

Candidate Campaign Information Pack

Senior Speech and Language Therapist ACTS Dublin Mid Leinster, Dublin North-East and Mid-West Regions

Dear Candidate,

Thank you for your interest in the post of – **Senior Speech and Language Therapist, ACTS Dublin Mid Leinster, Dublin North-East and Mid-West Regions**

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](#)

These posts operate at regional level.

For any informal enquiries regarding regional positions and job specification please contact:

Dublin Mid Leinster: Sanna Cramnell Clinical Team Manager, DML 087 2945723,

Dublin North East: David Stokes Clinical Team Manager, DNE 0872615640

Midwest: Denise Collins Regional Therapy Manager, denise.collins2@tusla.ie / 087 9853191

For enquiries regarding the post and the work of speech and language therapists in ACTS nationally, contact:

Karen O'Driscoll, Principal SLT. Karen.odriscoll@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment terecruitres@tusla.ie or Tusla Recruit Campaign Manager: Stephanie Doyle stephanie.doyle3@tusla.ie / 097 3417 966

Kind Regards,
Tusla Recruitment Team



Job Specification

Job Title, Grade and Grade Code	Senior Speech and Language Therapist, ACTS Dublin Mid Leinster, Dublin North-East and Mid-West Regions. Grade Code: 3379
Campaign Reference Approval Code	SLTSCU2026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 21 st May 2026
Closing Date for Applications	You will note that there is no closing date stated for this campaign. This is to allow us to capture as many applicants as possible to fill these posts on an on-going basis. We may introduce intermediate 'cut off' dates in order to alert potential applicants that we will be drawing from the applicant pool to fill vacancies. Once we have a sufficient number of applicants we may introduce a final closing date. Interview dates will be communicated to eligible applicants if and when they are scheduled.
Proposed Interview date(s)	Interviews will be arranged and prioritised for Regional Networks with immediate opportunities.
Contact for Informal Enquiries	Dublin Mid Leinster: Sanna Cramnell Clinical Team Manager, DML 087 2945723, Dublin North East: David Stokes Clinical Team Manager, DNE 0872615640 Midwest: Denise Collins Regional Therapy Manager, denise.collins2@tusla.ie / 087 9853191 For enquiries regarding the post and the work of SLT's in ACTS nationally, contact: Principal Speech and Language Therapy Manager Karen O'Driscoll 0871240011 karen.odriscoll@tusla.ie

	<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 vacancies are in the Dublin Mid Leinster, Dublin North-East and the Mid-West Regions. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled in the Dublin Mid Leinster, Dublin North-East and the Mid-West Regions. The current vacancies available are permanent/temporary and whole time/part-time. For Tusla Region/ Networks please check the following link: <u>https://www.tusla.ie/get-in-touch/local-area-offices/</u>
Details of Service	The Child and Family Agency was established on 1st 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 in excess of €800m and delivers its services through circa 5,000 people in 350 locations across the Country. The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Family Support • Alternative Care • Adoption • Tusla Education Support Services (TESS) • Domestic Sexual and Gender Based Violence (DSGBV) • Children's Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie Tusla Therapy has responsibility for the management, development and governance of the agency's therapeutic services. Tusla Therapy aims to support children and those surrounding the child through working in partnership with families, carers, and their professional network to determine the child's therapeutic needs. Tusla Therapy operates within the legislative context for Tusla in Ireland and follows the direction of national strategy and policy.

	There are three dedicated therapeutic services: • Area Based Therapy Team (ABTT) • Assessment, Consultation and Therapy Service (ACTS) • National Interagency Prevention Programme (NIAPP) The Assessment, Consultation and Therapy Service (ACTS) is a multidisciplinary clinical service within Tusla – Child and Family Agency with the remit of supporting young people who are at severe risk of harm and at risk of placement in special care or detention. ACTS work in collaboration with other agencies to address the risk of harm leading to referral, using a practice framework informed by Adaptive Mentalization-Based Integrative Treatment (AMBIT). This means that ACTS teams work to integrate systems of support, including supporting key relationships in young people's lives, while also working therapeutically directly with young people. ACTS work toward therapeutic goals as defined and monitored with young people and the networks of family and professionals involved in their lives. ACTS teams operate at regional level, accepting referrals through social work services within each region. Services are provided through regional Tusla Therapy structures managed by Regional Therapy Managers and overseen by Clinical Team Managers. Clinical governance is provided across all ACTS MDTs through nationally integrated management and supervision structures. AMBIT Framework Both ACTS and ABTT work using the AMBIT framework. Training is provided to all staff on appointment. An AMBIT community of practice has been setup by the Regional Therapy Manager which aims to support our AMBIT informed services to have a reflective space to discuss implementation of AMBIT practice. You can find out more about AMBIT here: https://www.annafreud.org/training/health-and-social-care/adaptive-mentalization-based-integrative-treatment-ambit/ Continuing Professional Development Opportunities: In 2026 staff have been provided with a number of CPD opportunities such as DDP, Theraplay, TF-CBT, MBT-C, Genogram as well as an internal CPD training calendar. Our internal training calendar provides opportunities to attend and also to present on topics of interest to you.
Purpose of Role:	The purpose of the post is to provide a Speech and Language Therapy service to children/young people with SLCN, as part of the multi-disciplinary team structure. The Senior Speech and Language Therapist on each team is responsible for the organisation and delivery of the Speech and Language Therapy (SLT) service within the ACTS team. Clinically, within the team, the Senior Speech and Language Therapist is essential in terms of assessment, diagnosis and treatment of SLCN. The Senior Speech and Language Therapist also provides broader input to the multidisciplinary team. The Senior Speech and Language Therapist plays a role in representing the team in consultations with other agencies and service providers in the community.
Reporting	Professional/line management reporting relationship will be to the Clinical Team Manager.

Relationship	Clinical supervision and clinical governance will be provided by the Principal Speech and Language Therapy Manager.
Duties and Responsibilities	Main Duties and Responsibilities Professional / Clinical The Senior Speech & Language Therapist will: • Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment / intervention programmes for service users according to professional standards. • Be able to clinical decisions following assessment of complex cases. • Arrange and carry out assessment and treatment / intervention programmes in appropriate settings (e.g. Special Care or Residential Settings) in line with local policy / guidelines. • Communicate results of assessments and recommendations to the service user and relevant others as appropriate. • Document all assessments, diagnoses, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards. • Collaborate with service user, family, carers and other staff in goal setting and treatment / intervention planning. • Provide clinical leadership in the day-to-day running of the service by supporting and supervising staff, prioritising and allocating work and promoting positive staff morale. • Be responsible for maintenance of standards of practice of self and designated staff. • Foster close working relationships with colleagues and other relevant professionals in maximising the service users potential. • Make it possible for service users to advocate for their own needs, or where appropriate advocate on behalf of service users and ensure that all interventions are in line with Tusla's Youth Participation Policy. • Actively participate as a member of the ACTS service in team building and change management initiatives. • Arrange and attend case conferences, meetings and other relevant forums as required. • Attend court, tribunals etc only as required. • Work within current legislation, relevant policies and procedures, guidelines and protocols within TUSLA. www.tusla.ie • Take direction from the Speech and Language Therapy Manager and the Clinical Team Manager • Take an active role in an appropriate level of planned professional supervision, in accordance with the local/national Supervision Policy. • Engage in reflective practice. • Promote a culture that values diversity and respect in the workplace. • Keep the Speech and Language Therapy Manager and the Clinical Team Manager fully informed and up-to-date on all significant matters. • Actively engage in performance management. • Participate in teams as appropriate, communicating and working in collaboration with the service user and other team members as part of an integrated package of care. • Attend clinics and participate in relevant meetings and case conferences etc. as

appropriate.

- In conjunction with the Speech and Language Therapist Manager, Clinical team manager and MDT contribute to the development and implementation of procedures, policies and guidelines while adhering to existing standards and protocols.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Seek advice and assistance from the Speech and Language Therapist Manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Participate in and develop activities which support health promotion.
- Carry out other duties as assigned by the Speech & Language Therapist Manager or Clinical Team Manager.

Education and Training

The Senior Speech & Language Therapist will:

- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional courses or other courses relevant to practice, participating in research etc.
- Manage, participate and play a key role in the practice education of student therapists and promote and engage in the teaching / training / support / supervision of others as appropriate.
- Avail of and participate in own supervision as per the supervision structure of the Speech & Language Therapy discipline within the service.
- Engage in planning and performance reviews, as required with the Speech and Language Therapist Manager and/or Clinical Team Manager.

Administrative

The Senior Speech & Language Therapist will, in consultation with the Speech and Language Therapist Manager:

- Maintain a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act and the Data Protection Act, GDPR.
- Maintain accurate up to date records and files and submit activity data as required.
- Write accurate, clear, concise and purposeful reports.
- Contribute to service developments by monitoring and evaluating emerging needs and trends in consultation with team members, Clinical Team Manager and the Speech and Language Therapy Manager.
- Collaborate with the Speech and Language Therapy Manager and Clinical Team Manager in developing the role of the Senior Speech and Language Therapist and the service e.g. through planning, audit, production of standards, continuing education, quality improvement initiatives and research.

	• Be responsible for the co-ordination and delivery of service in designated area(s). • Ensure good working practice and adherence to standards of best practice. • Promote quality by reviewing and evaluating the Speech & Language Therapy service, identifying changing needs and opportunities to improve services. • Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information / statistics as required. • Represent the department / profession / team at meetings and conferences as appropriate. • Deputise for the Speech and Language Therapist Manager and Clinical Team Manager as required. • Participate in the control and ordering of clinical equipment. • Engage in technological developments as they apply to the service user and service administration. <u>Health & Safety</u> • 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	Applicants must by the closing date of application have the following: Be registered or be eligible for the registration, on the Speech & Language Therapists Register maintained by the Speech & Language Therapist Registration Board at CORU AND Have three years full time post qualification clinical experience with a minimum of one year working with children & young people. AND

	Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office AND Provide proof of Statutory Registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapist Registration Board at CORU before a contract of employment can be issued. Annual registration On appointment practitioners must maintain annual registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapists Registration at CORU AND Practitioner must confirm annual registration with CORU to TUSLA by way of the annual Patients Safety Assurance Certificate (PSAC) 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. Character Each candidate for and any person holding the office must be of good character.
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Skills, competencies and/or knowledge	<u>Tusla Leadership Competency Framework</u> The <u>Tusla Leadership Competency Framework</u> 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 <u>Leading Others</u> Please access this <u>Leading Others</u> link to fully familiarise yourself with the impact of this <u>Leading Others</u> proficiency for Tusla. The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role
Other requirements of the role	<u>Essential</u> A high level of clinical knowledge and evidence-based practice to carry out the duties and responsibilities of the role within the multi-disciplinary team to include undertaking therapeutic assessments and providing therapeutic services to children/young people. The post holder will require a current driving licence and access to appropriate transport as the post will involve travel. Any specific requirements for the individual posts will be indicated at “expression of interest” stage
Application Process Campaign Specific Selection Process Shortlisting / Interview	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. 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
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. 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	The current vacancy available is permanent. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease. 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.
Remuneration	The Salary scale for the whole time equivalent of this post is: 01/06/2026: €65,197, €66,587, €68,021, €69,442, €70,864, €72,358, €73,935,

	€75,506, €76,767 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. Candidate Information Pack - Recruitment Process 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. Different terms and conditions may apply if the appointee is a currently serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours Blended Working: Please refer to Tusla's Blended working policy. Blended working and is dependent on approval by the Clinical Team Manager.
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	A probation period of six (6) months shall apply from the commencement employment, during which 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 period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period. 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.
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	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. All Employees must be aware of their responsibilities under Children First

	National Guidance for the Protection and Welfare of Children (2017)
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