Public Law Internship

Candidate Information Booklet

Opportunities with:

Law Reform Commission
Office of the Attorney General
Office of the Director of Public Prosecutions
Chief State Solicitor's Office
Houses of the Oireachtas Service
Legal Aid Board

APPLICATIONS CLOSE
1.00pm, Friday 30 October 2026

Oifig an Ard-Aighne
Office of the Attorney General

Oifig an Phríomh Aturnae Stáit
Chief State Solicitor's Office

COIMISIÚN UM ATHCHÓIRIÚ AN DLÍ
LAW REFORM COMMISSION

Seirbhís Thithe an Oireachtais
Houses of the Oireachtas Service

Oifig an Stiúrthóra Ionchúiseamh Poiblí
Office of the Director of Public Prosecutions

An Bord Um Chúnamh Dlíthiúil
Legal Aid Board

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

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Background Information

The Public Law 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, the Houses of the Oireachtas Service, the Legal Aid Board 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 an opportunity to develop their skills, knowledge and confidence as part of a legal, research or knowledge management team.

The aim of the internship is to increase diversity in the legal profession and to improve access to opportunities for students from underrepresented backgrounds. 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 others 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, the Office of the Director of Public Prosecutions, the Houses of the Oireachtas Service, the Legal Aid Board and the Chief State Solicitor's Office are equal opportunities employers, we have created this internship scheme to further promote equality.

Following interview, candidates who reach the required standard will be placed on a panel in order of merit. Internship opportunities will be offered in panel order, subject to organisational requirements, preferred placement locations and satisfactory completion of all pre-employment clearances.

Facilitating Departments

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. The Commission's Programmes of Law Reform are the principal basis on which the Commission carries out its statutory

mandate to keep the law under review with a view to its reform. The Commission has since its inception had five Programmes of Law Reform, all of which must be approved by both houses of the Oireachtas and the Government. The Commission also produces a number of access to legislation products which include the Legislative Directory, Revised Acts and the Classified List of In-Force Legislation.

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.

The Office of the Director of Public Prosecutions

The Office of the Director of Public Prosecutions (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
2. The Solicitors Division
3. The Prosecution Support Services Division
4. The Corporate Services Division

A detailed description of the work of each of the divisions of the Office is available here.

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 be an outstanding public law office, delivering legal expertise to support the work of Government in partnership with our

clients, while fostering an innovative and collaborative environment where our people can thrive.

Houses of the Oireachtas Service

The Houses of the Oireachtas 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).

The Legal Aid Board

The Legal Aid Board is an independent statutory body that provides civil legal aid and advice to people who cannot afford to pay for a solicitor. It was placed on a statutory footing by the Civil Legal Aid Act 1995, and in 2011 the Family Mediation Service became part of the Board.
The Board delivers its services through a nationwide network of law centres and family mediation offices, supported by panels of private solicitors. Its legal services cover a wide range of areas, including family law, international protection, assisted decision-making, and legal representation for vulnerable witnesses. Most civil legal aid is subject to a means test and a merits test under the 1995 Act.
Family mediation is provided free of charge. It helps separating and separated couples, and parents who are living apart, to reach agreement on parenting, finances and the family home.

Role of the Public Law Intern

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

A Legal Intern will be acknowledged for any contribution to a 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.

Essential Requirements

Essential Qualifying Conditions

Candidates must, on or before Friday 30 October 2026, 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.

Candidates must also show that they qualify for the programme via **pathway 1**, **pathway 2 or pathway 3** below.

Pathway 1 – Access Programme/Access Route
You entered Higher Education through an Access Programme or Access Route, including: • Higher Education Access Route (HEAR) • Disability Access Route to Education (DARE) • Mature Student Route • Other recognised institution-specific access programmes
Pathway 2 – SUSI Financial Support
You are currently in receipt of, or have previously received, one of the following: • SUSI Band One Full Maintenance Grant • SUSI Special Rate Maintenance Grant
Pathway 3 – Registered Disability Support Service User
You are registered with, and currently receive supports from, the Disability Support Service within your Higher Education Institution.

If none of these pathways is applicable to you, you are not eligible to apply for the Public Law Internship Programme.

Documentary evidence showing that you qualify via pathway 1, pathway 2 or pathway 3 must be provided. Examples of acceptable documentation include:

- confirmation of participation in an Access Programme or Access Route (for example, HEAR, DARE, Mature Student Route);
- SUSI award letter confirming receipt of a Band One Full Maintenance Grant or Special Rate Maintenance Grant; or

- confirmation letter from your Higher Education Institution's Disability Support Service.

Failure to provide the required supporting documentation may result in your application being deemed ineligible.

Essential Skills, Knowledge and Experience

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; and
- excellent interpersonal and team working skills.

Candidates will also be expected to demonstrate that they possess the key competencies for the Legal Intern role. See Appendix 1 for details.

Eligibility to Compete

Eligible candidates must be:

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union (EU), 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 permission* or stamp 5 permission;

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

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

Principal Conditions

Stipend

A stipend is available for successful candidates of €611.75 per week less applicable deductions, including PAYE, PRSI, USC and pension deductions.

Duration

The internship will be for a two-month duration.

Start Date

Successful applicants should be available to commence their internships on 08 June 2027*.

*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.

Hours of Attendance

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

Subject to agreement with the host organisation, some flexibility in working hours may be available.

Place of Work

Candidates will be invited to indicate preferred organisations. While these preferences will be considered, appointments will ultimately be determined by panel ranking, organisational requirements and available placements

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, Chancery Building, 3–10 Chancery Lane, Dublin 8;
- The Chief State Solicitor's Office, Smithfield Hall East, Bow Street, Dublin 7, D07 C8HA;
- The Houses of the Oireachtas Service, Kildare Street, Dublin 2

  or

- The Legal Aid Board, The Eight Building, 8 Newmarket, The Liberties, Dublin 8.

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

Competition Process

How to Apply

Candidates are required to email their completed application forms (Part A and Part B) as attachments to recruitment@oireachtas.ie with the subject line of **PLI2027**.

The official application form (Part A and Part B) for the competition must be used. Forms must be typed. Handwritten forms will not be accepted.

Candidates must:

- complete all sections of the application form (Part A and Part B); and
- ensure that all parts of the form are completed thoroughly and accurately, as you may be shortlisted based on the information supplied.

In applying, you should note that:

- any inaccuracy in completing the application may result in rejection, so it is in your own interest to ensure that the information supplied in all sections is correct; and
- if it is necessary to continue your application on a separate sheet, you should set the information out in the same format as in the application form.

Closing Date

Your completed application must be submitted by email to recruitment@oireachtas.ie not later than **1.00 pm on Friday 30 October 2026**.

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

Selection Methods

The methods used to select candidates for this internship will include:

- Where the number of eligible applications exceeds that which can reasonably be progressed, a shortlisting process may be applied. Shortlisting will be based on an assessment of the evidence provided against the essential requirements and competencies outlined in this booklet.
- If shortlisted, there will be a competitive competency-based interview.

It is expected that interviews will take place in November 2026.

Candidates Requiring Reasonable Accommodation

We are committed to equality of opportunity for all candidates. If you have a

disability or require reasonable accommodation during the selection process, we encourage you to share this with us on your application form so that we can support you. Examples of reasonable accommodation adjustments include the provision of extra time in your interview or assessment or assistive technology.

You are the expert on your specific requirements, and so we will be guided by you. Please note that in endeavouring to support your requirements we may ask for additional documentation. You can ask for assistance by contacting Thomas Lynch at (01) 618 4382 or recruitment@oireachtas.ie.

Any reasonable accommodation required will be kept confidential and used solely for the purpose of the selection process.

Security Clearance

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 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.

Offers of appointment will be made subject to satisfactory completion of all required security clearance processes.

Confidentiality

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

Candidates' Obligations

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

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, a copy of information about you, which is kept on computer.

Code of Practice

The selection process for this internship competition is not subject to the requirements of the Commission for Public Service Appointments' Code of Practice Appointment to Positions in the Civil Service and Public Service. However, it will be conducted in a fair, transparent and merit-based manner, having regard to the principles and standards set out in the Code, which is available at www.cpsa.ie.

Candidates are advised to familiarise themselves with the principles of the Code, including the responsibilities expected of candidates throughout the selection process.

Appendix 1: Key Competencies – Public Law Intern

Specialist Legal Knowledge, Expertise and Self-Development
• 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
• 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
• 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
• 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
• 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
• 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.