



## **Candidate Campaign Information Pack**

### **Grade VII – Privacy Officer – West North East**

Dear Candidate,

Thank you for your interest in the post of **Grade VII – Privacy Officer – West North East**.

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: Michelle Reilly, [michelle.reilly@tusla.ie](mailto:michelle.reilly@tusla.ie) / 086 020 5471.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [recruitwestnorthwest@tusla.ie](mailto:recruitwestnorthwest@tusla.ie) or Tusla Recruit Campaign Manager: Katie Power, [katie.power1@tusla.ie](mailto:katie.power1@tusla.ie) / 087 092 1714.

Kind Regards,  
Tusla Recruitment Team



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Job Specification

<b>Job Title, Grade and Grade Code</b>	Grade VII – Privacy Officer – West North East Grade Code: 0582
<b>Campaign Reference Approval Code</b>	TRWNW20261351
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	Thursday, 2 <sup>nd</sup> July 2026
<b>Closing Date for Applications</b>	12 noon, Monday, 20 <sup>th</sup> July 2026
<b>Proposed Interview date(s)</b>	August 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	Michelle Reilly, <a href="mailto:michelle.reilly@tusla.ie">michelle.reilly@tusla.ie</a> / 086 020 5471  <i>Making an <b>informal enquiry</b> 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.</i>
<b>Location of Post</b>	The current vacancy is negotiable with the successful candidate within the region of the West North East which includes; Sligo, Leitrim, Roscommon, Mayo, Louth, Donegal, Cavan & Monaghan.  However, the initial assignment will be confirmed upon appointment.  A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease.  For Tusla Regions & Networks please check the following link: <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>
<b>Details of Service</b>	The Child and Family Agency was established on 1 <sup>st</sup> 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.

	<p>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.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Children’s Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>
<p><b>Purpose of Role</b></p>	<p>Privacy Officers are responsible for the gathering, compiling and processing GDPR Data Subject Rights Requests (DSRRs) and Freedom of Information (FOI) requests. Each Privacy Officer will act as the first point of contact for data protection (DP) and FOI issues in their relevant Directorate or Region and will be responsible for the identification and rolling out of training requirements, as well as the monitoring and reporting of relevant DP and FOI metrics. Privacy Officers will adhere to the Data Protection Unit (DPU), process, risk, systems and standard operating procedures (SOPs); working within their Directorate/Region to adhere to GDPR compliance with the assistance and implementation of processes across GDPR. The Privacy Officer will attend privacy network learning and continuous development events.</p>
<p><b>Reporting Relationship</b></p>	<p>Reporting to a nominated senior manager at local or regional level as determined by the CEO. This is to facilitate the transition to six new Regions for Tusla governance.</p> <p>Post holders will also be required to work with the Data Protection Unit (DPU) and the Privacy Network Manager with regard to ensuring and demonstrating consistency in application of DP and FOI policy, systems, SOPs and continuous quality improvement, risk management and statutory compliance.</p>
<p><b>Duties and Responsibilities</b></p>	<p><b>Main Duties and Responsibilities</b></p> <p><b>Data Protection Operations</b></p> <ul style="list-style-type: none"> <li>• Assist with the development and implementation of safe and effective data management systems within the Directorate/Region</li> <li>• Process Subject Rights Requests (DSRRs), Freedom of Information Requests (FOI) and in accordance with standard operating procedures.</li> <li>• Manage and report on local privacy incidents and breaches of personal data and escalate to the central Data Protection Unit (DPU) in Tusla.</li> <li>• Engage with the DPU on privacy related issues (including processes, status and updates on tasks, activities and relevant queries) emerging from the Directorate/Region.</li> </ul> <p><b>Stakeholder Engagement</b></p>

- Proactively engage with the network of Privacy Officers in Tusla and attend learning exchange and training events.
- Act as a point of contact for the DPU in relation to investigations or queries relating to the Data Protection Commission (DPC) and Office of the Information Commissioner (OIC) matters.
- Represent your Directorate/Region in Data Protection Week.

#### **Team Effectiveness**

- Identify and deliver Data Protection (DP) and FOI training needs as required for the Directorate/Region in accordance with the suite of training developed and approved by the DPU.
- Support effective reporting of DP and FOI metrics including breach statistics, DSRR and FOI processing activity and case volumes.
- Lead efforts to maintain up-to-date and accurate local data inventories.

#### **GDPR/DP and FOI Compliance**

- Advocate and promote DP and FOI compliance in the Directorate/ Region.
- Ensure staff complete DP and FOI training mandated by the Data Protection Officer (DPO) and the DPU.
- Perform tasks and activities that support compliance with Tusla Privacy Policy, the GDPR, Data Protection Act 2018, Freedom of Information Act.
- Maintain the privacy risk register and implement DP and FOI Standard Operating Procedures (SOPs).

#### **GDPR/DP and FOI Advisory**

- Act as the first point of contact for DP and FOI queries and issues within Directorate/Region, advising staff on best practice approaches as advised by the Data Protection Unit.

#### **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**

	<b>development of the post while in office.</b>
<b>Eligibility Criteria Qualifications and / or Experience</b>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate experience of coordinating management information and systems analysis</li> <li>• Demonstrate experience of processing Data Subject Rights Requests (DSRR) and/or Freedom of Information (FOI) requests in an organizational setting that processes large volumes of sensitive personal data.</li> <li>• Demonstrate excellent MS Office skills to include Word, Excel, PowerPoint and SharePoint.</li> <li>• Demonstrate specialist GDPR/Data Protection, legal and technical, management information and analysis skills.</li> <li>• Demonstrate knowledge of the work of Tusla, Child &amp; Family Agency and the data processing and sharing activities carried out.</li> </ul> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<b>Skills, competencies and/or knowledge</b>	<p><b><u><a href="#">Tusla Leadership Competency Framework</a></u></b></p> <p>The <b><u><a href="#">Tusla Leadership Competency Framework</a></u></b> describes the behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral 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.</p> <p>The Tusla Leader Framework relevant for this role is <b><u><a href="#">Leading Others</a></u></b> Please access this <b><u><a href="#">Leading Others</a></u></b> link to fully familiarize yourself with the impact of this <b><u><a href="#">Leading Others</a></u></b> proficiency for Tusla.</p> <p><b>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</b></p>
<b>Other requirements of the role</b>	<ul style="list-style-type: none"> <li>• Have awareness of children and young people’s participatory practice</li> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> </ul>
<b>Application Process</b>	The online application system has a time out facility, this is in order to protect the privacy of

**Campaign Specific Selection Process**

**Shortlisting / Interview**

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.

AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process.

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.

**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](http://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

**The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families.**

**Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 regions to 30 networks. The initial assignment will be to West North East. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role.**

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.**

<p><b>Tenure</b></p>	<p>The current vacancy available is permanent and whole time.</p> <p>The post is pensionable.</p> <p>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<p><b>Remuneration</b></p>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/02/2026: €60,613, €62,094, €63,824, €65,560, €67,302, €68,858, €70,442, €71,985, €73,516, €76,151, €78,795 LSIs</b></p> <p>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).</p> <p>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. <a href="#">Candidate Information Pack - Recruitment Process</a></p> <p>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.</p> <p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the whole time equivalent of this post is: <b>35</b> hours.</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the whole time equivalent of this post is <b>30</b> days per annum.</p>
<p><b>Superannuation</b></p>	<p>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.</p>

<p><b>Probation</b></p>	<p>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.</p> <p>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.</p>
<p><b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b></p>	<p>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.</p>
<p><b>National Standards for Children and Family Services</b></p>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017).</p>
<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale</b></p> <p><b>NOTE</b></p> <p><b>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</b></p>	<p>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.</p> <p>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 31<sup>st</sup> January in the following year.</p> <p>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.</p> <p><b>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</b></p>

	servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a>
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