



**Candidate Campaign Information Pack**  
**Grade VIII – DPU Breach Technical Lead**  
**\*UPDATED Tenure\***

Dear Candidate,

Thank you for your interest in the post of **Grade VIII – DPU Breach Technical Lead**  
**\*UPDATED Tenure\***.

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: Richard Coyne, [richard.coyne@tusla.ie](mailto:richard.coyne@tusla.ie) / 087 485 7516.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [recruitcorponat@tusla.ie](mailto:recruitcorponat@tusla.ie) or Tusla Recruit Campaign Manager: Alan Burns, [alan.burns@tusla.ie](mailto:alan.burns@tusla.ie) / 087 434 1974.

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 VIII – DPU Breach Technical Lead *UPDATED Tenure* Grade Code: 0655
<b>Campaign Reference Approval Code</b>	TRCORP20251635
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	Thursday, 23 <sup>rd</sup> April 2026
<b>Closing Date for Applications</b>	12 noon, Monday 11 <sup>th</sup> May 2026
<b>Proposed Interview date(s)</b>	May 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	Richard Coyne, <a href="mailto:richard.coyne@tusla.ie">richard.coyne@tusla.ie</a> / 087 485 7516  <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 flexible location, requiring regular travel to Tusla Corporate Office, Brunel Building, Heuston South Quarter, Dublin 8.  However, the initial assignment will be confirmed upon appointment.  A panel may be created for the purpose of filling the current vacancy. Once this vacancy is 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.  The Agency currently has responsibility for a budget of circa €1.2billion and delivers its

	<p>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>Data Protection Unit</b></p> <p>Tusla processes a large volume of highly sensitive personal data on a daily basis in order to deliver the critical services it provides to Children and Families across the State. In doing this, Tusla must ensure that it has adequate organisational and technical measures in place; that the rights and freedoms of Tusla service users are respected and that privacy risks to those rights and freedoms are minimised; and that a fit for purpose operating model for Data Protection and FOI is implemented.</p>
<p><b>Purpose of Role</b></p>	<p>The purpose of the role is to govern and manage the personal data breach-handling function within Tusla, provide strategic oversight and operational management, develop and maintain standard operating procedures, design and produce metrics and reports for senior management with a focus on improving data governance, and engage with and work in partnership across the Data Protection Unit (DPU).</p>
<p><b>Reporting Relationship</b></p>	<p>This role reports to the DPU Governance Data Subject Rights and Requests and Breaches General Manager</p>
<p><b>Duties and Responsibilities</b></p>	<p><b>Data Protection Operations</b></p> <ul style="list-style-type: none"> <li>• Conduct effective oversight and reporting of key data protection metrics, including incident/breach statistics and case volumes.</li> <li>• Maintain accurate, real-time, metrics and reports of new, open, and closed incidents/breaches on a 72 hour/weekly/monthly/annual basis.</li> <li>• Manage the relationship with the Data Protection Commission (DPC) as it relates to incidents/breaches.</li> <li>• Manage and mentor Data Protection Specialist Administrators assigned to incident/breach management including in respect of caseload prioritisation, output, outcomes, problem solving capacity, and personal development.</li> <li>• Manage the incident/breach case management system.</li> <li>• Manage the process of mitigation against potential or emerging incidents/breaches.</li> <li>• Manage the process of receipt, recording, analysis, investigation, regulatory compliance, and remedial actions for reported incidents/breaches.</li> <li>• Provide strategic oversight of and operational management for the incident/breach-handling function.</li> </ul>

- Manage requirements for training and awareness initiatives to support consistent compliance in relation to incidents/breaches.

#### **Team Effectiveness**

- Design and maintain Standard Operating Procedures for the breach-handling function.
- Train and upskill Breach support staff and other relevant stakeholder groupings.
- Establish best practices for incident/breach processing in Tusla.
- Manage resources assigned to the incident/breach function including work prioritisation and output, personal development, and performance.
- Manage the procurement process for purchasing in relation to incidents/breaches.
- Produce metrics and reports with a focus on improving data governance.

#### **Stakeholder Engagement**

- Consult and build a strong relationship with the DPC; act as a point of contact for the DPC on breach management issues.
- Ensure the development of effective relationships and communications with internal and external stakeholders in relation to breach management, including service users, staff members, and third parties.
- Liaise, in particular, with the DPU Helpdesk Technical Lead in order to mitigate against potential or emerging incidents/breaches.
- Participate in communication strategies designed to promote awareness of data protection obligations with internal and external stakeholders.

#### **GDPR Compliance**

- Attend monthly risk committee meetings.
- Co-ordinate and compile KRIs and KPIs for GDPR compliance in relation to incidents/breaches
- Ensure that all GDPR reporting requirements in relation to breaches are maintained at a high level.
- Keep up to date with data protection legislative requirements.
- Maintain standards of practice and levels of professional knowledge in the area of data protection.
- Support improvements to Tusla's compliance with applicable data protection legislation.

#### **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

	<p>role.</p> <ul style="list-style-type: none"> <li>To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria Qualifications and / or Experience</b></p>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>Have a minimum Level 8 qualification on the National Framework of Qualifications in Ireland (or equivalent in another jurisdiction) in a relevant discipline, and / or have a formal Data Protection certification / qualification</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Have at least 3 years’ management experience – managing resources, projects, organisational change initiatives; and general administration</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Significant experience of one or more of the following: <ul style="list-style-type: none"> <li>Knowledge of the law and practice of the General Data Protection Regulation and the Irish Data Protection Act 2018.</li> <li>Knowledge of compliance reporting processes and communications to supervisory authorities and governance bodies, preferably in the area of data protection.</li> <li>Experience of the development and communication of policies, procedures and guidelines and the development and implementation of privacy controls.</li> <li>Experience of risk-based compliance frameworks, control design and implementation, preferably in the area of data protection.</li> </ul> </li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>Experience of managing and working collaboratively cross functionally with multiple internal and external stakeholders, as relevant to this role</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office</li> </ul> <p><b>Health</b></p>

	<p>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>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><a href="#">Tusla Leadership Competency Framework</a></p> <p>The <a href="#">Tusla Leadership Competency Framework</a> 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.</p> <p>The Tusla Leader Framework relevant for this role is <a href="#">Leading Service</a></p> <p>Please access this <a href="#">Leading Service</a> link to fully familiarise yourself with the impact of this <b>Leading Service</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>
<p><b>Other requirements of the role</b></p>	<ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> <li>• Have awareness of children and young people’s participatory practice</li> </ul>
<p><b>Application Process</b></p> <p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being</p>

	<p>called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
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<b>Code of Practice</b>	<p>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.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>. Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p>
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**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 areas to 30 networks. The initial assignment will be for Corporate/National. 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.**

<b>Tenure</b>	<p>The current vacancy available is Permanent and whole time.</p> <p>The post is pensionable.</p> <p>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.</p> <p>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.</p>
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	<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>
<b>Remuneration</b>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/02/2026:</b> €83,081, €83,827, €87,105, €90,397, €93,663, €96,943, €100,205</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 currently a serving civil or public servant.</p>
<b>Working Week</b>	<p>The standard working week applying to the whole time equivalent of this post is: <b>35</b> hours.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the whole time equivalent of this post is <b>30</b> days per annum.</p>
<b>Superannuation</b>	<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>
<b>Probation</b>	<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>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	<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</p>

	attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
<b>National Standards for Children and Family Services</b>	<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>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>