

Candidate Campaign Information Pack

Deputy Regional Manager – Children’s Residential Services- Midwest region

Dear Candidate,

Thank you for your interest in the post of:

Deputy Regional Manager – Children’s Residential Services- Midwest region

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](#)

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For any informal enquiries regarding the position and job specification please contact:

Diane Curran diane.curran@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitres@tusla.ie **Tusla Recruit Campaign Manager – Stephanie Doyle** stephanie.doyle3@tusla.ie / 087 3417966

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 Regional Manager – Children’s Residential Services- Midwest region Grade Code: 6207
Campaign Reference Approval Code	DRMMW2026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	25 th June 2026
Closing Date for Applications	13 th July 2026
Proposed Interview date(s)	July / August 2026
Contact for Informal Enquiries	Diane Curran diane.curran@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 vacancy available is located in the Children’s Residential Services, Mid-West region. However, the initial assignment will be confirmed upon appointment. A panel may be created for the purpose of filling this position. Once the position is 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 in excess of €1.2bn and delivers its services through circa 5,000 people in 350 locations across the Country.

	The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Family Support • Alternative Care • Adoption • Tusla Education Support Services (TESS) • Children’s Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie
Purpose of Role:	The Deputy Regional Manager will: • Provide oversight and support the management of all areas that fall under the remit of the Region within Children’s Residential Services. • To Provide as required governance, management and oversight of the identified risks and risk escalations. • Provide oversight and management of the Regional Teams. • Deliver these services in line with national policy and standards. • Be required to manage national services or projects, as may be assigned, from time to time, by the Regional Manager and Service Director CRS. • Proactively manage delegated authority, as may be assigned from time to time, by the Regional Manager/ Service Director CRS. • Be responsible for relevant change processes to realign service delivery in line with national policy direction. • Contribute to regional and national working groups and policy formation as appropriate, for example at project groups, policy implementation etc. • Work closely with the Children’s Residential Regional leads and other leads for National Services (EWS, DSGBV and Commissioning) to ensure that service users have access to the comprehensive range of Tusla services, and those most appropriate to their particular circumstances. • To work as part of a team to providing oversight ensuring a continuum of care for young people and to support the Child and Family Agency to provide interventions 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. • 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. • The Deputy Regional Manager will be required to be part of an on call arrangement, which from time to time will require weekend and evening cover.
Reporting Relationship	The Regional Manager
Duties and Responsibilities	Main Duties and Responsibilities <u>Management</u> • To provide support to the Regional / National CRS Management Team and to create and maintain a safe, caring and stable environment for the young people placed in the service. • To ensure that all required documentation is in place in line with Regional Protocols and procedures, policies & relevant legislation. • Ensure policies/protocols are implemented and monitored regularly in respect of every of every young person placed in the service on an ongoing basis. • To ensure the National / Regional office are aware of and adhere to their contractual obligations to Tusla Child and Family Agency. • To support private providers to comply with the Child and Family Agency Admissions and Discharge Policy and in line with the Private Providers contractual agreement. • Be ever vigilant in the protection of high standards in all aspects of practice and services delivered to children and families, the working environment and the wider organisation. • Establish staffing and decision-making structures and practices in line with the practice of good governance, for example, clarity regarding decision-making protocols and authorities. • Ensure staff are supported to understand the importance of governance. Assist staff to develop attitudes and practices supportive of good governance so that it becomes hallmark of the service e.g., accurate and comprehensive record keeping. • Be proactive in the governance, management and oversight of the identified risks and risk escalations. • To assist Tusla Legal Teams on placement related issues in court proceedings. • To participate in the on-going planning and strategic development of the Child and Family Agency Children's Residential Services. • To be responsible for the appropriate use of resources within the service. • Be focused in always seeking opportunities to continuously improve the services provided to children and families. • To provide such reports and statistics as required to the Service Director CRS / Assistant National Director – Alternative Care (or other specified persons) as required in relation to the work of the Regional Team. • Responsible for the maintenance and upkeep of the building, furnishings, and equipment. • To adhere to Fire Safety Requirements as specified by the local fire safety authority and the Child and Family Agency Fire Safety Officer. • To ensure compliance in the unit with the provisions of the Health, Safety and

Welfare at Work Act, (1989) and other relevant legislation.

- Responsible for the identification of staffing requirements in the recruitment, selection and appointment of service /Team management and staff.
- Such other duties as may be assigned from time to time by the Senior Manager (or other specified person)

Financial Management:

- To manage the budget for the service, in compliance with approved budgetary procedures, and to ensure that optimum benefit is achieved from available resources.
- To ensure that expenditure in the service is controlled within agreed cash limits and in compliance with approved procedures.
- To liaise with Child and Family Agency Finance Department and provide input information and statistics as required for oversight on financial payments to Private Providers.
- 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.
- Proficient Knowledge and experience in the use of PowerPoint, excel, word and other similar software.
- To ensure that appropriate financial information for the service is provided to the Senior Manager (or other specified person).

Staff / Relationship Management:

- To manage, lead, support and supervise Regional Team staff and others as they are assigned.
- To manage designated staff resources ensuring that staff levels and skills mix are appropriate and within the resource allocation.
- To identify in consultation with the Regional Team the training and development requirements for the service.
- To ensure staff records are maintained within guidelines laid down by the Child and Family Agency and the DCYA.
- To participate in relevant professional development and training programmes.
- To attend and participate fully in professional supervision with the Senior Manager. To maintain a lead relationship with the regional departments which oversees and is supportive of their efforts to deliver safe and effective services that are in accordance with service agreements in 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: - A minimum of 3 years' experience working in a Social Care Manager Grade in a Children's Residential Centre as relevant to the role and - Be registered in the Social Care Workers Register maintained by the Social Care Workers Registration Board maintained by CORU. and - Have the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of 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	<u>Tusla Leadership Competency Framework</u> 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. The Tusla Leader Framework relevant for this role is <u>Leading Service</u> Please access this <u>Leading Service</u> link to fully familiarise yourself with the impact of this <u>Leading Service</u> 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 access to appropriate transport as the post may 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.

	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.
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
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. 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	The vacancy available is Permanent / Wholetime. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease. 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: 01/02/2026 : €81,102, €83,451, €87,118, €90,783, €94,447, €99,491 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	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.

above the minimum point of the Grade VIII salary scale NOTE THIS SECTION REFERS TO POSTS AT €73,209 PLUS	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/
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