



Candidate Campaign Information Pack Grade VIII – Regulatory Compliance Manager

Dear Candidate,

Thank you for your interest in the post of **Grade VIII – Regulatory Compliance Manager**.

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: Breda Cloney – Breda.Cloney@tusla.ie / 087 968 4324.

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: Alan Burns – 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

Job Title, Grade and Grade Code	Grade VIII – Regulatory Compliance Manager Grade Code: 0655
Campaign Reference Approval Code	TCCORP20251136
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 8 th January 2026
Closing Date for Applications	12 noon, Monday 26 th January 2026
Proposed Interview date(s)	February 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Area Manager: Breda Cloney – Breda.Cloney@tusla.ie / 087 968 4324 <i>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.</i>
Location of Post	The current vacancy can be based in any of the following locations; Dublin, Limerick or Mayo. 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 Region/ Areas please look at list of Local Area Services
Details of Service	The Child and Family Agency was established on 1 st 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

About Tusla’s Quality Assurance Directorate

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

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 and similar services. Its role is to promote the quality, safety and appropriate care of children by robust regulation of the sector.

Alternative Education

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.

Alternative Care and Commissioned Services

The team monitors and reports on alternative care settings for children who cannot live with their families. It aims to deliver purposeful intelligence-led regulation with a view to service improvement in commissioned services.

Child Safeguarding Statement Compliance Unit

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 Articles 12 (1) – (5) of the legislation.

School Aged Childcare

On the 18th February 2019, the Child Care Act 1991 (Early Years Services) (Registration of

	<p>School Age Services) Regulations 2018 came into effect. Services who cater for school age children must now register with Tusla. School-age childcare services have not, to date, been subject to registration, so this is a significant step forward in ensuring quality school-age childcare. The School Age Childcare Inspection Team in Tusla is responsible for promoting the quality, safety and appropriate care of the children by assisting in the registration of services within the sector.</p> <p><u>Other functions within Tusla’s Quality Assurance Directorate</u></p> <p>Risk and Incident Management</p> <p>The team is responsible for the corporate risk register, and all aspects of risk and incident management systems within the Agency. The team aims to ensure Tusla is aware of the nature of its risks, their status and how they are being managed.</p> <p>Performance Reporting and Information</p> <p>The Performance Reporting and Information team collates analyses and reports on quality and risk data relevant to the child and services. It identifies trends and performance data to support accountability and transparency, inform policy development and legislative reform, to demonstrate where standards and targets are being met, and identify risk and support decision-making at all levels of the organisation.</p> <p>Quality Assurance and Monitoring</p> <p>The team monitors and reports on service delivery against standards, regulations and legislative requirements, and seeks to ensure that service improvement activity takes place in response to reviews.</p> <p>Service Experience and Feedback</p> <p>Part 9 of the Child and Family Agency Act 2013 governs complaints procedures and reviews, complainants’ rights, referral to the Ombudsman, and annual report requirements. “Tell Us” is Tusla’s policy governing feedback and complaints. The team is responsible for managing Tell Us, including training other Tusla staff nationwide, collecting metrics, channelling complaints and feedback, and dealing with individual complaints. The team is also involved in encouraging participation of children and listening to the voice of the child in Tusla and Tusla-funded services.</p>
Purpose of Role	<p>The purpose of the post is to effectively support the Early Years Inspection Department and its senior management team in developing, managing and overseeing operational performance, strategic work programmes, inspection methodologies, service improvement initiatives, and urgent actions to Early Years Inspection Department.</p>
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Professional Knowledge</p> <ul style="list-style-type: none"> • Has a working knowledge of the legislation as relevant to Children’s Services Regulatory Functions. • Has practical experience of the principals that underpin administration of regulatory functions. • Can demonstrate best practice in the oversight of Early Years Inspection

administrative systems.

- Have a working knowledge of Early Years pre-school, school-age and childminding inspections in a regulated sector.
- Ability to take learnings from inspection processes and develop inspector guidance and training to improve practice.
- Professional knowledge of regulatory standards and practices relevant to early years services, with the ability to apply this knowledge in the context of inspection and compliance activities.
- Understanding of inspection methodologies, compliance processes and quality assurance practices within a regulatory body.

Managing & Delivering Results (Operational Excellence)

- Support the Early Years Inspection Department senior management team in the planning, development and implementation of responsive and effective national programmes in line with operational plans and national priorities as they arise.
- Ensuring efficient and effective coordination and management of strategic programmes and developments in line with stated objectives and within specified budget and timelines.
- Coordinating, tracking, and supporting the efficient completion of actions.
- Regularly communicating with EYI colleagues on ongoing initiatives and projects.
- Working collaboratively with EYI colleagues to progress actions, resolve issues, and consolidate information from various sources into actionable summaries to support informed decision making, and escalate issues appropriately as required.
- Assist the Early Years Inspection Department senior management team in the delivery, implementation and monitoring of key operational actions.
- Support the strategic development of the EYI inspectorate.
- Maintain collaborative working relationships with all stakeholders.
- Develop, design and deliver regulatory assurance reporting processes to provide meaningful information relevant to managers and inspection teams to support decision-making.
- Ensure that policies and procedures are aligned with best practice, are well documented and communicated to others.
- Implementing innovative ways to deliver service improvements within resource limitations.
- Develop appropriate project methodologies and establish working practices that promote cross-functional team working.
- Ensure implementation of clear communications pathways, internal to Tusla and with external stakeholders.

Teamwork, Leadership & Building and Maintaining Relations

- Provide the necessary management, leadership and direction to ensure that the overall objectives of the assigned workstreams under the early years inspectorate business plan is achieved.
- Build strong relationships with key staff in Tusla and externally.

- Support early years inspection teams by providing business reporting, analysis of results, identification of gaps and opportunities, and updates on progress toward our regulatory goals and strategies.
- Represent the Early Years Inspection Department which may include presenting externally and attending working groups and committees.
- Be accountable for own work and that of others as appropriate.
- Work on own initiative as well as part of a wider team.
- Co-operate and work in harmony with other teams and disciplines.
- Lead by example, motivate and encourage others, build team commitment.
- Deal with under performance in a timely and constructive manner.

Commitment to providing a quality service

- Be flexible and adaptable in his / her approach to work, embrace change and adapt work practices accordingly.
- Promote and maintain a quality customer-focused environment.
- Monitor efficiency within own area of responsibility and take remedial action or notify supervisor as appropriate.
- Continuously seek to improve systems / processes.
- Accept and act on feedback appropriately.
- Establish and maintain strong and positive communication with other Tusla directorates and stakeholders.
- Promote participation in the implementation of any change management projects.

Critical Analysis & Decision Making

- Rapidly prepare, assimilate and analyse complex information.
- Anticipates problems and considers the impact of decisions before taking action.
- Support the gathering, analysis and reporting of data and information to support risk-based decision making and judgements through dashboards and bespoke reports.

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	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Third level qualification in a related field, including, business or public administration, nursing, education, childcare, social care, healthcare and project management • At least 3 years experience working in an organisation, as relevant to this role, to include experience of applying inspection methodologies to regulated settings • Experience in project management and the delivery of new initiatives to benefit an organisation. • Experience in data management and analysis as appropriate to the role. • Knowledge of the Early Years sector in Ireland • Experience managing and working collaboratively with multiple internal and external stakeholders to achieve results. • Experience of people and team management. <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in a regulatory or oversight body, or system. <p>Health</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>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p>
Skills, competencies and/or knowledge	<p><u>Tusla Leadership Competency Framework</u></p> <p>The <u>Tusla Leadership Competency Framework</u> 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 <u>Leading self</u> , Please access this <u>Leading self</u> link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
Other requirements of the role	<ul style="list-style-type: none"> • 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	<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</p>

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.
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 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.

Tenure	<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> <p>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.</p>
Remuneration	<p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/08/2025: €82,258, €82,997, €86,243, €89,502, €92,736, €95,983, €99,213</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>
Working Week	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours.</p>
Annual Leave	<p>The annual leave associated with the whole time equivalent of this post is 30 days per annum.</p>
Superannuation	<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>
Probation	<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</p>

	<p>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>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</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>National Standards for Children and Family Services</p>	<p>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.</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>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale</p> <p>NOTE</p> <p>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</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 31st 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 http://www.sipo.gov.ie/</p>

