



Candidate Campaign Information Pack Grade VIII Commissioning Manager- Separated Children Seeking International Protection.

Dear Candidate,

Thank you for your interest in the post of – Grade VIII Commissioning Manager- Separated Children Seeking International Protection.

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:

Thelma Blehein- Thelma.blehein@tusla.ie / 087 785 6713.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitDML@tusla.ie or **Tusla Recruit Campaign Manager:** Aimee Power- aimee.power@tusla.ie / 087 6034820.

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 VIII Commissioning Manager- Separated Children Seeking International Protection Grade Code: 0655
Campaign Reference Approval Code	TRCORP20262238
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 1 st October 2026.
Closing Date for Applications	12 noon, Monday 19 th October 2026.
Proposed Interview date(s)	October / November 2026. - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Thelma Blehein- Thelma.blehein@tusla.ie / 087 785 6713. <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 Brunel Building, Heuston South Quarter, Dublin 8. 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 The team for Separated Children Seeking International Protection has the responsibility for providing a service to children and young people who are newly arrived in Ireland seeking international protection and who are separated from their parents or their guardian. The team provides valuable support to these most vulnerable children/young people from various countries who come to Ireland for safety, refuge, and better quality of life and as applicants for International Protection. The aim is to assist the young people in achieving their full potential through education and integration, to participate fully in Irish life and make a meaningful contribution to Irish Society through self-sufficiency and independence. To be supported with reunification where immediate family members join them in Ireland, escaping persecution, war and marginalisation in their country of origin. The service is multifaceted with operational responsibility for Intake, Duty and Initial Assessment of children and young people notified to Tusla by the IPO under the International Protection Act (IPA) 2015; for the intake eligibility assessment of such referred young people to determine their eligibility for service under the Child Care Act, for the placement of the young person. The service also manages teams for Children in Care and beneficiaries of temporary protection fleeing war in Ukraine and Subject to Placements under Section 5 of the 1991 Child Care Act; the provision of alternative care placements to Unaccompanied minors in Foster Care, Residential Care, Supported Lodgings and After Care Services. The team is expanding and involved in extensive service review and development. It is a multicultural team with a strong team ethos committed to meeting the needs of all service users.
Purpose of Role	This exciting new role is pivotal in strengthening our partnership work with the community and voluntary services in each Tusla Region. Through partnership, engagement, and planning, the post holder will lead the commissioning of services, to ensure a broad range of services are in place in each Region to respond to the needs of children, young people and families. This will include universal family support services, early intervention services, and child welfare services. The post holder will support Area Managers and the Senior Management Team in developing and completing commissioning plans for their respective areas, ensuring that services are aligned with identified needs and priorities. They will work collaboratively with staff across networks to gather information, monitor service delivery, and manage Service Level Agreements (SLAs) with community and voluntary organizations. The post holder will also play a key role in engaging and working in partnership with other statutory agencies in the Region, to identify emerging needs for children and families living in communities in the Region and ensure that commissioning plans and service plans reflect

	those needs. The role is integral in ensuring that children and families across all response pathways have access to the right support at the right time through well-commissioned and governed services.
Reporting Relationship	As part of the new Regional Team, the post holder will report into and support the GM in assessing and planning for new developments, identifying service needs, and strengthening service improvement efforts within the Regional Office.
Duties and Responsibilities	Main Duties and Responsibilities <u>Network-Level Commissioning Planning</u> • Work directly with General and Area Managers in SCSIP, PSWs, Residential Managers and the Tusla Commissioning Services to develop tailored commissioning plans for SCSIP • Ensure plans are evidence based through needs assessments, service mapping, and identified gaps in provision. • Engage with other statutory agencies, CYPSCs and other Tusla regions as appropriate to explore joint commissioning opportunities. <u>Needs Assessment and Service Mapping</u> • Lead on the collation and analysis of data to identify unmet needs and service duplication. • Use this intelligence to inform commissioning priorities and decisions. <u>Engagement, Partnership and Development</u> • Engage with community and voluntary sector providers to understand capacity, innovation, and readiness to deliver services aligned with Tusla's priorities. • Support the development of new community and voluntary service initiatives where gaps exist. • Develop service networks as relevant or useful to the improvement of operational standards as well as benefits to service users <u>SLA Management and Performance Monitoring</u> • Support the implementation and monitoring of large-scale Service Level Agreements (SLAs) as delegated by the budget holder. • Ensure commissioned services are delivering agreed outcomes and value for money. <u>Governance and Compliance</u> • Ensure all commissioning activity complies with national policy, procurement rules, and governance frameworks. • Contribute to the development of commissioning policies, templates, and guidance within SCSIP and Tusla Commissioning.

	<u>SCSIP Commissioning Office Collaboration</u> • Support the GM & Area Managers of SCSIP in service planning, identifying opportunities for service improvement and innovation. • Contribute to commissioning reviews and strategic planning processes. <u>Stakeholder Engagement</u> • Facilitate collaboration between internal teams and external partners to ensure services are co-designed and responsive to the needs of children and families. <u>Innovation and Continuous Improvement</u> • Identify and promote innovative commissioning approaches that improve outcomes and efficiency. • Contribute to learning and development initiatives related to commissioning. <u>Data Collection</u> • With the support of the GM, coordinate and lead on Data collection associated with commissioning for the SCSIP team, ensuring standards for the collection of key data points are met in collaboration with relevant staff. • Lead on annualised data reporting for commissioning within SCSIP. • Through the commissioning process to engage with NGOS on the collection of data sets relevant to SCSIP. Coordinate the collation of this data for use in annual reports and to inform future service provision. <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: • A 3rd level qualification relevant to the requirements of the role • Have five years relevant post qualification experience to include experience of in

	developing and completing commissioning plans • A proven track record of achieving results through stakeholder and community networking and cross sectoral working as relevant to the role. • Ability to analyse complex problems, and able to develop business models to investigate a number of options/solutions and their viability, evaluating risk within a changing environment. 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 Leasing Service, Please access this Leasing Service link to fully familiarise yourself with the impact of this Leasing Service 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. 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 vacancy available is 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: 01/06/2026: €83,912, €84,665, €87,976, €91,301, €94,600, €97,912, €101,207 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 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/