOMH-ATURNAE STÁIT
CHIEF STATE SOLICITOR'S OFFICE**



**Oifig an
Ard-Aighne
Office of the
Attorney General**



**Stiúrthóra Ionchúiseamh Poiblí
Director of Public Prosecutions**

CANDIDATES' INFORMATION BOOKLET

PLEASE READ CAREFULLY

LEGAL ACCESS INTERNSHIP

at the

**LAW REFORM COMMISSION,
THE OFFICE OF THE ATTORNEY GENERAL,
THE OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS,
THE HOUSE OF THE OIREACHTAS
AND,
THE CHIEF STATE SOLICITOR'S OFFICE.**

Closing date: 13:00 Friday, 24 October 2025

The Law Reform Commission, the Office of the Attorney General, the Office of the Director of Public Prosecutions, The House of the Oireachtas and the Chief State Solicitor's Office are committed to a policy of equal opportunity.

Office of the Director of Public Prosecutions 7 Infirmarý Road Dublin 07 D07W895

Website - [Home](#) - [Office of the Director of Public Prosecutions](#)

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1. Facilitating Departments

1.1 Law Reform Commission

The Law Reform Commission is a statutory body established by the Law Reform Commission Act 1975. The Commission has five members - the President, the Full-time Commissioner, and three part-time Commissioners. Its role is to keep the law under independent, objective and expert review, to make recommendations for law reform and to make current law accessible for all.

1.2 The Office of the Attorney General

The Attorney General is the chief law officer of the State and is briefed on all matters of Government with a legal, human rights or constitutional dimension. The role is mandated by Article 30 of the Constitution. The Office of the Attorney General comprises Advisory Counsel, the Office of Parliamentary Counsel to the Government and the Chief State Solicitor's Office. The Chief State Solicitor's Office is the principal provider of solicitor services to the Attorney General and Government. The Office of the Attorney General is the central legal service of the State providing legal advice, drafting legislation and providing litigation, conveyancing and transactional services to Government Departments and Ministers.

1.3 The Office of the Director of Public Prosecutions

The ODPP was established by the Prosecution of Offences Act, 1974. Our mission is to provide a Prosecution Service that is independent, fair and effective. The Director is independent in the performance of her functions.

The Director enforces the criminal law in the courts on behalf of the People of Ireland; directs and supervises public prosecutions on indictment in the courts; and gives general direction and advice to the Garda Síochána in relation to summary cases and specific direction in such cases where requested.

The ODPP has four divisions:

1. The Directing & Specialist Units Division is responsible for examining the investigation files to decide if there should be a prosecution. There are also two specialised Units within this Division, the Serious and Sexual Offences Unit and the Special Financial Crime Unit, which have both a directing function and prosecute cases in court.
2. The Solicitors Division is responsible for providing the solicitor service in Dublin and Cork to the Director and oversight of the State Solicitor service nationally.
3. The Prosecution Support Services Division is responsible for supporting the criminal prosecution work in the areas of international law, provides reasons to victims and conducts reviews of decisions not to prosecute, prosecution standards, and policy and research.
4. The Corporate Services Division is responsible for providing services and supports for the Office in the area of human resources, organisational development, strategy, ICT, Finance, communications, governance and accommodation.

Each Division of the ODPP is overseen by a member of the Senior Management Team (SMT). The Units and Sections in each Division are managed by members of the Management Board and staffed with people with different skills and backgrounds. A detailed description of the work of each of the divisions of the Office is available [here](#).

1.4 The Chief State Solicitor's Office

The Chief State Solicitor's Office acts as Solicitor to the Attorney General and to Government Departments and Offices. It is one of the largest legal practices in the State, providing a full

solicitor service across a wide range of advisory, litigation and transactional practice areas. Our vision is to inspire excellence in our people, be at the forefront of legal developments and deliver an unrivalled service to our clients.

1.5 House of the Oireachtas

“The Houses of the Oireachtas Service (‘the Service’) is the public service body which provides administrative services to the Houses of the Oireachtas and their Members. The Service is headed by the Secretary General/Clerk of the Dáil. The role of the Service is to provide professional advice, services and facilities to the Houses of the Oireachtas Commission, to the Houses of the Oireachtas and their Committees and to Members of the Houses.

The Office of the Parliamentary Legal Advisers (OPLA) provides all legal advice and related legal services to the Chairs and Clerks of both Houses of the Oireachtas, to the parliamentary Committees thereof, to the Commission and to the Service. Legal advice and services are also provided to individual Members in relation to discharging their parliamentary duties as public representatives, including the provision of legal advisory and legislative drafting services in respect of non-Government Members’ private legislative proposals (or Private Members’ Bills).”

2. Legal Access Internship Scheme: Background Information

The Legal Access Internship Scheme has been created to provide internship opportunities in the Law Reform Commission, the Office of the Attorney General, the Office of the Director of Public Prosecutions, House of the Oireachtas and the Chief State Solicitor’s Office for current final year undergraduate law students who come from socio-economically disadvantaged backgrounds or have disabilities.

The internships will provide successful applicants with paid work experience in a Public Sector legal environment and the opportunity to develop skills and confidence as part of a research/legal/knowledge management team.

The aim of the access internship is to increase diversity in the legal profession and to improve access to opportunities for students from underrepresented backgrounds. Through the access internship, we seek to promote greater diversity in the legal sector. We are mindful of the evidence of indirect barriers to entry to legal professions which are likely to impact on socio-economically disadvantaged groups in particular (see the Legal Services Regulatory Authority’s Report to the Minister for Justice on ‘Breaking down Barriers’, January 2024 and Hook Tangaza (2018) Review of Legal Practitioner Education and Training).

Public bodies in Ireland have a responsibility to promote equality, prevent discrimination and protect the human rights of their employees, customers, service users and other affected by their policies and procedures. This is a statutory obligation known as the Public Sector Duty for Equality and Human Rights. The statutory duty is set out in Section 42 of the Irish Human Rights and Equality Commission Act 2014. While the Law Reform Commission, the Office of the Attorney General, Office of the Director of Public Prosecutions and Chief State Solicitor’s Office are equal opportunities employers, we have created this access scheme to further promote equality.

Successful candidates will be placed on a panel in order of merit. Positions will be filled from the panel and successful candidates will be placed in one of the four participating organisations.

3. Role of a Legal Intern

The role of the Legal Intern will vary depending on which organisation they are placed in. Under the supervision of an assigned manager and mentor, the Legal Intern will:

- complete legal research tasks;
- assist with preparing or prepare memorandums, presentations, case notes, papers, reports, and notes of meetings, as the case may be;
- attend and participate at meetings, both internally and externally, with clients and other key stakeholders where required;
- attend court, together with a solicitor, where required;
- participate in and provide support in relation to legal knowledge management tasks; and
- undertake such other duties as may from time to time be assigned by the Law Reform Commission, the Office of the Attorney General, Office of the Director of Public Prosecutions or the Chief State Solicitor's Office.

A legal intern will be acknowledged for any contribution to Consultation Paper or Report on a relevant project being published. Furthermore, any research or knowledge management tasks contributed by the legal Intern will also be acknowledged.

4. Essential Requirements

Candidates must, on or before Friday 24 October 2025

- a) Be in their final year of study towards an honours undergraduate degree or an equivalent qualification (at least a Level 8 on the National Framework of Qualifications) in Law or a qualification, acceptable to the facilitating organisations as equivalent, in which Law was taken as a major subject;

and

- b) Have accessed a Higher Education Institution in Ireland through an Access Programme/ Access Route or availed of one of the following SUSI financial supports:
- Band One Full Maintenance Grant
 - Special Rate Maintenance Grant

or,

- c) Be registered with, and receiving supports from, a Disability Support Service in a Higher Education Institution in Ireland.

In addition, candidates must possess and be able to demonstrate:

- A good knowledge of Irish law and the Irish Legal System (including EU Law) and knowledge of the ECHR system;
- Relevant undergraduate legal experience;
- Ability to research and analyse;
- Good information technology skills;
- Attention to detail;
- The ability to present and communicate research/information in writing, in a well-structured, clear, concise, comprehensive and plain English style;
- The ability to plan, prioritise and monitor tasks in an organised way to deliver results;
- Excellent interpersonal and team working skills.

Candidates will also be expected to be able to demonstrate the competencies for a Legal Intern role, please refer to APPENDIX I.

5. Principal Conditions

5.1 Eligibility

Citizenship Requirements

Eligible candidates must be:

- (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 permission¹ or a Stamp 5 permission.

Should you come under consideration for appointment, you will be required to complete and return a Garda eVetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. Please note that

¹ Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

security clearance can take on average 8 -10 weeks and in some cases may take longer. If you have resided in countries outside of the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. A separate Police Clearance Certificate for each country you have resided in is required. Clearance must be dated after the date you left the country. It is your responsibility to seek any security clearances for other jurisdictions (if applicable) in a timely fashion as they can take some time. You cannot commence your internship without this information being provided and being in order.

Candidates should be aware that any information obtained in the Security Clearance process can be made available to the employing authority.

5.2 Stipend

A stipend is available for successful candidates of €596.11 per week less applicable deductions, including PAYE, PRSI and USC.

5.3 Duration

The internship will be for a two-month duration.

5.4 Start Date

Successful applicants should be available to commence internships on/from the (01 June 2026)

For candidates commencing internships in the Office of the Director of Public Prosecutions, the start date of the internship will be dependent on the completion of Garda Clearance.

5.5 Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to on average not less than 41 hours and 15 minutes gross or 35 hours' net per week.

Some flexibility in hours of work can be afforded in consideration of any caring responsibilities.

5.6 Place of Work

Successful candidates would ordinarily be based at one of the following locations: The Law Reform Commission's offices, Styne House, Upper Hatch Street, Dublin 2; the Office of the Attorney General, Government Buildings, Merrion Street, Dublin 2; the Office of the Director of Public Prosecutions, Infirmary Road, Dublin 7; Houses of the Oireachtas Kildare Street Dublin 2 or, the Chief State Solicitor's Office, Osmond House, Little Ship Street, Dublin 8.

Successful interns will be required to work fulltime in the Dublin offices they are assigned to throughout the duration of the programme.

5.7 How to Apply

To apply, you must:

- Complete all sections of the application forms A and B;
- Ensure the application forms are completed accurately, as it will be used as a computer input document and you may be shortlisted based on information supplied;
- In applying, you should note that:
 - any inaccuracy in completing the form may result in rejection so it is within your own interest to ensure that the information supplied in all sections is correct;
 - if it is necessary to continue on a separate sheet, you should set the information out in the same format as in the application form.

5.8 Closing Date

The completed application form must be forwarded by e-mail to recruitment@dppireland.ie no later than 1pm on Friday, 24 October 2025.

Applications received after the closing date and time will not be accepted.

5.9 Selection Methods

The methods used to select the successful candidate for this post will include:

- Shortlisting (if necessary) of candidates on the basis of the information contained in their application form, including your personal statement. It is therefore important to provide a detailed and accurate account of your experience on the application form.
- If shortlisted, a competitive competency-based interview.

It is expected that interviews will take place in November 2025.

5.10 Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

5.11 Candidates' obligations

Candidates should note that canvassing or providing false information will result in their exclusion from the process.

5.12 Data Protection Acts 1988 to 2018

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 candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. You are entitled under these Acts to obtain, at any time, copy of information about you, which is kept on computer.

5.13 Code of Practice

The selection process for this competition will be conducted in accordance with the Code of Practice *Appointment to Positions in the Civil Service and Public Service (2022)* published by the Commission for Public Service Appointments and available at www.cpsa.ie.

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates.

APPENDIX I: Key Competencies - Legal Access Intern

Specialist Legal Knowledge, Expertise and Self-Development
<ul style="list-style-type: none"> • Knowledge of Irish law and the Irish Legal System (including EU Law); • Demonstrable undergraduate legal research experience and knowledge of relevant research methodologies; • Develops and maintains the skills and expertise required to perform in the role effectively, e.g. keeping up to date with national and international developments; • Clearly understands the role, objectives and targets of the organisations and how they fit into their team; • Is committed to self-development and continuously seeks to improve personal performance.
Information Management/ Processing – Ability to Research and Analyse
<ul style="list-style-type: none"> • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue; • Understands complex issues quickly, accurately absorbing and evaluating different types of data (including numerical data); • Approaches and delivers all work in a thorough and organised manner; • Draws appropriate conclusions from information; • Follows procedures and protocols, understanding their value and the rationale behind them; • Keeps high quality records that are easy for others to understand; • Suggests new ways of doing things better and more efficiently.
Communication Skills
<ul style="list-style-type: none"> • Presents information in a clear and logical manner, verbally and in writing; • Ability to write in a plain English style; • Actively listens to others and tries to understand their perspectives/ requirements/ needs; • Is respectful, courteous and professional, remaining composed, even in challenging circumstances; • Can be firm when necessary and communicate with confidence and authority.
Teamwork/ Interpersonal Skills
<ul style="list-style-type: none"> • Shows respect for colleagues and co-workers; • Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate; • Offers own ideas and perspectives; • Understands own role in the team, making every effort to play their part.
Ability to Deliver Results
<ul style="list-style-type: none"> • Takes responsibility for work and sees it through to the appropriate next level; • Completes work in a timely manner; • Adapts quickly to new ways of doing things; • Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes; • Writes with correct grammar and spelling and draws reasonable conclusions from written instructions; • Identifies and appreciates the urgency and importance of different tasks; • Demonstrates initiative and flexibility in ensuring work is delivered; • Is self-reliant and uses judgement on when to ask manager or colleagues for guidance.
Drive and Commitment to Public Service Values
<ul style="list-style-type: none"> • Consistently strives to perform at a high level and deliver a quality service; • Serves the Government and people of Ireland; • Is thorough and conscientious, even if work is routine; • Is enthusiastic and resilient, persevering in the face of challenges and setbacks; • Is personally honest and trustworthy; • At all times, acts with integrity.