



Candidate Campaign Information Pack

Senior Speech and Language Therapist - Assessment, Consultation & Therapy Services (ACTS) - (part-time 21hr per week vacancy available)

Dear Candidate,

Thank you for your interest in the post of – Senior Speech and Language Therapist - Assessment, Consultation & Therapy Services (ACTS) - (part-time 21hr per week vacancy available)

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:

Karen O'Driscoll, Karen.ODriscoll@tusla.ie, 0871240011

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitdne@tusla.ie or **Tusla Recruit Campaign Manager: Susan Carolan, susan.carolan1@tusla.ie, 087 1009878**

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Senior Speech and Language Therapist - Assessment, Consultation & Therapy Services (ACTS) - (part-time 21hr per week vacancy available) Grade Code: 3379
Campaign Reference Approval Code	TCDNE20251167
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 19 th March 2026
Closing Date for Applications	12 noon, Tuesday 7 th April 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	Karen O'Driscoll, Karen.ODriscoll@tusla.ie, 0871240011 <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 part-time (21 hours per week) in Oberstown, Children's Detention Campus, Dublin. 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 in Oberstown, Children's Detention Campus, Dublin. 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.

	<p>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.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <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>
<p>Purpose of Role</p>	<p>To work as part of a multi-disciplinary team in co-ordinating and developing the service to meet the needs of the service user group and the objectives of the organisation.</p> <p>To provide a Speech and Language Therapy service to children & young people who are in care as part of the multi-disciplinary team structure.</p> <p>To be responsible for the provision of a high-quality Speech & Language Therapy services and carry out clinical duties as required both within your own assigned area and in any other area as directed by the Regional Therapy Manager.</p>
<p>Reporting Relationship</p>	<p>Professional/line management reporting relationship will be to the Clinical Team Manager. Clinical supervision and clinical governance will be provided by either a Speech and Language Therapy Manager/Clinical Specialist in the area or a designated person relevant to the professional field.</p>
<p>Duties and Responsibilities</p>	<p>Main Duties and Responsibilities</p> <p><u>Professional / Clinical</u></p> <ul style="list-style-type: none"> • Work as part of a multi-disciplinary therapeutic team to be responsible for the maintenance of standards of practice of self and of staff appointed as the project grows • Be an active member of the multi-disciplinary team, foster and maintain professional working relationships with other team members e.g., child’s social worker, to ensure that the needs of the child/young person are met • Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of therapy programmes for service users according to service standards • Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service, professional and legislative standards Communicate verbally and / or in writing results of assessments, treatment / intervention programmes and recommendations to the team and other relevant professionals e.g., child/young person’s social worker, carer, other team members • Attend team meetings, review meetings, case conferences, etc. as designated by the Clinical Team Manager

- Collaborate with service users, family, carers, schools and other staff in goal setting and treatment / intervention planning
- Ensure anti-discriminatory practice and cultural competence at individual and service level
- Participate in research, and where appropriate, initiate and/or participate in MDT research programmes
- Develop good working relationships with residential care teams, foster carers and appropriate HSE services such as CAMHS, Primary Care and Disability
- Provide clinical leadership in the day-to-day running of the service by supporting and supervising staff within their own discipline, prioritising and allocating work and promoting positive staff morale
- Be responsible for adhering to existing standards and protocols and for supporting the development and maintenance of standards / strategies for quality improvement and outcome measurement
- Seek advice and assistance with any assigned duties in line with principles of evidence-based practice and clinical governance
- Ensure that professional standards are maintained in relation to confidentiality / data protection, ethics and legislation
- Operate within the scope of Speech & Language practice as per CORU requirements and in accordance with local guidelines
- Make it possible for children and young people along with their families to advocate for their own needs or where appropriate advocate on their behalf.
- Attendance at court where absolutely necessary for care planning for the child
- Communicate results of assessments and recommendations to the service user and relevant others as appropriate.
- Document all assessments, diagnoses, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with Tusla and professional standards.

Education and Training

- Participate in mandatory & recommended training programmes within TUSLA
- Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Regional Therapy Manager
- Engage in professional clinical Speech & Language Therapy supervision with a Speech & Language Therapy Manager/Clinical Specialist or designated person
- Engage in peer support & reflective practice with Senior Speech & Language Therapist colleagues
- Participate with colleagues and non-Speech & Language Therapy staff / students and attend practice educator courses as appropriate
- Provide placements for students with adequate supervision
- Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review
- Manage and provide supervised training placements appropriate to the client group to those in professional Speech and Language Therapy Training
- Act as a resource by participating in the education and training of MDT colleagues and other allied professionals as required
- Build and communicate an understanding of the role and contribution of TUSLA Therapy services

Administrative

- Be responsible for the co-ordination and delivery of service in designated area(s)
- Promote good working practice and uniformity of standards of best practice
- Promote quality by reviewing and evaluating the Speech & Language Therapy service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Regional Therapy Manager and Clinical Supervisor
- Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Clinical Team Manager
- Collect and evaluate data about the service user group and demonstrate the achievement of the objectives of the service
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required
- Promote good team working, and a culture that values diversity
- Engage in IT developments as they apply to service user and service administration
- Keep up to date with developments within the organisation and the Irish Health Service

KPI's

- The identification and development of Key Performance Indicators (KPI's) which are congruent with TUSLA's Service & Business plan targets
- In conjunction with the Regional Service Manager assist in the development of a Performance Management system for your profession
- The management and delivery of KPI's as a routine and core business objective

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.

<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <p>Be registered or be eligible for the registration, on the Speech & Language Therapists Register maintained by the Speech & Language Therapist Registration Board at CORU</p> <p style="text-align: center;">And</p> <p>Have three years full time post qualification clinical experience with a minimum of one year working with children & young people</p> <p style="text-align: center;">And</p> <p>Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office</p> <p style="text-align: center;">And</p> <p>Provide proof of Statutory Registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapist Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p>Annual registration</p> <p>On appointment practitioners must maintain annual registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapists Registration at CORU</p> <p>And</p> <p>Practitioner must confirm annual registration with CORU to TUSLA by way of the annual Patients Safety Assurance Certificate (PSAC)</p> <p>Health</p> <p>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</p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p><u>Tusla Leadership Competency Framework</u></p> <p>The <u>Tusla Leadership Competency Framework</u> 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 <u>Leading Others</u> Please access this <u>Leading Others</u> link to fully familiarise yourself with the impact of this <u>Leading Others</u> 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</p>	<ul style="list-style-type: none"> • The post holder will require access to appropriate transport as the post may involve

<p>of the role</p>	<p>travel.</p> <ul style="list-style-type: none"> • 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 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>
<p>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.</p> <p>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 North-East. It is</p>	

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/temporary and whole time/part-time. The posts are 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>01/08/2025: €63,912, €65,275, €66,681, €68,073, €69,467, €70,933, €72,478, €74,018, €75,254</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</p>

	<p>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 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	<p>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.</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</p>
Positions remunerated at or above the minimum point of the Grade VIII salary scale	
NOTE	

<p>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</p>	<p>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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