# Candidate Campaign Information Pack

## Social Care Manager - Children's Residential Services – Iolar House, Dublin 9 (Temporary)

Dear Candidate,

Thank you for your interest in the post of **Social Care Manager – Children's Residential Services- Iolar House, Dublin 9 (Temporary)**

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: **Catriona Kearns** Caitriona.kearns1@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitres@tusla.ie or Tusla Recruit Campaign Manager: **Jack Clancy** jack.clancy@tusla.ie 087 337 8831

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

**Job Specification**

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| **Job Title, Grade and Grade Code** | Social Care Manager – Children's Residential Services – Iolar House, Dublin 9 (Tempora<br><br>Grade Code: 392X |
| **Campaign Reference Approval Code** | SCMD2026 |
| **Applications considered Via** | Tusla Recruit Portal only |
| **Opening date for Applications** | Thursday, 19th November 2026 |
| **Closing Date for Applications** | 12 noon, Monday 7th December 2026 |
| **Proposed Interview date(s)** | December 2026<br><br>- *may be subject to change based on volume of candidates and availability of Service resources.* |
| **Contact for Informal Enquiries** | **Catriona Kearns** Caitriona.kearns1@tusla.ie<br><br>*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 current vacancy is temporary and is in a Children's Residential Unit in Dublin 9. However, the initial assignment will be confirmed upon appointment.<br><br>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.<br><br>For Tusla Regions & Networks please check the following link:<br><br>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. |

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| | 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.<br><br>The Child and Family Agency has responsibility for the following range of services:<br>• Child Protection and Welfare<br>• Parenting, Family Support and Early Help Services<br>• Alternative Care<br>• Birth Information & Tracing and Adoption<br>• Tusla Education Support Services (TESS)<br>• Children's Service Regulation<br>• Counselling and Therapeutic Supports<br><br>Further information is available on www.tusla.ie |
| **Purpose of Role** | The policy of the Child and Family Agency to enable children to live with their own families wherever possible and to support parents where necessary in fulfilling that role. In circumstances where this is not possible, Residential Care incl. Special Care remains a valuable option for children who cannot be cared for at home.<br><br>To work as part of a team to provide a safe, caring environment for resident young people with the primary aim of providing the intervention necessary to address the issues that are preventing them from living at home, in foster care or in Community Based Centres in the case of Special Care Interventions.<br><br>To do so up to a point to be determined by their age, need or development, whereby circumstances are such that it becomes more feasible to help prepare them to live independently with the support of our aftercare services. |
| **Reporting Relationship** | The post holder will report to the Deputy Regional Manager or another designated manager |
| **Duties and Responsibilities** | **Main Duties and Responsibilities:**<br><br>**Management**<br>• To create and maintain a safe, caring and stable environment for the young people placed in the centre<br>• To manage the centre in accordance with Child and Family Agency policies, guidelines and protocols and with the regulations made by the Minister for Health and Children under the Child Care Act 1991, The Health Act 2007 and other relevant legislation.<br>• To ensure that Care and Placement Plans are in place, agreed, implemented and monitored regularly in respect of every young person placed in the centre.<br>• To promote the rights and responsibilities of each young person in the centre.<br>• To comply with the Child and Family Agency Admissions and Discharge Policy.<br>• To participate in on-going planning and strategic development Child and Family Agency Children's Residential Centres. |

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| | • To ensure the appropriate use of resources within the centre.<br>• To consult with young people placed in the centre, their families, centre staff and external stakeholders as appropriate.<br>• To provide such reports, statistics to the Line Manager (or other specified person) as required.<br>• To ensure that the maintenance and upkeep of the centre, its furniture, vehicle and equipment.<br>• To adhere to Fire Safety Requirements as specified by the local fire safety authority and the Child and Family Agency Fire Safety Officer.<br>• To ensure compliance in the unit with the provisions of the Health, Safety and Welfare at Work Act, (1989) and other relevant legislation.<br>• To participate in the recruitment, selection and appointment of centre staff.<br>• Such other duties as may be assigned from time to time by the Line Manager (or other specified person)<br>• To engage in age-appropriate play and other activities with each child/young person within the centre as required.<br>• To engage in physical intervention and / or restraint which is in keeping with local policies and procedures.<br><br>**Financial Management**<br>• To manage the budget for the centre, in compliance with approved budgetary procedures, and to ensure that optimum benefit is achieved from available resources.<br>• To ensure that expenditure in the centre is controlled within agreed cash limits<br>• To maintain such records as are required by the Child and Family Agency, or the Minister for Children to ensure that such records are at all times available for inspection by an authorised officer.<br>• To ensure that appropriate financial information for the unit is provided to the Line Manager (or other specified person).<br><br>**Staff Management**<br>• To manage and supervise staff in the centre.<br>• To arrange the duty roster and manage the designated staff resources, ensuring that staff levels and skill mix are appropriate and within the resource allocation.<br>• To identify in consultation with the Line Manager the training and development requirements for the centre.<br>• To maintain staff records within guidelines laid down by the Child and Family Agency and the Department of Children.<br>• To participate in relevant professional development and training programmes.<br>• To attend and participate fully in professional supervision with Line Manager.<br><br>**Health & Safety**<br>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and |

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| | standards.<br>• 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.<br>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.<br><br>**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:**<br><br>• Have 5 years' experience of working in a Social Care Grade in a Children's Residential Centre as relevant to the role.<br><br>**AND**<br><br>• Be registered in the Social Care Worker Register maintained by the Social Care Workers Registration Board maintained at CORU (or have entitlement to be registered and obtain registration prior to appointment). Proof of CORU application will be required.<br><br>**AND**<br><br>• Maintain live annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU.<br><br>**AND**<br><br>• Have the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of office.<br><br>**Health**<br>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.<br><br>**Character**<br>Each candidate for and any person holding the office must be of good character. |

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| **Skills, competencies and/or knowledge** | **Tusla Leadership Competency Framework**<br><br>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.<br><br>The Tusla Leader Framework relevant for this role is Leading Service<br><br>Please access this Leading Service link to fully familiarise yourself with the impact of this **Leading Service** proficiency for Tusla.<br><br>**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 may be required to engage in physical intervention and / or restraint which is in keeping with local policies and procedures.<br><br>• While It is NOT mandatory for the post holder to have specific vaccinations it is the position of the Child and Family Agency to recommend that the post holder have the following vaccinations for this position and the Agency will provide such where relevant:<br><br>○ Hepatitis B core antibody (Anti-HBc)<br>○ Hepatitis B surface antigen (HBsAg)<br>○ Tetanus<br><br>• The post holder will require access to appropriate transport as the post may involve travel.<br>• Have awareness of children and young people's participatory practice |
| **Application Process**<br><br>**Campaign Specific Selection Process**<br><br>**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.<br><br>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. |

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| | 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.<br><br>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.<br><br>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. |
| **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.<br><br>Codes of practice are published by the CPSA and are available on www.cpsa.ie.<br>Tusla Child and Family Agency is an Equal Opportunities Employer.<br><br>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014 |
| Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description and reporting relationships may be reviewed and updated.<br><br>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.<br><br>**Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.**<br><br>**All roles within Tusla carry responsibility towards the protection of personal and sensitive data.** | |

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| **Tenure** | The current vacancies available are temporary and whole time.<br><br>The posts are pensionable.<br><br>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.<br><br>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. |

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| **Remuneration** | The Salary scale for the whole time equivalent of this post is:<br><br>**01/06/2026: €**69,442, €70,932, €74,879, €76,404, €77,923, €79,559<br><br>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.<br>Candidate Information Pack - Recruitment Process<br><br>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.<br><br>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: **37** 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.<br>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. |

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