



## **Candidate Campaign Information Pack Grade VII ICT Modern Workplace Test Lead**

Dear Candidate,

Thank you for your interest in the post of – Grade VII ICT Modern Workplace Test Lead

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: Applications Development; Philip Duggan – [philip.duggan@tusla.ie](mailto:philip.duggan@tusla.ie)

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 4341974

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 ICT Modern Workplace Test Lead Grade Code: 0582
<b>Campaign Reference Approval Code</b>	TNCORP20262151
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	Thursday 18 <sup>th</sup> June 2026
<b>Closing Date for Applications</b>	12 noon, Monday 13 <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>	Applications Development; Philip Duggan – <a href="mailto:philip.duggan@tusla.ie">philip.duggan@tusla.ie</a> <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 in Nationwide. However, the initial assignment will be confirmed upon appointment.  Tusla has offices nationwide, the role can be based in the nearest Tusla office with available space.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled Nationwide.  For Tusla Region/ Networks please check the following link: <a href="#">Find My Network</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 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: <ul style="list-style-type: none"><li>• Child Protection and Welfare</li></ul>

	<ul style="list-style-type: none"> <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>About Tusla ICT:</b> Tusla ICT provides the innovation, systems, and support to assist the Agency in delivering its services to children and families, as well as achieving its business and strategic objectives.</p> <p>Tusla has one of the largest ICT networks in the Irish Public Service, with approximately 6,000 users and 325 office/centre locations.</p> <p>The ICT directorate is responsible for delivering the following functions: ICT Networks, Server and Storage Management; Cyber Security, Business Continuity and Disaster Recovery; 0365 and Cloud Management; Application Development; Digital Transformation and Support; Data and Information Management; Service Delivery; ICT Business Support, Governance and ICT Programme Management.</p>
<b>Purpose of Role</b>	<p>The Test Lead will work as part of the Modern Workplace team in delivering solutions to support the work of Tusla and assist staff in maximising the use of technology to work efficiently and effectively. The Test Lead will develop and maintain Test strategy, Test Plan and Test Cases for our Modern Workplace Apps. The Lead will have responsibility for the end to end testing of systems under development and ongoing maintenance of the quality assurance processes to reduce development defects and maintain quality standards. The role will involve managing automated testing solutions to introduce automated testing as much as possible.</p> <p><b>Tusla’s Application Development Architecture</b> Tusla is implementing a modernisation programme across our corporate and administration functions that is centred on the Power Platform, SharePoint online, Fabric, Azure DevOps and other Cloud services.</p>
<b>Reporting Relationship</b>	<p>The successful applicant will report to an ICT General Manager with responsibility for Modern Workplace</p>
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p>The role requires an experienced Test Lead with a strong technical background in an ICT environment.</p> <ul style="list-style-type: none"> <li>• Responsible for the creation of Test Cases in Azure Devops based on functional and non-functional specifications</li> <li>• Maintain traceability records from test cases back to requirements/user stories in Azure Devops.</li> <li>• Develop and manage test scripts, materials and regression test packs to test new and amended applications.</li> <li>• Manage automated tests using Microsoft Playwright or similar tools.</li> <li>• Execute, interpret and document test plans using agreed methods and standards.</li> <li>• Record and analyse test outcomes.</li> <li>• Continuously improve test plans based on learnings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Documenting backlog feature requirements in line with Tusla’s Agile software development methodology.</li> <li>• Directly or indirectly manage and lead others if applicable in line with the Tusla Leader Framework relevant for this role <a href="#">Leading Others</a> .</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Contribute to the team environment and culture in providing excellent service.</li> <li>• To supervise, allocate and oversee the work of any assigned staff.</li> <li>• Encourage and support staff through change processes.</li> <li>• Pay close and accurate detail to own personal work.</li> <li>• Support the preparation and issuing of office documentation (correspondence, reports etc) to the highest possible standard.</li> <li>• Co-operate and work in harmony with other teams and disciplines and stakeholders.</li> <li>• Ensure line management is kept informed of all issues</li> </ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• To maintain continuous personal development and participate in team-based development, education, training and learning.</li> <li>• To complete all mandatory training.</li> <li>• Where appropriate, arrange for the induction and training for assigned staff, as required to maximise skill resources, (to include workplace experience placements where applicable).</li> <li>• Where appropriate, provide supervision and assist in the development of knowledge, skills of relevant staff.</li> <li>• To participate in performance evaluation / review, identifying areas for improvement and appropriate plans / measures to achieve them.</li> <li>• To ensure policies and procedures exist for all areas .</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• 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.</li> <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 third level qualification in Computer Science/ICT or a related discipline to the</li> </ul>

	<p>role.</p> <ul style="list-style-type: none"> <li>• Have a minimum of 3 years’ experience in a Software/Apps related Test role, including experience of using Azure Test Plans.</li> <li>• Have experience working with test automation tools (for example Playwright, Selenium).</li> <li>• Experience of testing Modern Workplace solutions</li> <li>• Possess sufficient administrative capacity to discharge the functions of the grade/post</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>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><a href="#">Tusla Leadership Competency Framework</a> 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. The Tusla Leader Framework relevant for this role is <a href="#">Leading Service</a> Please access this <a href="#">Leading Service</a> link to fully familiarise yourself with the impact of this <a href="#">Leading Service</a> 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> <b>Campaign Specific Selection Process</b> <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</p>

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 areas to 30 networks. The initial assignment will be Corporate/National enter location Nationwide. 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 vacancies available are permanent and whole time. The posts are 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> <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:</b> €60,613, €62,094, €63,824, €65,560, €67,302, €68,858, €70,442, €71,985, €73,516, <b>€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.</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>
<p><b>Working Week</b></p>	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours.</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the whole time equivalent of this post is 30 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</p>

	<p>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>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>