



**Candidate Campaign Information Pack**  
**Grade VI – Strategy & Planning Officer**  
**Strategy & Planning Unit, Finance and Corporate Services**

Dear Candidate,

Thank you for your interest in the post of **Grade VI – Strategy & Planning Officer in the Strategy & Planning 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: Billie-Jean Walsh; [billiejean.walsh@tusla.ie](mailto:billiejean.walsh@tusla.ie) / 087 6597166.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [Recruitcorponat@tusla.ie](mailto:Recruitcorponat@tusla.ie) or Tusla Recruit Campaign Manager: Alan Burns; [alan.burns@tusla.ie](mailto: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

<b>Job Title, Grade and Grade Code</b>	Grade VI – Strategy & Planning Officer in the Strategy & Planning Unit Grade Code: 0582
<b>Campaign Reference Approval Code</b>	TNCORP20261947
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	30 <sup>th</sup> April 2026
<b>Closing Date for Applications</b>	12 noon, 18 <sup>th</sup> May 2026
<b>Proposed Interview date(s)</b>	May 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	Billie-Jean Walsh; <a href="mailto:billiejean.walsh@tusla.ie">billiejean.walsh@tusla.ie</a> / 087 6597166  <i>Making an <b>informal enquiry</b> 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>
<b>Location of Post</b>	The current vacancy is in The Brunel Building, Heuston, South Quarter, Dublin.  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: <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>
<b>Details of Service</b>	The Child and Family Agency was established on 1 <sup>st</sup> 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"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Children’s Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>
<b>Purpose of Role</b>	<ul style="list-style-type: none"> <li>• Support the Strategy &amp; Planning Unit in the development and delivery of statutory documentation such as Business Plans, Quarterly Reports, Annual Report, Estimates process, and Corporate Plan.</li> <li>• Facilitate a project management approach to implementing systematic, digitised improvements to Tusla Planning and information capture for quarterly and annual reporting.</li> <li>• To work as part of a team in Office of Finance &amp; Corporate Services, supporting system wide performance improvement, compliance with legislation and regulation and promoting a values-based culture.</li> </ul>
<b>Reporting Relationship</b>	The post holder will report to the Head of Strategy & Planning or designated manager.
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Take special responsibility for supporting the implementation of the Tusla Planning System project (or a version of), utilising a project management structure with oversight from the manager to implement improvements to the Planning System with ICT along with developing training and launching improvements to future system users.</li> <li>• Ensure that assigned projects and ongoing functions are managed in line with stated objectives and within specified budget and timelines.</li> <li>• Responsible for day-to-day management/ overseeing of functions and work of the Strategy and Planning Unit including managing administrative support in the office.</li> <li>• Focus on quality of work produced in the office, including Business Plans, Corporate Plan, Annual Report, and Estimates outputs.</li> <li>• Full responsibility for managing quarterly tracking process in relation to the Business Plan. This includes working with ICT to modify tracking system as required, managing data uploads, managing communications to action owners to submit status updates, validating the quarterly reports on BI, and producing the Quarterly Board Reports.</li> <li>• Oversee diary management / scheduling of meetings for the SPU where necessary, maintaining Action Logs or meeting minutes for all meetings as required.</li> <li>• Assist in the development and monitoring of supporting frontline teams in development of their regional plans.</li> <li>• Manage the interface with the key internal stakeholders including Business Support managers across all Directorates, office of the CEO and the various service owners within Tusla.</li> <li>• Prepare clear, concise, high-quality reports and briefs as required, including liaison</li> </ul>

with operational services and other directorates to gather information/inputs where appropriate.

- Work collaboratively with colleagues in all Directorates (OCEO, the Board Office, P&C, F&CS, ICT, Q&R and S&I) to ensure effective implementation and oversight of strategic and business objectives.
- Assist in tracking progress of performance improvement and risk management of the team's Risk Register.
- Lead the SPU in reviewing and maintaining awareness of required policies and training requirements.
- Promote and participate in the implementation of any change management programme.
- Initiate, facilitate and promote good management information practice to ensure compliance with national standards and legislative requirements.
- Ensure risks identified are appropriately escalated and tracked.
- To create a positive working environment, which contributes to maintaining and enhancing effective working relationships.
- Assist in the management and have oversight of the office compliance with Health and Safety Legislation and GDPR obligations.
- Keep up to date with policy and legislative developments relevant to the post.
- Be accountable for own work and that of others as appropriate.
- Work on own initiative as well as part of a wider team.
- Share information with the wider team as appropriate.

#### **Education & Training**

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate
- Engage in career and professional development planning
- Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of the inspection and monitoring team
- Keep updated with current and relevant policies, procedures and legislation.

#### **Human Resources**

- Ensure policies and procedures are well documented and shared to all staff within your section on an ongoing basis.
- Support the preparation and issuing of office documentation (correspondence, reports etc.,) to the highest possible standard by monitoring and reviewing team work to ensure quality and accuracy.
- To promote a culture that values diversity and respect in the workplace.
- To provide assist with leadership and motivation conducive to good staff relations and work performance.
- Where appropriate establish and maintain records of attendance, statistical information, annual returns, and any other information as may be requested.

- Work as part of a team and to ensure that all members are treated with dignity and respect.

**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
- Have at least 2 years’ administrative experience in a designated office within the services mentioned above
- Have supervisory experience
- Have the requisite knowledge and ability for the effective discharge of the duties of the role, including experience with
  - Microsoft applications such as Word, Excel etc
  - Minute taking
  - Gathering, analysis and reporting of complex information and data from multiple sources to produce clear and concise reports/briefs to inform decision making and performance management.
  - Management and delivery of multiple concurrent pieces of work.
  - Working collaboratively with multiple internal and external stakeholders, as relevant to this role.

**Desirable Experience**

- Project Management exposure or experience
- Training management or implementation experience

	<p><b>Health</b></p> <p>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><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><a href="#"><u>Tusla Leadership Competency Framework</u></a></p> <p>The <a href="#"><u>Tusla Leadership Competency Framework</u></a> 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.</p> <p>The Tusla Leader Framework relevant for this role is <a href="#"><u>Leading Others</u></a></p> <p>Please access this <a href="#"><u>Leading Others</u></a> link to fully familiarise yourself with the impact of this <b>Leading Others</b> proficiency for Tusla. The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
<p><b>Other requirements of the role</b></p>	<ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> <li>• Have awareness of children and young people’s participatory practice</li> </ul>
<p><b>Application Process</b></p> <p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></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>

	Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.
<b>Code of Practice</b>	<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 <a href="http://www.cpsa.ie">www.cpsa.ie</a>. Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p>
<p><b>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.</b></p> <p><b>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.</b></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><b>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</b></p> <p><b>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</b></p>	

<b>Tenure</b>	<p>The current vacancy available is of a one-year duration and whole time.</p> <p>The post is pensionable.</p> <p>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	The Salary scale for the whole time equivalent of this post is:

	<p><b>01/02/2026: €57,898, €59,278, €60,963, €64,126, €66,017, €68,372, €70,734 LSIs</b></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 credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5. <a href="#">Candidate Information Pack - Recruitment Process</a></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 a currently serving civil or public servant.</p>
<b>Working Week</b>	The standard working week applying to the whole time equivalent of this post is: <b>35 hours.</b>
<b>Annual Leave</b>	The annual leave associated with the whole time equivalent of this post is <b>30 days</b> per annum.
<b>Superannuation</b>	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.
<b>Probation</b>	<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>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	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.
<b>National Standards for Children and Family Services</b>	Employees must have a working knowledge of HIQA Standards ( <a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a> ) 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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