



Candidate Campaign Information Pack
Deputy Head Regulatory Function – Children’s Service
Regulation (CSR) Early Years

Dear Candidate,

Thank you for your interest in the post of **Deputy Head of Regulatory Function – (CSR) / Early Years**.

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: Head of Inspection Early Years; Breda Cloney, breda.cloney@tusla.ie

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: alan.burns@tusla.ie / 087 434 1974.

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Deputy Head of Regulatory Function CSR / Early Years Grade Code: 0041
Campaign Reference Approval Code	TNCORP20262015
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 9 th July 2026
Closing Date for Applications	12 noon, Monday 27 th July 2026
Proposed Interview date(s)	August 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Head of Inspection Early Years; Breda Cloney, breda.cloney@tusla.ie <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 initial vacancy is flexible and to be agreed with successful candidate on commencement of role. The post holder will be required to regularly attend meetings both in Estuary House, Limerick & Brunel Building, Dublin. However, the initial assignment will be confirmed upon appointment. A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. For Tusla Regions & Networks please check the following link: 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

Post Specific Service: About Tusla's Quality Assurance & Regulation Directorate

Tusla's Quality Assurance 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

The Early Years Inspectorate is the statutory regulator of early years services in Ireland. Regulation includes registration, inspection and, where necessary, enforcement. Early years services include; pre-school services, school-age services and childminding services. **The Inspectorate** is responsible for registration, inspection, and oversight of early years services to ensure they meet legal requirements and quality standards. Its core purpose is to promote the quality, safety and appropriate care of children through robust regulation, including assessment of governance, safeguarding, children's health, welfare and development, and the suitability of premises for the care and education of children.

The Early Years Registration Department processes applications for new early years services, registration renewals every three years, change-in-circumstance requests, and notifications of services ceasing operations. It handles registrations for pre-schools, school age services, and childminders across the country.

The Early Years Inspection Department currently consists of 12 regional inspection teams (this is to expand) that regulate pre-school, school age, and childminding services through on-site inspections, pre-registration assessments, and visits to unregistered services. They assess compliance with legal requirements, monitor service quality and safety, and produce publicly available inspection and assessment reports following quality review. Teams also support providers through engagement to promote understanding of regulations and continuous quality improvement, escalating to enforcement where needed to protect children.

The Enforcement Department manages the National Registration Enforcement Panel (NREP),

	<p>a quasi-judicial body for law enforcement and regulatory investigations within Tusla's Children's Services Regulation. It addresses concerns about services, Garda vetting, prosecutions, and the suitable person's panel, applying proportionate actions guided by safeguarding, compliance promotion, transparency, and accountability principles.</p> <p>The Regulatory Practice Development Department (RPDD) supports the development of policy, guidance, standard operating procedures, and sector-facing materials. It leads the engagement with many different stakeholder groups many established by the Inspectorate which support regulatory awareness and understanding, collaborative work and engagement with the purpose of improving regulatory compliance levels. The department produces reports, conducts data analysis, generates KPIs and dashboards across the Inspectorate. It leads and administers the Quality Assurance Management system for the Inspectorates. It runs the internal audit programme which finds areas for improvement across the system and it supports external auditors' work.</p> <p><u>Other Children's Services Regulation functions</u></p> <p>Alternative Education Assessment: Under Section 14 of the Education (Welfare) Act 2000, the team conducts assessments to check if children educated at home, in non-recognised schools, or independent settings meet minimum education standards. They place qualifying children on the statutory register of those educated outside recognised schools.</p> <p>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.</p> <p>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 organisation's safeguarding statement made under Article 12(1) of the Children First Act 2015. The office is also responsible for appropriately supporting relevant agencies in achieving compliance under section 12 (1) – (5) of the legislation.</p>
<p>Purpose of Role</p>	<ul style="list-style-type: none"> • Ensure that the regulatory function is delivered consistently, professionally and in accordance with statutory obligations, national policy and quality assurance standards. • Oversee operations and develop and manage key processes within the regulatory departments function. • Providing excellence in direction and leadership in order to effectively deliver high quality, intelligence driven and responsive statutory regulation of Children's Regulated Services. This will be done in accordance with relevant legislation, regulations, standards and adhere to Tusla policy. • Lead, manage, oversee and be part of continuous development in efficient and effective regulatory inspection processes. • Line management of Senior Managers and or other as maybe assigned. • Quality Assurance of work carried out.
<p>Reporting Relationship</p>	<p>Head of Early Years Inspection Department, Children's Services Regulation.</p>

Duties and Responsibilities

Main Duties and Responsibilities

Professional knowledge

- The legislation as relevant to Children’s Services Regulatory Functions.
- The principals that underpin administration of regulatory functions.
- Can demonstrate best practice in the oversight of administrative systems.
- Purpose and role of a regulatory inspection function.

Managing & Delivering Results (Operational Excellence)

- To support the Head Regulatory Functions and the of senior management team in the planning, development, and implementation of a responsive and effective national programme in line with operational plans and national priorities as they arise.
- To provide leadership to the Regulatory department in the development, implementation and maintenance of quality improvement systems to support the department in delivering its business objectives.
- To provide advice and guidance to Head of Regulatory Function in relation to all operational matters within the department.
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 - The notification of incidents process,
 - The Multiple provider oversight project
 - The Inspector Training Programme
 - The Inspector resource Toolkits
 - The Inspection processes on TCM
 - Policy Practice and Thresholding Decision function.
 - The Data capture and analytics function
- Identify trends, risks and emerging issues arising from regulatory activity.
- To manage the Operational functions of the Inspection teams and resources nationally in line with regulation and Early Years Inspectorate national policies and procedures.
- To maintain systems and procedures to support oversight of the work of staff.
- To liaise as appropriate with service providers, stakeholders, and the other statutory bodies in relation to the sector being regulated, i.e. early years.
- Ensure quality assurance processes are in place that support the delivery and implementation of an effective inspection service.
- Manage external relationships with other regulatory bodies and key stakeholders.
- Provide editorial oversight, guidance and advice to Inspection and Registration Managers or inspectors regarding the production of inspection reports and ensure all reports are prepared to the highest standards.
- Convene and contribute to regional interagency meetings.
- To represent the Inspectorate on regional and national forums.
- To participate on the National Registration & Enforcement panel.
- To ensure that the register of services is maintained at operational level and monthly updates on activity are returned in a timely fashion.

- Maintain and report on operational data in a timely manner to maintain high quality standards and operational excellence. This includes setting performance indicators for the operational division of the service.
- Monitor the regulatory department activity nationally and ensure inspections/activity are intelligence led and responsive to areas of concern.
- Provide service delivery and planning reports on the operations as required, contribute to the development of business plans and annual reports.
- Ensure the inspectorate meets annual operational targets and corporate plan and business plan actions.
- Ensure the implementation of current and evolving legislation, policies and procedures, guidelines, protocols, and standardised operation procedures.
- Provide professional leadership in the delivery of a high-quality service.
- Ensure the provision of appropriate professional supervision to all relevant staff in your area
- To manage the operational side of the management of unsolicited information received regarding an early years' service.
- To respond to any complaints or protected disclosures from the public and others in respect of the performance of the inspectorate in line with policy and procedures
- Supports audits and implements the learnings.

Teamwork, Leadership & Building and Maintaining Relations

- Lead, motivate, support, and supervise the staff assigned to the regulatory department.
- Support employees wellbeing and manage employee relation matters in accordance with HR policies
- Take a lead role in the implementation of and ensuring compliance with all policy, procedures, and Standard Operating Procedures.
- Be responsible for the overall management and operational performance nationally in line with good professional practice and subject to agreed policy directives and priorities.
- Effectively manage resource requirements and ensure requisite resources are in place to meet operational needs.
- Ensure the CRS / EY service complies with relevant HR and other policies, procedures, and guidelines.
- Contribute to the development of policies, procedures, and guidelines in relation to the Early Years' Service, consulting with staff as appropriate.
- Ensure that there are appropriate systems in place to gather relevant data and information.
- Build strong relationships with CSR colleagues, staff across Tusla directorates and externally.
- Deal with under performance in a timely and constructive manner.
- Respond to immediate operational matters and areas of risk and concern.
- Lead by example to build a positive culture where staff are motivated and respected.
- 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 team.

- Any other duties that may be assigned to him/her by the Head of Inspection & Assessment or designated senior manager.

Information, Complaints, Adverse Incident Reporting & Unsolicited Information

- Ensure compliance with the systems and processes in place to engage with and respond to individuals who express concerns (and or complaints) in an effective, informative, public-friendly, and respectful manner.
- Ensure compliance with the incident management system.
- To ensure that CSR Senior Leadership Team (SLT) are provided with updates and information concerning the management of high-risk services.
- Ensure timely and high-quality responses to parliamentary questions and political representations.
- Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act and Data Protection Act.
- Provide analytical and insight into the findings from inspections.
- Contribute to CSR publications.
- As required, perform the role of complaint/review officer.
- Prepare documents and cases for presentation at regulatory enforcement forums.
- Ensure that available resources are utilised effectively.
- To manage and escalate relevant regulatory matters ("RENS") to the National Service Director, as appropriate.
- To stay informed on contemporary regulatory development theories and methods, sharing insights with colleagues as relevant.

Commitment to providing a quality service

- Drive consistency and quality in all activities with decision making and reporting.
- Foster a culture of accountability, collaboration, learning and professional excellence in the inspection department.
- Be flexible and adaptable in the approach to work, embrace change and adapt work practices accordingly.
- Promote and maintain a quality customer-focused environment.
- Monitor efficiency within own area of responsibility and take remedial action or notify supervisor as appropriate.
- Continuously seek to improve systems / processes.
- Accept and act on feedback appropriately.
- Establish and maintain strong and positive communication with other Tusla directorates and stakeholders.
- Promote participation in the implementation of any change management projects.
- Lead in the continuous implementation of the Early Years Quality Management System and respond to external and internal audit findings.

	<p>Critical Analysis & Decision Making</p> <ul style="list-style-type: none"> • Rapidly prepare, assimilate, and analyse complex information. • Anticipates problems and considers the impact of decisions before taking action. • Support the gathering, analysis and reporting of data and information to support risk-based decision making and judgements through dashboards and bespoke reports. • Ability to respond to urgent issues in a timely manner. • Provide effective direction on issues escalated from staff <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"> • A minimum a QQI Level 8 qualification or equivalent as relevant to the role • Have a minimum of 5 years’ post qualification experience at senior management level in an organisation of comparable scale and complexity • Experience in a regulatory and/or inspection system • Experience managing and working collaboratively with multiple internal and external stakeholders to achieve results • Significant people management • Please demonstrate that have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>

<p>Skills, competencies and/or knowledge</p>	<p>Tusla Leadership Competency Framework</p> <p>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.</p> <p>The Tusla Leader Framework relevant for this role is Leading Service</p> <p>Please access this Leading Service link to fully familiarise yourself with the impact of this Leading Service 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 access to appropriate transport as the post may involve travel. • 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 the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The</p>

	<p>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 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.

<p>Tenure</p>	<p>The current vacancies available are permanent and whole time. The post is pensionable.</p> <p>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.</p> <p>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.</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>01/02/2026: €86,604, €88,791, €92,255, €95,746, €99,208, €102,680, €107,727</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

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/>