Candidate Campaign Information Pack

Technical Services Officer, Senior Assistant – North & South

(2 Year Fixed Term Contract)

Dear Candidate,

Thank you for your interest in the post of **Technical Services Officer, Senior Assistant – North (Dublin North East, West North East, Dublin Mid Leinster) & South (Midwest, South West, South East) (2 Year Fixed Term Contract).**

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: Tusla Head of Estates, Shane Campbell, 087 328 7444.

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, 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	Technical Services Officer, Senior Assistant (2 Year Fixed Term Contract) • North (Dublin North East, West North East, Dublin Mid Leinster) • South (Midwest, South West, South East) Grade Code: 555T
Campaign Reference Approval Code	TNCORP20261939 / TNCORP20261940
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 29th October 2026
Closing Date for Applications	12 noon, Monday 23rd November 2026
Proposed Interview date(s)	November/December 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Tusla Head of Estates, Shane Campbell, 087 328 7444 *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 two current vacancies are based in; 1. Estates Department, Brunel Building Heuston South Quarter Dublin 8. 2. Cork 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 Estates develops and manages Tusla's national building stock (currently approximately 350 buildings) in order to create and sustain a physical environment that enhances wellbeing in clients and which enables and empowers staff.

The Estates function provides a range of professional, technical, project management, property and related services in respect of the procurement, development and operation of Tusla's physical infrastructure – including buildings, plant and equipment.

These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, risk and asset management, property services, fire, health and safety etc.

The post will provide a range of estates management services in line with national policies and will play a key role for advancing Estates policies and strategies.

The following strategic objectives outline the key areas of focus for the delivery of the Tusla Estates Strategy 2026–2030:

1. Provide Residential Capacity for Alternative Care – expand and enhance Tusla's statutory and step-down residential provision to meet national and regional demand, reduce reliance on private placements, and deliver high-quality, trauma-informed care.
2. Provide Appropriate Accommodation for All Service Users and Staff – modernise and consolidate Tusla's offices, centres, and service locations to create safe, inclusive, and fit-for-purpose environments for both service users and staff.
3. Develop a Sustainable, Low Carbon Estate – implement energy-efficiency measures, sustainable design standards, and green technologies to reduce the Agency's environmental impact and achieve national decarbonisation targets.
4. Strengthen Tusla's Estates Function and Governance – build the systems, capacity, and

	governance structures required to manage Tusla's estate strategically, ensuring transparency, accountability, and long-term value for money. Together, these objectives define the structure of Tusla's Capital Plan 2026–2030 and provide the framework for how the Strategy will be implemented.
Purpose of Role	To deliver estate services such as professional technical and project management services in accordance with the responsibilities and duties of the post and as agreed
Reporting Relationship	Reports to the Estate Manager
Duties and Responsibilities	**Main Duties and Responsibilities** Under the general direction and control of the Estates Manager, the Technical Services Officer, Senior Asst. will be responsible for such premises and locations as may be assigned to him/her. **The Technical Services Officer, Senior Asst. will:** *Plan and supervise the execution of major & minor capital works throughout the area of responsibility this is in addition to managing specific Minor & Major projects within the program*: • Assist in the preparation of comprehensive brief for the proposed major and minor capital projects in consultation with services and estates personnel and advisor • Prepare budgets for the carrying out of the proposed Minor & Major Capital work programmes and ensuring that projects are within agreed budgets. • Be responsible for Minor Works lists, selection of contractors for bid purposes and recommendation of tenders for acceptance for all projects. • Be responsible for the entire procurement process of multi disciplined works, including compilation of tender documentation (specification, scope of works..etc), tendering to market, tender review and tender reporting. • Ensure compliance with EU Public procurement and Tusla financial regulations. • Supervise staff and contractors regarding implementation of the agreed works programme. • Create and maintain a project tracker for all minor & major capital works, service projects and maintenance works programmes for the department. • Provide Technical Support role to service personnel and other estates personnel as required. • Assist in the preparation of budgetary requirements and tender documents for any proposed major and minor capital projects in consultation with service and estates

	personnel. **The Technical Services Officer, Senior Asst. will:** *Prepare in consultation with appropriate officers and advisers, programmes for the maintenance of buildings, services, and equipment (under their control):* • Defining in accordance with overall guidelines, maintenance requirements of all buildings, services, equipment, major & minor capital works, fire precautions and risk management schemes and proposing priorities in the allocation of resources. • Preparing budgets for the carrying out of the proposed programmes • Defining the staff or contract resources necessary to discharge agreed programmes and preparing action plans for carrying out same. **The Technical Services Officer, Senior Asst. will:** *Draw up, or in appropriate circumstances, to arrange for the development of plans and contract arrangements for the implementation of approved maintenance programmes:* • Assisting in defining requirements for all equipment and building, especially in seeking ease of maintenance and operation • Recommending awards of maintenance contracts to outside contractors where for economical or practical considerations such is considered desirable **The Technical Services Officer, Senior Asst. will:** *Work with and support the activities of the Tusla Property Manager to ensure compliance with Tusla Property Transaction Protocols and other relevant property related task when assigned such as:* • Work with the Property Manager to develop and implement a property management strategy and local property plans in collaboration with other key personnel and advisors • Work with the property manager to ensure that all property transactions conform to statutory requirements • Assess the physical infrastructure of the Tusla property portfolio including purpose, state of upkeep, capacity, suitability, space utilization and security **The Technical Services Officer, Senior Asst. will:** *Ensure that adequate fire prevention and safety measures and standards are devised and applied in association with Tusla Fire & Safety Officer:*

	• Evaluate environmental infrastructural risk issues & develop procedures to manage risks. **The Technical Services Officer, Senior Asst. will:** *Provide advice on the efficient use of energy and work with service personnel and other estates personnel and advisors on the efficient use of energy in Tusla premises by:* • Monitoring and reporting on the energy consumption in healthcare premises. • Assessing the energy efficiency standards in premises in accordance with current standards and regulations. • Assisting in the preparation and implementation of agreed investment proposals on energy saving projects. • Assist on energy efficient /low carbon alternative solutions where maintenance upgrades/works are taking place. **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:** **i.** Hold a Level 8 (or higher) Quality & Qualifications Ireland (QQI) major academic award in Architecture, Engineering or Surveying accredited by the relevant Professional Institute (Society of Chartered Surveyors in Ireland, Royal Institution of Chartered Surveyors, Engineers Ireland, Royal Institute of Architects of Ireland) **OR** **ii.** Have Membership of the relevant professional association:

	– Society of Chartered Surveyors in Ireland – Royal Institution of Chartered Surveyors – Engineers Ireland – Royal Institute of Architects of Ireland **OR** **iii.** Be eligible for registration under the Building Control Act 2007, without requiring assessment as it applies to your qualified discipline. **OR** **iv.** Hold a qualification at least equivalent to i), ii) or iii) **AND** **v.** Have had at least five years' satisfactory experience in architecture, engineering or surveying work, including adequate experience in the construction or maintenance of buildings or in the installation or maintenance of the mechanical, electrical and heating services of such buildings **AND** **vi.** Possess a high standard of technical training and experience **AND** **vii.** Possess the requisite knowledge and ability (including a high standard of suitability administrative capacity) 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 linked to the duties, responsibilities and criteria for this role.**
Other requirements of the role	• The post holder will require a current driving licence and access to appropriate transport as the post will 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 to 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	There are two current vacancies available and are fixed term 2-year contracts 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:** €60,859, €63,069, €65,289, €67,505, €69,721, €71,939, €74,156, €76,363, €78,588, €80,800, **€83,350, €84,595 LSIs** LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI

	after 3 years on the 2nd LSI (where applicable). The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5. Candidate Information Pack - Recruitment Process Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is currently a serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: **35** hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is **30** days per annum.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act

Positions remunerated at or above the minimum point of the Grade VIII salary scale **NOTE** **THIS SECTION REFERS TO POSTS AT €82,258 PLUS**	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/