Candidate Campaign Information Pack

Grade V – Staff Officer Office of the Director of Services and Integration

Dear Candidate,

Thank you for your interest in the post of **Grade V – Staff Officer Office of the Director of Services and Integration.**

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: Maria Bulz-Wogan, Maria.BulzWogan@tusla.ie / 087 149 9595.

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 V – Staff Officer Office of the Director of Services and Integration Grade Code: 0566
Campaign Reference Approval Code	TRCORP20262323
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 29th October 2026
Closing Date for Applications	12 noon, Monday 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	Maria Bulz-Wogan, Maria.BulzWogan@tusla.ie / 087 149 9595 *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 vacancy is in Brunel Building, Heuston South Quarter, Dublin 8. 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 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 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 The National Director of Services and Integration has delegated responsibility for the operational management, oversight, and accountability of specified operational services within the agency, working through the governance framework of Regional Chief Officers. National Operations Service Directors and reporting directly to the CEO. This position serves as a crucial member of the Office of the National Director of Services and Integration, assisting the National Director in carrying out their authorized responsibilities
Purpose of Role	The successful candidate will deliver a cohesive executive level administrative support to the Office of the Director of Services and Integration and to the National Director in the. This will include: diary scheduling, minute taking, email inbox management, internal and external stakeholder engagement and correspondence, and tracking and follow up of correspondence/tasks/actions assigned to the office and/or the National Director.
Reporting Relationship	The post holder will report to the Business Support Manager or other business manager in the Office of the Director of Services and Integration.
Duties and Responsibilities	• To deliver a cohesive executive level administrative support to the Director of • Services and Integration, diary management, minute taking at executive level • meetings, email inbox management • On behalf of the Director of Services and Integration, liaise and communicate with key stakeholders and senior executive management both internal to Tusla and from external organisations such as the Department for Children, Equality, Disability, Integration and Youth, HSE, An Garda Siochana, the Office of the Ombudsman, the office of the Ombudsman for Children and HIQA. • Establish and maintain tracking systems for incoming and outgoing actions and tasks on behalf of the Director of Service and Integration • Collation of data for and production of monthly and quarterly service reports for the areas of responsibility of the Director of Services and Integration. • Management and processing of FOI, Complaints, Need to Knows and PQ responses • Collection, management and analysis of required data and metrics • Provide practical help with and facilitation of training events, regional workshops etc • Maintain own knowledge of relevant procedures, practices, and legislation to perform the role effectively and to ensure standards are met.

	• Maintain confidentiality of documentation, records etc • Ensure consistent adherence to procedures within area of responsibility. • To liaise with service users on sensitive and personal matters with empathy and consideration. • Resource allocation and management within the Office. • Carry out any other tasks as directed by the Line Manager. **General Administrative Duties** • Support the monitoring and control of resources in accordance with Tusla's Financial Regulations. • The efficient day-to-day administration of area of responsibility • Organizing teleconferences and multi- media meetings • Recording of meetings as required • Ensure appropriate records are maintained as required. • Promote good working practices and uniformity of standards. • Work within the parameters of all relevant legislation and internal Tusla policies, procedures and guidance. • Establish and maintain strong and positive communication with other Tusla directorates and stakeholders. • Establish and maintain links between Tusla and other agencies to support service delivery and learning in service user experience matters. • Represent line manager when requested. • Use appropriate technology to ensure work completed to a high standard • Promote and participate in the implementation of any change management programme. • Contribute to the maintenance of a safe working environment in line with health and safety legislation. **Human Resources** • To supervise, allocate and oversee the work of assigned administrative staff. • Encourage and support staff through change processes. • Pay close and accurate detail to own personal work. • Support the preparation and issuing of office documentation (correspondence, reports etc) to the highest possible standard • Co-operate and work in harmony with other teams and disciplines. • Ensure line management is kept informed of all issues • Ensure that archives and records are accurate and readily available. **Education and Training** • To maintain continuous personal development and participate in team-based development, education, training and learning. • To complete all mandatory training.

	• Where appropriate, arrange for the induction and training for assigned staff, as required to maximise skill resources, (to include workplace experience placements where applicable). • Where appropriate, provide supervision and assist in the development of knowledge, skills of relevant staff under your supervision. • To participate in performance evaluation / review, identifying areas for improvement and appropriate plans / measures to achieve them. • To ensure policies and procedures exist for all areas. **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 currently in employment with Tusla – Child and Family Agency, the HSE or withinother statutory health agencies, or a body which provides services on behalf of the HSE under Section 38/39 of the Health Act 2004 or within a body that provides services on behalf of Tusla under Section 56 or Section 59 of the Child and Family Act 2013. • Minimum 2 years' administrative experience as relevant to the role above, to include: o Demonstrated ability to manage rapidly changing, high-volume calendars with experience of triaging complex diary requests and aligning schedules with core business priorities. o Experience in minute taking and reporting writing. • Proven experience working towards set deadlines in a dynamic and busy office environment and possess sufficient administrative capacity to discharge the functions of the grade/post. **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 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. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
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. The initial assignment will be to 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	The current vacancies available are permanent and whole time. The post is 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:** €52,757, €54,336, €55,945, €57,591, €59,246, **€61,175, €63,110 LSIs** 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). 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: **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	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	The safety and welfare of children and young people is a key priority for Tusla –

Protection and Welfare of Children (2017)	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/