Candidate Campaign Information Pack

Social Care Leader - Children's Residential Services – Dublin North East

Dear Candidate,

Thank you for your interest in the post of – **Social Care Leader - Children's Residential Services – Dublin North East**

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: Sarah Roberts sarah.roberts2@tusla.ie 087 3844030

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitres@tusla.ie or **Tusla Recruit Campaign Manager: Jack Clancy jack.clancy@tusla.ie 087 337 8831**

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	**Social Care Leader - Children's Residential Services – Dublin North East** Grade Code: 3030
Campaign Reference Approval Code	SCLCRSDNE102026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 29th October 2026
Closing Date for Applications	12 noon, Monday the 16th November 2026
Proposed Interview date(s)	November / December 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Sarah Roberts sarah.roberts2@tusla.ie 087 3844030 *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.*
Location of Post	The current vacancies are in a Children's Residential Units throughout the Dublin North East region. 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 in Children's Residential Units throughout the Dublin North East region. The future vacancies may arise across Children's Residential Units throughout the Dublin North East region. For Tusla Region/ Networks please check the following link: ***Find My Network***
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 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
Purpose of Role	To work as part of a team to provide a safe, caring environment for resident young people with the primary aim of providing the intervention necessary to address the issues that are preventing them from living at home or in foster care.
Reporting Relationship	Social Care Manager and Deputy Social Care Manager (to be determined by the management structure in the Centre).
Duties and Responsibilities	Main Duties and Responsibilities <u>Working with Children</u> • To participate in the development and implementation of Care and Placement Plans and to ensure appropriate recording of same. • To promote the rights and responsibilities of each child/young person within the centre. • To promote physical, emotional, social and religious welfare of each young person in care. • To encourage attendance at school, training centres, medical and clinical appointments. • To be responsible for the organisation of personal documents, arrangements, information and finance on behalf of the young person. • To liaise with the parent, family, general services and other agencies on behalf of the young person. • To attend meetings in relation to the care and developments of the young person. • To engage in age-appropriate play and other activities with each child/young person within the centre. • To engage in physical intervention and / or restraint which is in keeping with local policies and procedures. <u>Household Activities</u> • To prepare and provide, in conjunction with the young people, well balanced meals of high quality. • To undertake various aspects of home management including the household budget, upkeep and cleaning.

Administration and Accountability

- To attend team meetings and to report to the Social Care Manager on matters affecting the delivery of service.
- To be accountable for any money spent on behalf of the Child and Family Agency during the course of duty.
- To make written and verbal reports to the Social Care Manager on a regular basis on the progress of development of the young person.
- Reporting and recording any incidents, however minor, that may happen to the young person or are caused by them.
- To be familiar with emergency procedures and to know who to contact in an emergency.
- To work as a member of a team.
- To keep abreast of current legislation and current professional child care knowledge.
- To implement the Child and Family Agency's procedures and policies.
- To undertake ongoing professional training and development.
- To attend regular supervision with the Deputy Social Care Manager or Social Care Manager (to be determined by the management structure in the Centre)
- To supervise Social Care Workers and / or students as appropriate / required under the direction of the Deputy Social Care Manager or Social Care Manager (to be determined by the management structure in the Centre)
- To prepare reports for and to participate in professional meetings including case conferences and strategy meetings ensuring that all records relating to those meetings are maintained to a high standard as appropriate / required under the direction of the Deputy Social Care Manager or Social Care Manager (to be determined by the management structure in the Centre).
- To be responsible for decision making when on shift and in the absence of the Deputy Social Care Manager or Social Care Manager as appropriate, which will include accepting overall responsibility for the residential centre
- To provide cover for the Deputy Social Care Manager or Social Care Manager (to be determined by the management structure in the Centre) in his/her absence as appropriate / required under the direction of the Social Care Manager.
- To perform any other duties that may be assigned from time to time.
- To work live nights
- To be part of a team that provides on call to the centre

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	**Applicants must by the closing date of application have the following:** • Be registered in the Social Care Worker Register maintained by the Social Care Workers Registration Board maintained at CORU (or have entitlement to be registered and obtain registration prior to appointment). Proof of CORU application will be required. AND • Maintain live annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU. AND • Must 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 • Have a minimum of three years' post qualification experience of working in a Children & Families Service or other relevant environment with a similarly challenging client group. **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.
Skills, competencies and/or knowledge	**Tusla Leadership Competency Framework** 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 Others Please access this Leading Others link to fully familiarise yourself with the impact of this **Leading Others** 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	The post holder may be required to engage in physical intervention and / or restraint which is in keeping with local policies and procedures. • The post holder will be required to work duty rosters as required, including weekends, public holidays and Night duty including Live nights While It is NOT mandatory for the post holder to have specific vaccinations it is the position of the Child and Family Agency to recommend that the post holder have the following vaccinations for this position and the Agency will provide such where relevant: • Hepatitis B core antibody (Anti-HBc) • Hepatitis B surface antigen (HBsAg) • Tetanus 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**	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. 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 areas to 30 networks. 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	The current vacancies available are permanent/temporary and whole time/part-time. The posts are pensionable. 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. 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. 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:** €57,484, €58,726, €59,968 €63,279, €64,563, €65,837, €67,130 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 currently a serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: **39** hours.
Annual Leave	The WTE annual leave associated with the applying to the post will be outlined at job offer stage and will be dependent as below on relevant service. 23 days: 0 - 5 years' service 24 days: 5 - 10 years' service 26 days: 10 years + service
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 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. 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)
Ethics in Public Office 1995 and 2001 **Positions remunerated at or above the minimum point of the Grade VIII salary scale** **NOTE** **THIS SECTION REFERS TO POSTS AT €82,258 PLUS**	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. 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. 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. 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/