Candidate Campaign Information Pack

Staff Grade Psychologist – Midwest

Dear Candidate,

Thank you for your interest in the post of **Staff Grade Psychologist – Midwest**.

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: Lesley Devlin, Lesley.devlin@tusla.ie / 086 819 2499 or Dr. Shona O'Connor Shona.OConnor5@tusla.ie / 087 103 4690.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitwestnorthwest@tusla.ie or Tusla Recruit Campaign Manager: Katie Power, Katie.power1@tusla.ie / 087 092 1714.

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Staff Grade Psychologist – Midwest Grade Code: 3689
Campaign Reference Approval Code	TRMW20261063
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 5th November 2026
Closing Date for Applications	12 noon, Monday 23rd November 2026
Proposed Interview date(s)	December 2026 / January 2027 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Lesley Devlin, Lesley.devlin@tusla.ie / 086 819 2499 or Dr. Shona O'Connor Shona.OConnor5@tusla.ie / 087 103 4690 *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 base is negotiable within the Midwest Region. The Midwest region incorporates Limerick, North Tipperary, Galway, Laois and Offaly. The base is negotiable within the offices in this region. The post will require travel to regional office of St Joseph's Hospital, Mulgrave Street, Limerick, V94 159V 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
Purpose of Role	The staff appointed to this role will be assigned to a specialist multidisciplinary therapeutic team established to respond to the mental health and well-being needs of children-in-care who have experienced sexual abuse. The team operates as part of a Midwest Regional Tusla Therapy service, that includes a range of multidisciplinary teams supporting children who are int eh care of Tusla. The purpose of the post is to participate as a member of a multi-disciplinary team within the Social Work Department to provide a psychology service to young people and their families who are in the care of Tusla. The post holder will work collaboratively with a variety of services to assess and understand the therapeutic needs of young people and their families in the care of Tulsa and respond with interventions that are timely, proportionate, needs led, evidence based and in partnership with the young people and their families. Other key stakeholders could include An Gardai Siochana HSE primary care, Disability services, CAMHS, Schools, PHN's, GP's, Adult mental health, substance misuse services and other community and voluntary organisations. The staff grade psychologist will be responsible for the delivery of the psychological interventions in line with Tusla policies and within established professional guidance, standards and policy. In doing so the psychologist will work with the support of psychology colleagues form the Midwest Regional Tusla Therapy Service and has access to the support of a national Tusla psychology structure. Clinical supervision is to be provided by a Senior Psychologist within Tusla.
Reporting Relationship	Principal Social Worker for line management and Clinical Supervision to be provided by a Senior Psychologist.
Duties and Responsibilities	**Main Duties and Responsibilities** **Professional / Clinical** • Be responsible for the delivery of professional psychology services appropriate to the post, in line with best practice • Carry a clinical caseload appropriate to the post

	• Provide psychological assessments of the children, young people and their families based upon the appropriate use, interpretation and integration of data from a variety of sources including psychological tests, self-report measures, direct and indirect observation and interviews with clients, family members and/or carers in consultation with the professional network. • Provide psychological assessment, intervention and monitoring of progress and outcome as required for children and young people in the care system in collaboration with their MDT colleagues. • Attending Child in Care reviews and contributing to the child/ young person's statutory care planning as appropriate. • Provide professional reports as required in accordance with professional standards • Foster an understanding of the role and contribution of psychology by providing professional consultation, education, guidance and support in collaboration with other colleagues. • Communicate effectively and work in co-operation with other team members and others to ensure integrated service provision and collective risk management. • Contribute to and participate in inter-agency work practice and service delivery as required • Attending Child in care reviews, committees, case conferences, professional and network meetings and Signs of Safety meetings. • Work within limits of professional competence in line with principles of best practice, professional conduct and clinical governance. • Be aware of and refer the children, young people and their families to other services as necessary as part of the care planning. • Work in an ethical and professional manner at all times • Prepare professional reports and give evidence as required by the courts. • Keep the Principal Social Worker informed of any significant risk in line with relevant local and national protocols. • Promote a culture that values equality, diversity, respect and child centred practice. • Ensure that practice is in line with Tusla's Child and Youth Participation Strategy. • Keep abreast of legislation as relevant to your role. **Research & Evaluation** • Utilise evidence-based literature and research to support effective practice • Undertake project management including audit and service evaluation with colleagues within the service to help develop service provision. • Participate in evaluation of all clinical activity within the post and provide such information as required by the Principal Social Worker for the purpose of service monitoring and evaluation. • Undertake appropriate research and provide research advice as appropriate • Publish research outcomes in professionally recognised journals and share information on outcomes at professional conferences where appropriate. • Represent a professional viewpoint in relation to nationally accepted good practice

	and to ensure a high level of ethical standards and professional conduct. • Contribute to developments and innovative practice in psychology within Tusla. • Conduct all research activity under the guidance of Tusla's national research office. **Education & Training** • Attend mandatory training programmes • Be informed of advances in professional knowledge and practice • Keep abreast of best practice as outlined by the Psychological Society of Ireland • Participate in continuous professional development initiatives and ensure compliance with statutory registration requirements when required. • In collaboration with the Senior / Principal Psychologist and Principal Social Worker attend training courses as informed by service requirements and career and personal development planning • Attend and engage in clinical and line management supervision effectively and in a reflective capacity. • Support the education of those in post graduate professional psychology training • Participate in the learning and practice education of students on placement from the MDT team. • Provide trainings as warranted. **Administrative** • Maintain appropriate records, databases and statistics in accordance with Tusla requirements and local guidelines, Freedom of Information Act, Data Protection Acts GDPR and other relevant legislation. • Maintain professional standards with regard to records of children, young people and their families and maintain data confidentiality • Actively participate in development and continuing improvement initiatives of psychological services in liaison with the Senior / Principal Psychologist and relevant others including your MDT colleagues. • Contribute to policy development, performance monitoring, business proposals, service planning and budgetary control in conjunction with the Senior / Principal Psychologist and Principal Social Worker. • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care arrangements. • Assist in ensuring that the psychology service makes the most efficient and effective use of developments in Information and Communications Technology • Keep up to date with organisational developments within the Tusla and the wider public sector. • Staff will work within the values and principles as outlined in the national framework of Signs of Safety. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections,

	Hygiene Standards, regulations regarding foster care and residential care etc and comply with associated Tusla protocols for implementing and maintaining these standards as appropriate to the role. • As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA Child Protection teams. **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:** • Applicants must have a recognised university degree or diploma (Quality and Qualifications Ireland (QQI) level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject AND a recognised professional post-graduate qualification in clinical, counselling or educational psychology or an equivalent qualification validated by the Department of Health. **AND** • Applicants must demonstrate that they have completed a training placement within the area of child, adolescent, and family psychological practice such that the placement fulfils the placement standards set out in the relevant Psychological Society of Ireland accreditation for clinical, counselling, or educational psychology, as appropriate. Supervision during this placement experience must have been fully in line with supervision requirements as outlined within the relevant Psychological Society of Ireland accreditation criteria, subject to any supervision derogations put in place by the professional society during the time the placement was completed. **OR**

	• Applicants must demonstrate that they have sufficient supervised post-qualification experience in the area of child, adolescent, and family psychological practice, such that would fulfil the standards set out in relevant Psychological Society of Ireland accreditation criteria, provided that all required accreditation standards that were in place at the time the qualification was completed were fully achieved. Supervision provided during that experience must have been in line with Psychological Society of Ireland standards For applicants who have qualified outside of the Republic of Ireland, and who have their qualifications validated by the Department of Health, it must also be demonstrated that they have completed supervised experience in child, adolescent, and family psychological practice that is in line with Psychological Society of Ireland standards **AND** • Candidates must possess the requisite knowledge and ability, (including a high standard of suitability and ability), for the proper discharge of the duties of the office **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 self Please access this Leading self link to fully familiarise yourself with the impact of this **Leading Self** 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**	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

Selection Process **Shortlisting / Interview**	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 the Midwest Region. 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 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:** €63,222, €67,244, €70,102, €73,088, €76,057, €78,998, €82,704, €87,056, €92,207, €97,424, €101,673, **€104,951, €108,234 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 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/