



Candidate Campaign Information Pack Grade VII- Regional Facilities Manager Dublin Mid Leinster

Dear Candidate,

Thank you for your interest in the post of – Grade VII- Regional Facilities Manager Dublin Mid Leinster

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:

Sharon Foley- sharon.foley@tusla.ie / 086 0413321 or 045882438.

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 VII- Regional Facilities Manager Dublin Mid Leinster Grade Code: 0582
Campaign Reference Approval Code	TNDML20261307
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 5 th March 2026.
Closing Date for Applications	12 noon, Monday 23 rd March 2026.
Proposed Interview date(s)	April 2026. - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Sharon Foley- sharon.foley@tusla.ie / 086 0413321 or 045882438. <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 Vista Offices, Ballymore Road, Naas, Co. Kildare. 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:

	<ul style="list-style-type: none"> • 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 <p>Further information is available on www.tusla.ie</p>
Purpose of Role	To manage the delivery of Facilities Management (FM) services within the Tusla Region of Dublin Mid Leinster. To support the design and operation regional and network/area based FM solutions across the country, whilst taking account of National FM guidance and approaches provided through the National Manager Facilities.
Reporting Relationship	The postholder will report to the General Manager Regional Services
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Management</p> <ul style="list-style-type: none"> • Co-ordination of accommodation requirements (including continued analysis and oversight of same) with the Tusla Estates and the National Facilities Manager • Supervise the efficient operation and effective management & maintenance of all Tusla-operated facilities in the specific area designated, visiting work locations and overseeing relevant work and operations. • Developing and implementing maintenance programmes for all FM services, ensuring compliance with regulatory requirements and industry best practice. • Induct, Permitting, (encompassing all H&S requirements i.e. RAM’s) supervise and control of external/internal contractors engaged in FM operations in respect of Tusla buildings and services. • Make decisions within relevant policies, procedures, guidelines and best practise in respect of the Facilities Department. • Liaise with the National Facilities Manager in keeping service management informed on a planned basis, in relation to energy consumption, plant performance, climate action programmes, planned preventative evaluation, contractor performance and standards. • Manage and be accountable, within agreed parameters, for the budgetary performance of FM services. • To support, where required capital and minor capital projects. • Involvement in governance and performance management of current and future relevant SLA(s) and term contracts including procuring same. • Assist service management in the setting up and implementation of planned

preventative maintenance programmes (PPM's), review and approve PPM reports, ensuring appropriate follow-up is carried out as required and reporting on same to relevant stakeholders on a quarterly basis.

- Assist in the development and implementation of policies, best practices and efficient procedures in the FM area.
- Oversee the decoration, maintenance, upkeep and repair of all buildings in the specific designated area
- Participate on Project Teams as required.
- Ensuring all premises with under Tusla's remit in the Region comply with statutory requirements including but not limited to fire, health and safety obligations.
- Ensuring the appropriate testing of all fire detection and firefighting equipment in association with the Fire & Infrastructural Risk Manager, and local Fire Officers as appropriate.
- Plan and supervise existing or proposed rota arrangements and participate in on-call rota if required. There may be a requirement to work overtime or flexi-time occasionally, and/or to work alternate working times to ensure all staff are supervised and buildings / equipment are secured at all applicable times.
- Be expected to co-operate with the implementation of new technology.
- Supervise, manage and develop staff reporting to them.
- Be a motivator of staff to ensure corporate objectives are met, provide leadership and motivation conducive to good staff relations and work performance.
- Deal with staff issues where applicable and liaise with management regarding any issues requiring referral to other parties including involvement in the handling of disciplinary issues.
- Demonstrate pro-active commitment to all communications with internal and external stakeholders.
- Carry out such duties as may be assigned to them from time to time by a nominated officer, including various other nominated managers.

Professional / Technical

- Ensure statutory and best practice compliance with mechanical and electrical installation services and equipment, therein.
- Be involved in the repair / upkeep of all boundary walls, fences, roadways, paths etc., which are the responsibility of Tusla.
- Be involved in the maintenance, repair, upkeep and efficient operation of water and sewage systems on Tusla premises.
- Schedule, manage and supervise contract work being undertaken , in line with all Tusla policies.

	<ul style="list-style-type: none"> • Prepare and/or procure the preparation of reports, estimates, specifications and drawings as required for the proper carrying out of work. • Supervise the Digital Adoption of an Integrated Workplace Management System (IWMS) for Facilities Management and Common Data Environment (CDE) for Capital Projects • Keep appropriate records, checks and tests as may be required. • Supervise and direct staff assigned to him/her. • Supervise and/or ensure the maintenance of all machinery, plant and equipment and all gas, electrical and steam installations in buildings owned or occupied by Tusla • Induct, and manage outside contractors engaged in maintenance programmes, ensuring compliance with tax, insurance, garda vetting, training and health & safety legislation. • Act as a liaison between contractors and the service / PIC in relation to communication and timelines. • Monitor the implementation and effectiveness of all maintenance contracts in place, in each location. • Prepare annual planned maintenance work programmes for all buildings, plant and equipment at the appointed location(s) in liaison with Tusla Estates and the National Facilities Manager. • Assist in the planning of minor capital works in consultation with the designated Regional Estates Project Coordinator. • Work closely with Tusla Estates Project Coordinators and Business Managers to ensure effective facility management within the region . • Prepare and update progress reports on all planned maintenance work programmes. • Act as maintenance/FM representative at design team and project team meetings on major capital projects as requested. Assist in the generation of snag lists at walk down and handover stage. • Review project handover and safety files with the designated Regional Project Co-ordinator, prior to substantial completion being signed off. • Keep such records as required and submit for checking. Keep drawings, commissioning files, manuals properly stored, accessible, and revise when required. • Be responsible for the ordering, or requisitioning where appropriate, of materials etc using OGP protocols, required in the execution of his/her duties. • Sustainable management of waste • Ensure the proper maintenance of all facilities / mechanical, electrical and water systems including but not limited to: <ul style="list-style-type: none"> ○ Catering facilities
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- Air conditioning units, chiller units
- Clean air systems, AHUs heating/cooling/dehumidification/humidification
- Cold water distribution systems, water storage cisterns, hot water distribution systems, hot water colorifiers and plate heat exchangers
- Foul and surface water drainage systems
- Sanitary fittings
- LPHW boilers, MTHW boilers and steam boilers and associated plant, under floor heating, radiator heating and associated controls including weather compensation, TRV's and frost protection.
- Oil burners, natural gas burners, LPG and dual fuel burners including fuel storage.
- Building/energy management systems
- Standby generators
- Hydraulic and electric driven passenger / goods lifts
- Water treatment systems including water softeners, filtration systems, and dosing systems
- Fire detection equipment and emergency lighting equipment
- Roofing, building fabric maintenance and repairs
- Manage and supervise Legionella control programmes in accordance with the relevant statutory and legislative requirements, guidelines and best practice.
- Drive and support sustainability and energy management initiatives/programmes across Tusla occupied properties.

Education & Training

- Maintain own knowledge of relevant policies, procedures, guidelines, and practices to perform the role effectively and to ensure standards are met.
- Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety legislation, Employment legislation, GDPR and Data Protection Acts 2018, FOI Acts, etc.
- Ensure that the provision and maintenance of all aspects of facilities management are compliant with the relevant Tusla, National and EU policies, procedures and guidelines, regulatory bodies standards and legislation (i.e., HIQA, EPA, SEAI, Health and Safety Authority), and risk management and insurance requirements (e.g., State Claims Agency)
- Develop processes to ensure compliance with statutory and regulatory obligations for FM.
- Undertake training as required to enhance his/her capacity and safety at work.

	<ul style="list-style-type: none"> • Contribute to the training and induction of other categories of staff, as requested. • Ensure all mandatory training required to meet the requirements of any staff assigned to him/her. <p>Administrative</p> <ul style="list-style-type: none"> • Assist the Line Manager in the preparation of relevant budgets in relation to facilities. • Liaise and participate as appropriate with the GM Regional Services and National Facilities Manager in the procurement and roll out of contracts for the maintenance and management of facilities for which he/she is responsible. • Maintain all appropriate personnel records associated with any staff assigned • Keep all logs and records as are considered necessary. • Adhere to approved procedures for quotations, ordering and processing of payment to comply with National Financial Regulations. • Ensure all policies, procedures, protocols and guidelines in addition to risk assessments, are updated and reviewed as required. • Prepare and submit Requisitions and certify invoices as appropriate. • Ensure compliance with the Prompt Payments Act in relation to invoicing. • Process approval for payments. <p>Health & Safety</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Mechanical, Electrical, or Civil Services.

Or

- Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Facilities Management.

Or

- Have successfully served a Craftsman apprenticeship of not less than four years and qualified as a Craftsman as recognised by the Irish Standards Authority ETB (Education and Training Board).

Or

- Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft.

Or

- Possess the National Craft Certificate issued by FETAC.

Or

- Possess the Senior Trades Certificate issued by Department of Education.

Or

- Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London

And

- Have 5 years' experience of maintaining buildings, of which 1 year experience must be in the management of a small maintenance or facilities management team.
- Have the requisite knowledge and administrative ability (including a high standard of 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.

<p>Skills, competencies and/or knowledge</p>	<p>Tusla Leadership Competency Framework</p> <p>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.</p> <p>The Tusla Leader Framework relevant for this role is Leading Others</p> <p>Please access this Leading Others link to fully familiarise yourself with the impact of this Leading Others proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
<p>Other requirements of the role</p>	<ul style="list-style-type: none"> • The post holder will require a current driving licence and access to appropriate transport as the post will involve travel. • The post holder may be required to participate in on-call arrangements/emergency callouts. • The post holder will be required to undertake regular CPD as relates to their role. • Have awareness of children and young people’s participatory practice
<p>Application Process</p> <p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</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> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<p>Code of Practice</p>	<p>The Recruitment Service Child and Family Agency will run this campaign in compliance with</p>

	<p>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 www.cpsa.ie. 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>
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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 Dublin Mid Leinster 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.

<p>Tenure</p>	<p>The current vacancy available is permanent 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 & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<p>Remuneration</p>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/08/2025: €60,013, €61,479, €63,192, €64,911, €66,636, €68,176, €69,745, €71,272, €72,788, €75,397, €78,015 LSIs</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.</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 currently a serving civil or public servant.</p>
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	<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>
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	<p>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.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>
Ethics in Public Office 1995 and 2001	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

<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale</p> <p>NOTE</p> <p>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</p>	<p>appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below.</p> <p>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.</p> <p>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.</p> <p>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/</p>
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