



## **Candidate Campaign Information Pack Early Years Inspector (Specified Purpose)**

Dear Candidate,

Thank you for your interest in the post of **Early Years Inspector (Specified Purpose)**.

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: Jenna Russell; [Jenna.Russell@tusla.ie](mailto:Jenna.Russell@tusla.ie) / 087 342 8920.

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: Denise Nugent, [denise.nugent@tusla.ie](mailto:denise.nugent@tusla.ie) 087 712 3651.

Kind Regards,  
Tusla Recruitment Team

### Job Specification

<b>Job Title, Grade and Grade Code</b>	Early Years Inspector (Specified Purpose) Grade Code: 6205
<b>Campaign Reference Approval Code</b>	TRCORP20251449
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	27 <sup>th</sup> November 2025
<b>Closing Date for Applications</b>	12 noon, 15 <sup>th</sup> December 2025
<b>Proposed Interview date(s)</b>	January 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	Jenna Russell; <a href="mailto:Jenna.Russell@tusla.ie">Jenna.Russell@tusla.ie</a> / 087 342 8920  <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 based in St. Mary's Health Campus, Gurrabraher, Cork T23 X440.  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 Region/ Areas please look at list of <a href="#">Local Area Services</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:

- 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](http://www.tusla.ie)

### **Post Specific Service: About Tusla’s Quality & Regulation Directorate**

Tusla’s Quality & Regulation Directorate is concerned with promoting continuous improvement and effective risk management in services for children and families. It delivers its functions through the following functions:

#### **Children’s Services Regulation**

**Early Years’ Inspectorate:** The Early Years’ Inspectorate is the independent statutory regulator of Early Years’ Services and is responsible for registering and inspecting pre-schools, playgroups, crèches, day care, childminding, school age care and similar services. Its role is to promote the quality, safety and appropriate care of children by robust regulation of the sector.

**Alternative Education Assessment:** Children who are educated at home or who attend a non-recognised school (i.e. a school that is not funded by the Department of Educational and Skills) must be registered with Tusla by their parents/guardians. The registration process requires that an assessment or assessments be carried out to determine whether the child is receiving a certain minimum education and therefore can be placed on the statutory register of children educated outside of a recognised school. Children who are educated in an independent school setting can also be placed on the register where it is determined that the school is providing a minimum education to the pupils who are enrolled there.

**Alternative Care Regulation:** The team monitors and reports on alternative care settings for children who cannot live with their families. The service is responsible currently for the registration and inspection of non-statutory residential care settings for young people, as well as the monitoring and audit of non-statutory foster care providers.

**Child Safeguarding Statement Compliance Unit (CSSCU):** The CSSCU has a national centralised function for the receipt and processing of referrals and notifications of failure to furnish Tusla with a copy of a relevant agency’s safeguarding statement made under Article 12(1) of the Children First Act 2015. The office is also responsible for appropriately supporting relevant agencies to achieve compliance under section 12 (1) – (5) of the legislation.

**Regulatory Practice Development:** The Regulatory Practice Development Team is responsible for a range of functions to provide support to Children’s Services Regulation. There are five

	distinct functions which are; management and analysis of data and business process design and re-design, implementation and maintenance of the Quality Management system across Children’s Services Regulation, co-ordination and delivery of Learning and Development, provision of expert advice and guidance on matters relating to children attending early years services and management of Children’s Services Regulation communications which includes the website and the publication of inspection reports.
<b>Purpose of Role</b>	<p>The appointee will act as a Designated Officer under Part 12 of the Child &amp; Family Act 2013, and the relevant regulatory framework and any amendments to same.</p> <p>The Child &amp; Family Act 2013 places responsibility on the Child and Family Agency to carry out the functions as laid down by the Act, in terms of the health, welfare and safety to children in Early Years Services as prescribed in the Act.</p> <p>The appointee to this post will work within the Child &amp; Family Agency as part of a National Early Years Inspection Service in delivering a co-ordinated service.</p>
<b>Reporting Relationship</b>	The Early Years Inspector will report to the Inspection Manager for Early Years
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Make recommendations to the designated Inspection Manager with regard to the registration of designated services.</li> <li>• In accordance with Part 7(a) of the Child Care Act Inspect Early Years Services. This is detailed in the Act as preschool, school age and childminding services (0-15 years).</li> <li>• Follow up on Feedback and Concerns/complaints received in regard to Registered Early Years services.</li> <li>• Prepare reports in respect of Inspection, reviews &amp; complaints to a level suitable for public dissemination.</li> <li>• Liaise with other professionals in relation to early years services.</li> <li>• Provide advice and information to early years providers including external agencies as appropriate.</li> <li>• Undertake duties in connection with the organisation, delivery and evaluation of the early year’s services as required.</li> <li>• Undertake duties as required in the context of new legislation and relevant national guidelines, standards and policies.</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Collect statistical information and data as appropriate and to keep such records as are required.</li> <li>• Liaise with County Childcare Committees and participate in CCC meetings as representative of Child and Family agency if required, and national voluntary organisations and other external agencies.</li> <li>• Prepare Inspection reports and advise the Inspection Manager on the performance of Early Years Services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work to agreed priorities and objectives to assist in implementing the inspectorate’s service and operational plans.</li> <li>• Respond to and monitor concerns received.</li> <li>• Manages all assigned services in particular in relation to <ul style="list-style-type: none"> <li>○ Planned Inspections</li> <li>○ Triggered inspections carried out on foot of Notifications of Incidents and Feedback &amp; Concerns received</li> <li>○ Pre-Registration Assessment</li> <li>○ Fit for purpose Inspections</li> </ul> </li> <li>• Assist in the formation of policies, guidelines and standard operating procedures.</li> <li>• Participate on working groups where requested.</li> <li>• Implement all policies, standard operating procedures and guidance issued by the National office.</li> </ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• Where an Inspector is registered to a relevant professional body this will be supported and facilitated by oversight of an appropriate person(s) within Tusla.</li> <li>• Provide mentoring to new Early Years Inspectors and assist with Induction training when required.</li> <li>• Co-operate with on-going development of early years Inspection services.</li> <li>• To assist &amp; support in the implementation of agreed audit programme for early Years service.</li> <li>• To participate in the implementation of any ICT support initiative.</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>• Be registered or entitled to be registered in the Public Health, paediatric, midwife, intellectual and mental health Divisions of the Register of Nurses &amp; Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or Be entitled to be registered with CORU for with a relevant profession.</li> </ul> <p><b>OR</b></p>

	<ul style="list-style-type: none"> <li>• Hold a professional qualification (Level 8 on the National Framework of Qualifications) or equivalent in Social Care, Social Work, Early Years Care and Education, Bachelor of Education, Child Psychology, Youth &amp; Community Work.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Have not less than 5 years satisfactory experience as a Public Health Nurse in the Irish Health Sector.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• An aggregate of five years such experience.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in a professional regulatory role.</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>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 Others</a></p> <p>Please access this <a href="#">Leading Others</a> link to fully familiarise yourself with the impact of this <b>Leading Others</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> <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>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 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>
<p><b>Code of Practice</b></p>	<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>
<p>Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description and reporting relationships may be reviewed and updated.</p> <p>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.</p> <p><b>Tusla values individual’s rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</b></p> <p><b>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</b></p>	
<p><b>Tenure</b></p>	<p>The current vacancies available is temporary and whole time.</p> <p>The posts are pensionable.</p> <p>A panel may be created for the purpose of filling the current vacancy. Once this vacancy is appointed the panel will cease.</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>Due to the nature of this position, a conflict of interest declaration will be sought at the offer stage.</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>
<b>Remuneration</b>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/08/2025: €70,730, €74,616, €76,212, €77,684, €79,170, €81,204</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 a currently serving civil or public servant.</p>
<b>Working Week</b>	The standard working week applying to the whole time equivalent of this post is: 35 hours.
<b>Annual Leave</b>	The annual leave associated with the whole time equivalent of this post is 30 days per annum.
<b>Superannuation</b>	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.
<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>	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.
<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>