



Candidate Campaign Information Pack
Senior Compliance Officer, Child Safeguarding Statement
Compliance Unit

Dear Candidate,

Thank you for your interest in the post of **Senior Compliance Officer, Child Safeguarding Statement Compliance Unit**

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: Senior Registration & Enforcement Officer & CSSCU Lead; Maria McGloughlin, maria.mcgloughlin@tusla.ie / 086 781 0635.

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	Senior Compliance Officer, Child Safeguarding Statement Compliance Unit Grade Code: 3902
Campaign Reference Approval Code	TRCORP20261877
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 2 nd July 2026
Closing Date for Applications	12 noon, Monday, 20 th July 2026
Proposed Interview date(s)	<i>August 2026</i> - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Senior Registration & Enforcement Officer & CSSCU Lead; Maria McGloughlin, maria.mcgloughlin@tusla.ie / 086 781 0635 <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 is in Children’s Services Regulation Office, Tusla, Estuary House, Henry St. Limerick or Nexus Building, Ballycoolin, Dublin 15. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/
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:

	<ul style="list-style-type: none"> • 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 <p>Further information is available on www.tusla.ie</p> <p>Child Safeguarding Statement Compliance Unit: Tusla under Sections 10- 13, Part 2, of the Children First Act 2015 enacted December 2017 are responsible to maintain a register of non-compliance with child safeguarding statements by relevant persons or organisations.</p> <p>Key Working Relationships:</p> <ul style="list-style-type: none"> • Tusla Stakeholders and Other regulatory agents in the state. • Providers of Relevant work with children
<p>Purpose of Role</p>	<p>The Child Safeguarding Statement Compliance Unit (CSSCU) has a national centralised function of oversight of Relevant Services requirement to have Child Safeguarding Statements in place. The Unit takes responsibility to appropriately support relevant agencies to achieve compliance under Articles 12 of the legislation. This role will be responsible for supporting the execution and implementation of the CSSCU Strategy 2025 – 2027.</p> <p>The CSSCU is also responsible for the receipt and processing of referrals and ensuring appropriate enforcement action pursuant to Article 12(1) of the Children First Act 2015. The office will also be responsible to appropriately support relevant agencies to achieve compliance under Articles 12 (1) -(5) of the legislation where appropriate.</p> <p>The post holder will lead out on the implementation of the administrative and business systems for the Child Safeguarding Statement Compliance Unit (CSSCU) and its activities. The successful candidate will:</p> <ul style="list-style-type: none"> • Oversee and support the work of the compliance support officers and other relevant staff. • To oversee the operation of the Unsolicited Information. • To oversee the implementation of the business and administrative processes. • To provide data collation to the Deputy Head and Head of Enforcement and other relevant stakeholders. • To ensure processes are reviewed to ensure operational efficiency and are fit for purpose. • Have a good understanding of how Child Safeguarding Statements can demonstrate good safeguarding governance in Relevant Services. • Have a good understanding of how regulatory compliance supports positive outcomes for children.

	<ul style="list-style-type: none"> • Have a good understanding of the interface between Child Safeguarding Statements and the required policies, procedures and implementation to ensure children are kept safe in Relevant Services. • Support as appropriate Childrens Services Regulation Child Protection Liaison Office.
Reporting Relationship	Senior Registration and Enforcement Officer and Lead for Child Safeguarding Statement Compliance Unit
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Accountability</p> <ul style="list-style-type: none"> • Take responsibility for managing all aspects of the unit, managing resources, timelines and delivering status reports feeding into the overall aims of the unit. • Have a core understanding of best practice in Quality Assurance and regulatory compliance in relevant Children’s Services. • Have a core understanding of best practice in examination of child safeguarding systems. • Demonstrates good organisational skills • Provide significant contribution to the development of Standard Operating Procedures, ensuring that they are implemented and appropriately reviewed for effectiveness <p>Professional Development</p> <ul style="list-style-type: none"> • Be able to identify training and professional development needs in both self and team members • Demonstrate ongoing commitment to ongoing professional development <p>Judgements and Decision Making</p> <ul style="list-style-type: none"> • Demonstrate excellent understanding of the Children First Act 2015, particularly articles 10 – 13. • Demonstrate excellent understanding of how the Children First Act 2015 and the Children First Guidelines, as issued by the Department of Children, Disability and Equality interact with each other. • Demonstrate competent data analysis and information screening. • Possess excellent attention to detail and an ability to analyse and interrogate high volumes of data as well as demonstrating and ability to focus on higher level overview. • Demonstrate ability to evaluate information and provide sound judgement and safe professional practice and adhere to relevant legislation, regulations and standards. • Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Excellent decision making and analytical skills. • Make recommendations to the National Registration and Enforcement Panel in respect of enforcement actions. • Oversee the enforcement functions of the office. • To contribute substantially to the business planning for the office.

- To control, monitor and report business activities within the remit of the unit by identifying key performance indicators and ensuring systems are in place to effectively achieve appropriate targets.

Communicating with respect

- To demonstrate an ability to build effective professional rapport with colleagues and other key stake holders.
- To create and maintain a positive work environment by leading through Tusla’s core values of trust, respect, kindness, and empowerment.
- Demonstrate good customer service and conflict management skills.
- Demonstrate an ability to build and maintain partnerships with both internal and external stakeholders.
- Create and maintain effective reporting, recording and administrative systems.

Building Rewarding Relationships

- To manage stakeholder information and communications.
- Assist with the roll out of process and systems training and briefings where required
- To demonstrate an ability to build effective professional rapport with colleagues and other key stake holders.

Teamwork and Collaboration

- To demonstrate an ability to build effective professional rapport with colleagues and other key stake holders.
- To create and maintain a positive work environment.
- Demonstrate good customer service and conflict management skills.
- Demonstrate an ability to build and maintain partnerships with both internal and external stakeholders.
- Provide effective, supportive and progressive supervision to Compliance Support Officers and other direct reports.

Creating Services of the Future

- Identify business needs, set expectations and identify improvement opportunities.
- Comply with and contribute to the development of policies, procedures, guidelines

Delivering Quality Services

- To oversee the implementation of National Business Plans and strategic targets.
- To Manage the Child Safeguarding Statement Compliance Support Unit administrative processes.
- To oversee the processing and assessment of notified information to the office.

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.

	<ul style="list-style-type: none"> • 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. <p>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.</p>
<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Hold a professional qualification in social work, social care, or psychology or another discipline as relevant to the specific requirements of this role. • If the applicant’s profession is regulated by CORU; <ul style="list-style-type: none"> ○ Be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU ○ Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU. • Three years’ relevant post qualification experience. • The requisite knowledge and ability (including a high standard of suitability, professional and leadership ability) for the proper discharge of the duties of the office. <p>Health 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 Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Tusla Leadership Competency Framework -</p> <p>The Tusla Leadership Competency Framework 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 Leading</p>

	<p>Others.</p> <p>Please access this Leading Others link to fully familiarise yourself with the impact of this Leading Others 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
<p>Application Process</p> <p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</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 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>
Code of Practice	<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 www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer.</p>

	Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
<p>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.</p> <p>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 to for the Midwest. 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.</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>Tusla values individual’s rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</p>	

Tenure	<p>The current vacancy available is permanent and whole time.</p> <p>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 & 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>01/02/2026: €71,690, €73,733, €75,780, €77,824, €79,868, €81,910, €82,693</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</p>

	<p>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	The standard working week applying to the whole time equivalent of this post is: 35 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 30 days per annum.
Superannuation	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.
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 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>
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	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.
National Standards for Children and Family Services	<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>
Ethics in Public Office 1995 and 2001	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.
Positions remunerated at or above the minimum point of the Grade VIII salary scale	A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person

<p>NOTE</p> <p>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</p>	<p>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>
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