**ORLA HUBBARD**

**Contact**

* Judicial Researchers' Office, Aras Uí Dhálaigh, Four Courts, Dublin 7
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**Education**

* **Certificate in Data Protection Law, Law Society of Ireland, 2016**
* **LLM (International and European Comparative Law), Trinity College Dublin, 2013-2014 (First Class Honours)**
* **BCL (Law and Irish), University College Cork, 2009-2013 (2:1)**
* **Family Law Matters, FETAC Level 4, Ballymun Community Law Centre, 2011**
* **Employment Law, FETAC Level 6, Northside Community Law Centre, 2011**

**Work Experience**

**Dec 2015-present: Judicial Researcher at the Four Courts**

* preparing legal research memoranda in response to judges’ queries
* proofreading draft judgments for legal, spelling, grammatical errors etc
* compiling handbooks (comprehensive reference guides) on various legal topics
* undertaking sentencing reviews and analysis for specific offences
* supporting judges in preparation for conferences, speeches and publications

**Feb-Dec 2015: Policy Officer at Department of Foreign Affairs and Trade**

* Engagement with global foreign policy institutes and embassy officials
* Managed two foreign policy events, coordinated volunteers and liaised with visiting speakers
* Supported the launch of a unique Foreign Policy Network
* Policy research and preparation of memoranda

**Sept 2014-Feb 2015: Legal Assistant (Immigration Law) at Brophy Solicitors**

* Drafting briefs and applications
* Meeting individually with vulnerable clients
* Research on countries of origin, preparation of judicial reviews and appeals
* Liaise with international humanitarian and government agencies

**July-Sept 2014: Legal Assistant at FLAC (Free Legal Advice Centres)**

* Member of FLAC's telephone information line team
* Research assistant with the public interest law alliance (PILA)
* Campaigning and advocacy
* Assisting barristers and solicitors advising in FLAC advice centres
* Translated statements and policy documents into Irish, liaising with Irish media

**April-July 2014: Legal Assistant at Irish Refugee Council Independent Law Centre**

* Preparing reports and briefs, country of origin research
* Meeting vulnerable clients, liaising with law firms and NGOs on joint projects
* Spearheaded a project tracking the early legal advice process. My work has been represented in the IRC’s recent Early Legal Advice Best Practice Manual

**Jan- May 2012: Legal Intern at TASC**

* Independent research, advocacy and campaigning initiatives
* Drafted policy documents for submission to various Oireachtas Committees
* Assisted in the organisation of TASC's annual conference

**July 2012- July 2013: Deputy Current Affairs Editor at UCC Motley Magazine**

* Interviewed high profile social and political figures
* Led and managed a team of writers
* Responsibility for editing online content

**June 2012-June 2013: Irish Language Editor at UCC Express**

* Established first ever Irish language section of the UCC Newspaper
* Assembled and led a team of writers
* Responsibility for section content, design and proofreading
* Part of a strong editorial team

**Additional Skills and Competencies**

* IWS National Pool Lifeguard Award 2013
* Thorough knowledge of Microsoft Office software, including Excel
* Also fully trained in office software such as MasterClient and Keyhouse
* Irish language - Advanced
* French – Intermediate

**Referees**

**Mr Justice Brian Cregan**

High Court Judge, Head of IBRC Inquiry, Supervisor of Judicial Researchers’ Office

Email: briancregan@courts.ie

**Mr Brian Collins**

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