

# Rachel Hanly

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## **Employment History**

### **June 2016 – Present**

#### **Senior Judicial Researcher, Head of the Judicial Researchers' Office - Courts Service of Ireland**

- Management of the Judicial Researchers' Office – six team members
- Main point of contact for queries from members of the judiciary
- Delegating work to team members and review of work performed by them
- Resource planning to ensure that all deadlines are met in the most efficient manner
- Timely and accurate delivery of requested research memoranda, proofreading and handbooks for the judiciary
- Manage the progress of research projects and co-ordinate with members of the Judiciary during the review process
- Reporting to the liaison judge, The Hon. Mr. Justice Brian Cregan, on the work of the Office on a fortnightly basis
- Report to and liaise with Supreme and High Court Operations regarding the operation of the Office
- Founder and lead of Research Working Groups which include judicial assistants in the Supreme Court, High Court, Circuit Court and the Judicial Researchers' Office
- Provide training to members of the judiciary on the Judges' Intranet
- Prepare a monthly Judges' Bulletin on recent legal developments and research material completed by the Judicial Researchers' Office and the Research Working Groups
- Prepare a monthly bulletin for judicial assistants in all jurisdictions and maintain the shared research drive
- Attend and prepare materials for the four annual Judicial Conferences
- Facilitate and conduct tours of the Four Courts and the Courts of Criminal Justice for visiting judges and dignitaries

### **February 2014 – May 2016**

#### **Judicial Assistant, The High Court - Courts Service of Ireland**

- Researcher to the Hon. Mr. Justice Peter Kelly, President of the High Court for the President's List dealing with regulation of the professions – Solicitors Acts, Dental Acts, Medical Practitioners Act 2007, Nursing and Midwifery Act
- Temporary Senior Judicial Assistant – assigning work, managing 25 approx. Judicial Assistants, assisting High Court judges with queries, overseeing and providing feedback on research of new judicial assistants
- Lead researcher on the civil jury trial *Ian Bailey v. Commissioner of An Garda Síochána, The Minister for Justice, Equality and Law Reform, Ireland and the Attorney General*
- Contributor to the judicial *Civil Jury Trial Handbook, High Court Digest, Licensing Handbook*
- European Network of Councils for the Judiciary

#### **Member of the Project Team – ENCJ Project 3 2015-2016 *Funding of the Judiciary***

- Representative of the Courts Service on the Project Team and at meetings in Dublin and Brussels
- Designated point-of-contact for the Project Team
- Minute-taker for the Project Team
- Currently assisting the Judicial Support Unit with the co-ordination of the ENCJ meeting in Dublin Castle in March 2016
- Assist in the drafting of the report

- Drafted the discussion document on international sources relating to funding of the judiciary for consideration by the Project Team and inclusion in the report

**Member of the Project Team – ENCJ Report 2014-2015 *Report on Development of Minimum Judicial Standards V: Minimum Standards regarding Disciplinary Procedures***

- Representative of the Courts Service on the Project Team and at meetings in Dublin and Madrid
- Minute-taker for the Project Team
- Assisted the Judicial Support Unit with the co-ordination of the ENCJ Meeting in Dublin, December 2014
- Drafted the discussion document on international sources relating to the independence of the judiciary for consideration by the Project Team and inclusion in the report
- High Court representative on the Supreme & High Court Operations working group to develop a training and development programme for Judicial Assistants
- Mentor to a number of new judicial assistants which involved assisting them with queries and reviewing and providing feedback on research tasks
- Worked on a wide variety of lists – Commercial list, Non Jury Judicial Review, Jury, Chancery, Family, Extradition, Bankruptcy
- Preparing analytical summaries of written argument or evidence
- Conducting detailed research on varied topics
- Taking detailed notes of oral argument during hearings
- Drafting, editing and proof-reading draft judgments
- Assisting the Judge in preparing to go to court and during court proceedings
- Assisting in ensuring good order is kept in the courtroom
- Acting as liaison between the Judge and the parties to litigation if required
- Assisting the Judge in the course of official duties

**October 2010 – February 2014**

**Legal Researcher, Ph.D Candidate in Law - Faculty of Law, University College Cork**

Awarded the following research scholarships:

- Irish Research Council Government of Ireland Postgraduate Scholarship
- University College Cork Faculty of Law PhD Scholarship
- Ronan Daly Jermyn Scholarship
- Aidan Synnott Graduate Study Travel Bursary

**October 2010 – May 2011 & September 2012 – December 2012**

**Assistant Lecturer in the Law of Torts - Faculty of Law, University College Cork**

- Responsible for approximately 160 students
- Preparation of teaching material and learning supports for students ranging from undergraduate to postgraduate level
- Support and monitor students' learning and understanding of legal material
- Co-ordinate with the senior lecturer to enhance the course curriculum

**October 2010 – December 2013**

**Conference Administrator- Faculty of Law, University College Cork**

- Support the efficient and timely running of conferences and seminars
- Assist with the on-site registration desks, delegate queries, money-handling, issuing of CPD certificates and Q&A sessions
- Assist in the preparation of conference delegate packs

**June 2005 – December 2010**

**Accounts' Assistant - Michael Power Accountants & Co.**

- Financial statement preparation, utilising SAGE reporting package
  - Tax Return preparation, inclusive of Income Tax, VAT and PAYE
  - Maintained client relationships at the appropriate level and presented a favourable impression of the firm
  - Provided ongoing feedback to manager regarding job performance
  - Office administration including filing, faxing, photocopying, typing and reception
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**Education and Qualifications**

**October 2015 – present**      **FE1 Candidate, Law Society of Ireland**

- Four exams successfully passed
- Awaiting results on three exams
- One remaining exam in March 2017 sitting

**January – March 2013**      **Visiting Researcher in the Faculty of Laws, University College London**

**2010 – 2011**      **Teaching and Learning for Graduate Studies – University College Cork.**

**2008 – 2009**      **Masters in Law (Grade: 1.1), University College Cork**

- Awarded 85% in masters' thesis *Hospital-Acquired Infection: The Challenges for the Law of Torts*
- Thesis published in Ireland's leading law journal *Dublin University Law Journal* (2010)
- Ranked in the top seven percent of graduating class (Overall rank: third of 43)

**2005–2008**      **Bachelor of Civil Law (Grade: 2.1), University College Cork**

**2000 –2005**      **Leaving Certificate (520 points), Coláiste Dun Iascaigh, Cahir, Co. Tipperary**

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**Voluntary Work**

**January 2011 – February 2014**

**Legal Researcher - Child Law Clinic, University College Cork**

- Drafting legal advice to support lawyers litigating in child law
- Drafting policies and guidance on children's rights and family law
- Help with the organisation of Clinic conferences and seminars

**October 2011 – June 2012**

**Conference Organiser and Co-Editor of the CCJHR Working Paper Series - Centre for Criminal Justice and Human Rights (CCJHR) Postgraduate Conference 2012**

- Managed the theme of the conference, ensured international and national advertising, secured sponsorship, and co-ordinated the acceptance and organisation of conference abstracts
- Managed delegate queries, including assistance with visa applications
- Compiled conference programme, book of abstracts and information pack for delegates
- Organised delegate accommodation, conference catering, venue and facilities management, post-conference reception and meal

- Prepared conference budgets, post-conference accounts reconciliation, expense claims, CPD certificates and in charge of money-handling
- Edited the inaugural CCJHR Working Paper Series

**2009 – 2011**

**Cork Online Law Review**

**House Style Editor (2011), Ex-officio (2010) and Editor-in-chief (2009)**

- Led and worked as a member of the Review editorial board to review submissions and increase the profile of the Review
  - Member of interview panel that chose the editorial board
  - Supervised and provided guidance on stylistic issues
  - Ensured the timely and structured online publication of the editions
  - Organised the launch of the editions
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**IT Skills**

- Extensive knowledge of legal databases – Justis, Westlaw UK & Ireland, Hein Online
  - MS Office suite
  - ECDL license
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**Interests and Activities**

- Active member of Macra na Feirme
  - I have an avid interest in sport. I play basketball and tag rugby and I am a member of Rockwell Rovers GAA club
  - I enjoy music, going to the theatre, cooking and baking
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**References**

**The Hon. Mr. Justice John Hedigan, Judge of the Court of Appeal** – Email address and phone number available on request

**The Hon. Mr. Justice Michael Moriarty, Judge of the High Court** - Email address and phone number available on request