Candidate Campaign Information Pack

Principal Social Worker – Adoption

Dear Candidate,

Thank you for your interest in the post of **Principal Social Worker – Adoption.**

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration.

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process

For any informal enquiries regarding the position and job specification please contact: Area Manager; Siobhan Mugan, Siobhan.mugan@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitcorponat@tusla.ie or Tusla Recruit Campaign Manager: Rory Power, rory.power@tusla.ie / 087 774 5036.

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Principal Social Worker – Adoption Grade Code: 350Y
Campaign Reference Approval Code	TRCORP20262479
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 29th October 2026
Closing Date for Applications	12 noon, Monday 16th November 2026
Proposed Interview date(s)	November/December 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Siobhan Mugan, Siobhan.mugan@tusla.ie *Making an **informal enquiry** gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.*
Location of Post	The current vacancy is in Dartmouth House, Kylemore Road, Ballyfermot, Dublin 10. However, the initial assignment will be confirmed upon appointment. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/
Details of Service	The Child and Family Agency was established on 1st January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure. The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country. The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care

	• Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children's Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie
Purpose of Role	The post holder will lead and be responsible for the effective delivery of a quality social work service for a defined functional area.
Reporting Relationship	Reports to the Area Manager
Duties and Responsibilities	**Main Duties and Responsibilities** **Professional / Clinical** **The Principal Social Worker will:** • Have awareness of children and young people's participatory practice • Be responsible for the overall management and performance of social work activity within the designated area in keeping with good professional practice and subject to agreed policy directives and priorities. • Provide clinical and professional leadership in the delivery of a high quality social work service. • As required, take direct responsibility for a defined caseload. • Provide an initial assessment service to all care groups and to develop referral procedures with other social work networked services. • Ensure the promotion of the social model of care. • Develop good working relationships with other Heads of Service, professionals, specialist services, community and voluntary organisations to provide integrated quality care to service users. • Develop and promote integrated models of service delivery between relevant stakeholders. • Ensure the implementation of current and evolving legislation, policies and procedures, guidelines and protocols. • Ensure anti-discriminatory practice and cultural competence, at individual and service levels. • Seek the development of fair and equitable social policy and where inequalities are identified lobby for change. • Contribute to the overall development of the social work service so as to meet current and emerging trends and unmet needs. • Help and advise the Managers in the planning and provision of social work services. • Facilitate clear channels of communication to relevant management structures in relation to social work service issues. • Be responsible for the delivery of the social work service within the budget allocation. • Provide professional leadership at meetings, committees and/or other fora as required. • Chair and participate in case conferences with the appropriate staff when the need arises. • Ensure that the Social Work service values diversity and respect in the workplace. • Ensure the provision of appropriate clinical supervision to staff.

- Avail of appropriate clinical supervision to ensure own ongoing competency to supervise other staff.

Management

The Principal Social Worker will:

- Report and advise on social work staffing needs.
- Oversee the implementation of appropriate induction and probationary systems.
- Oversee the implementation of an appropriate performance management system for the delivery of a high quality social work service.
- Keep updated on current and impending legislation and the perceived impact on practice.
- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with national and organisational developments within the Child and Family Agency – Tusla.
- Ensure service delivery corresponds to best national and international practice.
- Ensure Social Work service complies with relevant HR and other policies, procedures and guidelines.
- Contribute to the development of policies, procedures and guidelines in relation to the social work service, engaging staff as appropriate.
- Participate in and contribute to service planning and development.
- Formulate and review the social work service plan and contribute to the overall Tusla plan in consultation with other Heads of Service.
- Provide service delivery reports as required e.g. service plan, annual report.
- Ensure that there are appropriate systems in place to gather relevant information.
- Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act.
- Oversee service user and data confidentiality.
- Negotiation of and monitoring of Service level agreements with community based funded partners on behalf of Tusla.
- Collaborate with the Area Manager, Children, Youth and Families or equivalent in developing the role of the Principal Social Worker and the team e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.
- Ensure that the social work service makes the most efficient and effective use of developments in IT.

Education & Training

The Principal Social Worker will:

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning.
- Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of social workers.

	• Act as a resource by participating in the education and training of Social Work colleagues and other health professionals as required. • Build and communicate an understanding of the role and contribution of social work within Tusla services. **Health & Safety** • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**
Eligibility Criteria Qualifications and / or Experience	**Applicants must by the closing date of application have the following:** • Must be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU. **And** • Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU. **And** • Have 5 years' relevant post – qualification experience. **And** • Must have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office. **Health** A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character** Each candidate for and any person holding the office must be of good character.

Skills, competencies and/or knowledge	**Tusla Leadership Competency Framework** The **Tusla Leadership Competency Framework** describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is Leading Service Please access this Leading Service link to fully familiarise yourself with the impact of this **Leading Service** proficiency for Tusla. **The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.**
Other requirements of the role	• The post holder will require access to appropriate transport as the post may involve travel. • Have awareness of children and young people's participatory practice
Application Process **Campaign Specific Selection Process** **Shortlisting / Interview**	The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully. Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie.

	Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. **Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.** **All roles within Tusla carry responsibility towards the protection of personal and sensitive data.**	

Tenure	The current vacancy available is permanent and wholetime. The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at "expression of interest" stage for each individual post. The purpose of this campaign is to fill immediate urgent vacancies, and it is expected that panel placements will cease if expressions are not received within the appropriate processes. Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.
Remuneration	The Salary scale for the whole time equivalent of this post is: **01/06/2026:** €81,913, €84,286, €87,989, €91,691, €95,391, €100,486 LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable). The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in **Appendix 5.** Candidate Information Pack - Recruitment Process Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is a currently serving civil or public servant.

Working Week	The standard working week applying to the whole time equivalent of this post is: **35** hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is **30** days per annum.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)
Ethics in Public Office 1995 and 2001 **Positions remunerated at or above the minimum point of the Grade VIII salary scale** **NOTE** **THIS SECTION REFERS TO POSTS AT €73,209 PLUS**	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below. A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are

	compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.gov.ie/