Candidate Campaign Information Pack

Alternative Care Inspection Monitoring Service (ACIMS)

Inspection Manager

Dear Candidate,

Thank you for your interest in the post of **Alternative Care Inspection Monitoring Service (ACIMS) Inspection Manager.**

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: Deputy Head Alternative Care Inspection and Monitoring Service & Child Safeguarding Unit, Sharon McLoughlin, Sharon.mcloughlin@tusla.ie / 087 798 6193.

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: Rory Power, rory.power@tusla.ie / 087 774 5036.

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Alternative Care Inspection Monitoring Service (ACIMS) Inspection Manager Grade Code: 0655
Campaign Reference Approval Code	TR20262476 & TRCORP20262300
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 12th November 2026
Closing Date for Applications	12 noon, Monday 30th 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	Deputy Head Alternative Care Inspection and Monitoring Service & Child Safeguarding Unit, Sharon McLoughlin, Sharon.mcloughlin@tusla.ie / 087 798 6193 *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 location of this post will be agreed with the successful candidate. However, regular attendance in the Dublin office is necessary. 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 Tusla's Quality Assurance Directorate is concerned with promoting continuous improvement and effective risk management in services for children and families. Children's Service Regulation is located within the QA Directorate **Post Specific Service: About Tusla's Quality & Regulation Directorate:** Tusla's Quality and Regulation Directorate is concerned with promoting continuous improvement and effective risk management in services for children and families. It delivers its functions through the following functions: **Children's Services Regulation:** Children's Services Regulation (CSR) is part of Tusla's Quality & Regulation Directorate and has responsibility for providing public assurance that Tusla's regulatory functions operate to a high standard, in accordance with legislation and evidence-based practice. CSR's remit includes the Early Years Inspectorate, the Alternative Education Assessment and Registration Service, the Alternative Care Inspection and Monitoring Service and the Child Safeguarding Statement Compliance Unit. CSR continues to strengthen its governance, quality, data and assurance arrangements through implementation of the CSR Strategy 2025–2030, the CSR Governance Framework, the Quality Management System, internal quality assurance audit activity and the ongoing development of digital and case-management systems to support consistent, proportionate and child-centred regulation. **Early Years Inspectorate:** The Early Years Inspectorate is the independent statutory regulator of Early Years' Services and is responsible for registering and inspecting pre-schools, playgroups, crèches, day care, school age care and similar services. Its role is to promote the quality, safety and appropriate care of children by robust regulation of the sector. **Alternative Education Assessment:** Children who are educated at home or who attend a non-recognised school must be registered with Tusla by their parents/guardians. The registration process requires that an assessment or assessments be carried out to determine whether the child is receiving a certain minimum education and therefore can be placed on the statutory register of children educated outside of a recognised school. Children who are educated in an independent school setting can also be placed on the register where it is determined that the

	school is providing a minimum education to the pupils who are enrolled there. **Alternative Care Regulation:** The team monitors and reports on alternative care settings for children who cannot live with their families. The service is responsible currently for the registration and inspection of non-statutory residential care settings for young people, as well as the monitoring and audit of non-statutory foster care providers. **Child Safeguarding Statement Compliance Unit (CSSCU):** The CSSCU has a national centralised function for the receipt and processing of referrals and notifications of failure to furnish Tusla with a copy of a relevant agency's safeguarding statement made under Article 12(1) of the Children First Act 2015. The office is also responsible for appropriately supporting relevant agencies to achieve compliance under section 12 (1) – (5) of the legislation. **Regulatory Practice and Development:** The Regulatory Practice and Development Team is responsible for a range of functions to provide support to Children's Services Regulation. There are five distinct functions: management and analysis of data and business process design and re-design; implementation and maintenance of the Quality Management system across Children's Services Regulation; co-ordination and delivery of Learning and Development; provision of expert advice and guidance on matters relating to children attending early years services; and management of Children's Services Regulation communications, including the website and the publication of inspection reports.
Purpose of Role	The Alternative Care Inspection and Monitoring Manager will be responsible for the implementation of the regulatory requirements of the Child Care Act 1991 and regulations made there under as amended. The post holder will be responsible for the management and leadership of a team of inspection and monitoring officers.
Reporting Relationship	Deputy Head Alternative Care Inspection and Monitoring Service & Child Safeguarding Unit.
Duties and Responsibilities	**Main Duties and Responsibilities** • Co-ordinate and quality assure the statutory inspections and regulatory compliance of Non statutory Children's Residential Care Services in their operational area. • Manage and quality assures the monitoring of statutory and Non statutory Children's Foster Care Services in their operational area. • Provide effective leadership and professional supervision to a team of monitoring and inspection officers in accordance with the service leadership strategy. • Manage the examination of concerns, notified incidents and disclosures received in respect of relevant alternative care services. • Oversee and quality assure inspection and monitoring practices including preparation of reports for publication where relevant. • Under the direction of the National Manager monitor performance and attainment of Key performance indicators in their operational area against benchmarks set by the Childrens Services Regulation Senior Management Team. • Under direction of National Office CSR prepare and collate data analysis and other reports as required. • Be part of the National Senior Management Team for alternative care regulation.

	• Liaise as appropriate with the NGO sector, service providers and other statutory bodies in relation to service improvement. • Manage submissions and Quality assurance of reports and referrals to the Residential Care Residential Registration Panel. • Participate in the decision making of the Residential Care Registration Panel. • Take a lead role in the design and implementation of all policy, procedures, and standard operating procedures as required by the Head of Regulatory Enforcement CSR. • Convene regional interagency meetings to identify impediments at local and regional levels to the effective and efficient progress of inspection and regulation service. • Ensure and maintain all data collection as a basis for driving high quality statistics and database. • Monitor and evaluate service provision. • Be responsible for the overall management and performance of work activity within the designated alternative care service area in keeping with good professional practice and subject to agreed policy directives and priorities. • Provide professional leadership in the delivery of a high quality service. • Ensure the implementation of current and evolving legislation, policies and procedures, guidelines, protocols and standardised operating procedures. • Ensure anti-discriminatory practice and cultural competence, at individual and service levels. • Ensure the provision of appropriate professional development of Inspection officers. • To contribute to and promote an implement the CSR culture statement and maintain a positive working relationship at all times. **Management** • Report and advise on staffing needs. • Participate in the Alternative Care Regulation senior management team. • To supervise and support where applicable administrative support officers. • Ensure the inspection and monitoring service complies with relevant HR and CSR policies, procedures and guidelines. • Contribute to the development of policies, procedures and guidelines in relation to the inspection and monitoring service, engaging staff as appropriate. • Participate in and contribute to service planning and service improvement initiatives. • Provide service delivery reports updates as required. • Ensure compliance standards of documentation collation and management, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act. • Oversee service user and data confidentiality. • Collaborate with the National Manager Alternative Care Inspection & Monitoring Service in developing the quality assurance role of through planning, audit, production of standards, continuing education, quality improvement initiatives and research. • Any other duties that may be assigned to him/her by National Manager Alternative

	Care Inspection & Monitoring Service or designated Manager. **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. **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:** • Minimum Level 8 qualification in health, social care, social work, or other area relevant to the role. • Minimum five years relevant experience in childcare services. • Significant experience of working in a management position, as relevant to this role. • Experience of inspection or quality assurance, as relevant to this role. • Experience, understanding and knowledge of inter-agency, cross sectoral and multidisciplinary working. • Must have the requisite professional knowledge and ability (including a high standard of suitability and management 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 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 Service Please access this Leading Service link to fully familiarise yourself with the impact of this **Leading Service** proficiency for Tusla. **The Competency of Professional Knowledge is specifically**
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 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**: €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/