



Candidate Campaign Information Pack Grade V – Data Quality and Reporting Worker – TCM

Dear Candidate,

Thank you for your interest in the post of **Grade V – Data Quality and Reporting Worker – TCM**.

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: Shane Lacey, shane.lacey@tusla.ie / 087 702 0228

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

Job Specification

Job Title, Grade and Grade Code	Grade V – Data Quality and Reporting Worker – TCM Grade Code: 0566
Campaign Reference Approval Code	TCCORP20262119
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 9 th July 2026
Closing Date for Applications	12 noon, Monday 27 th July 2026
Proposed Interview date(s)	August 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Shane Lacey, shane.lacey@tusla.ie / 087 702 0228 <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 Barnabus Centre Galway or Cork. However, the initial assignment will be confirmed upon appointment. A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. 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: • 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	The role is to support Barnahus Ireland with respect to all aspects of Data Quality and Reporting. This role involves Barnahus user administration and assisting in the operation, maintenance and development of the TCM system. In addition, the successful applicant will support the development of an effective interagency data collection and reporting tool/process. The post-holder will primarily take direction within the limits of this job description from the relevant Barnahus Managers Barnahus South, East and West or their designate, but also report directly to the Business Manager in Chief Social Workers Office to ensure that all data quality workstreams are consistent and aligned with national priorities. The post-holder will act as the administrative champion for TCM within his/her designated area and will work closely with Barnahus practitioners Barnahus South, East and West] on local and national initiatives too. • Develop TCM for Barnahus Ireland • Embed the use of TCM within Barnahus Ireland • Monitor on-going support requirement • Support the collection of return of Key Performance Indicators • Assist with the development of a robust interagency case management / reporting tool within Barnahus Ireland The post-holder will work closely with Barnahus teams to ensure high quality data on TCM, thereby ensuring accurate and useful performance reporting within agreed intervals. This will involve ensuring the validation of data, running reports and validation of these reports in line with local arrangements. This role requires experience dealing with user queries, informal training and mentoring, multitasking and liaising with colleagues within the Barnahus & ICT.
Reporting Relationship	The successful applicant will report to the Business Support Manager in the Chief Social Workers Office. The successful applicant will also support the Barnahus General Manager and Regional Barnahus Managers for all TCM data quality and reporting initiatives.
Duties and Responsibilities	Main Duties and Responsibilities

	This is a dedicated role for support and administration of the TCM and data quality and reporting systems in the designated area. • Work with Barnahus teams to; ensure TCM data and reports meet required standards and criteria; identify issues; implement solutions to improve quality; review impact of solutions periodically. • Work with the Barnahus & ICT Management in the definition, configuration and running of reports in their local area. • Support the development of new modules within TCM and ICT. • Liaise with Tusla Workforce Learning and Development colleagues regarding area training requirements for TCM. • With the Barnahus Managers, carry out audits and integrity checks to monitor data and report quality and support the development and implementation of standards and guidance. • Support the Barnahus Administrative teams with all aspects of the management and administration of multidisciplinary meetings where required. • Liaise with Barnahus Management on data quality initiatives • Prepare reports to support data quality improvement • Closely support all initiatives to develop an interagency reporting tool across all partner agencies within Barnahus Ireland. • Help improve filing and archiving practice within Barnahus through supporting and advising teams in best practice. • Monitor and perform scheduled audits of filing practices to ensure filing policy and standards are being adhered to. • Meet with the Barnahus General Manager regularly to discuss ongoing problems and developmental issues and agree joint approaches to how these are to be solved/progressed. • Participate in regular conference calls, workshops and meetings with TCM National Team and other relevant external and internal stakeholders. • Facilitate the set-up of new users through the Tusla ICT helpdesk. • Act as contact point for new and existing users requiring access or amendments to security, privileges, roles, business unit and or other user configurations on the system. • Act as a point of contact for dealing with difficulties or research in specific problems identified by the user or helpdesk. • Support new users through initial log-on and set-up on TCM and provide on-going comprehensive support, advice and guidance on all aspects of data entry and reporting. • Perform user audits, review activity logs and liaise with management as required • In liaison with Tusla ICT supports the identification and implementation of local equipment needs such as Printers, Scanners, Connectivity etc. Education and Training
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	• 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 assistance in the development of knowledge and 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 within other 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. And • Have at least 2 years’ administrative experience relevant to the requirements of the role. And • Possess sufficient administrative capacity to discharge the functions of the

	grade/post including M/S Windows applications and experience of working with spreadsheets, such as MS Excel to be able to manipulate, sort, filter, format and interrogate data. 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 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. 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.
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 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 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: 01/02/2026: €52,235, €53,798, €55,391, €57,021, €58,659, €60,569, €62,485 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. 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 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/