



## **Candidate Campaign Information Pack Grade VIII Regional Data Manager- Dublin Mid Leinster.**

Dear Candidate,

Thank you for your interest in the post of – Grade VIII Regional Data Manager- Dublin Mid Leinster.

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:

**Sharon Foley:** [sharon.foley@tusla.ie](mailto:sharon.foley@tusla.ie) / 086 041332.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [recruitDML@tusla.ie](mailto:recruitDML@tusla.ie) or **Tusla Recruit Campaign Manager:** Aimee Power- [aimee.power@tusla.ie](mailto:aimee.power@tusla.ie) / 087 6034820.

Kind Regards,  
Tusla Recruitment Team



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Job Specification

<b>Job Title, Grade and Grade Code</b>	Grade VIII Regional Data Manager- Dublin Mid Leinster. Grade Code: 0655
<b>Campaign Reference Approval Code</b>	TNDML20251027
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	Thursday 14 <sup>th</sup> May 2026.
<b>Closing Date for Applications</b>	12 noon, Monday 8 <sup>th</sup> June 2026.
<b>Proposed Interview date(s)</b>	June / July - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	<b>Sharon Foley: <a href="mailto:sharon.foley@tusla.ie">sharon.foley@tusla.ie</a> / 086 041332.</b>  <i>Making an <b>informal enquiry</b> 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>
<b>Location of Post</b>	The current vacancy is base Negotiable within Dublin Mid Leinster with a requirement to travel to Naas. 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:  <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>
<b>Details of Service</b>	The Child and Family Agency was established on 1 <sup>st</sup> 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.

	<p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Children’s Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p> <p><b>About the Regional Data Management Team</b></p> <p>A Regional Data Management team is to be established under Tusla’s Reform Programme in each of Tusla’s six regions. Each team will be managed by a Regional Data Manager (this job specification). The team will report into the General Manager Regional Services under the Regional Chief Officer (RCO) and will work closely with members of the regional management team as well as colleagues in the Tusla ICT Directorate; the office of the Chief Social Worker and National Reporting functions in supporting the implementation of data management and digitisation initiatives for services across the Region.</p> <p>Initially, the team will primarily consist of existing staff in each region who have played essential roles in the areas of information/data management and the implementation of case management systems. Tusla’s Reform programme provides an opportunity to now establish a dedicated unit in each region that brings these staff together as a team under this new Regional Data Manager post. The team is expected to consist of approximately 7 staff perregion and this team may expand further over time.</p> <p><b>About Tusla’ Digital Transformation and Data Management Strategy</b></p> <p>The Regional Data Management team will have a key role in the implementation across the region of initiatives being delivered under Tusla’s Digital Transformation and Data Management Strategy. The use of digital systems and the advancement of data management in Tusla has progressed considerably over recent years. Tusla is delivering a digital transformation programme that aims to provide integrated systems and services that maximise the use of innovation in supporting all Tusla services. Furthermore, Tusla’s data management programme aims to enhance the management and benefits of data across Tusla in a secure, holistic and consistent manner. The overall strategy supports the recognition of the importance of digital systems and data management for efficient working, supporting the delivery of services, meeting regulatory requirements and as an important component of public trust. The strategic and all related systems and programmes are being led centrally by the Tusla ICT Directorate. For reference the current strategy is available here <a href="#">Tusla Data Management and Digital Transformation Strategy</a>.</p>
<p><b>Purpose of Role</b></p>	<p>The Regional Data Manager will lead a team (the Regional Data Management Team) that is responsible for information management reporting; supporting the implementation of digital systems; and coordinating data and records management initiatives across the Region. The development of the digital systems and data/records related services used across the Region are led at a national level by the ICT Directorate under the Chief Information officer. The Regional Data Management Team will be responsible for the local implementation of</p>

	<p>these systems and for the ongoing engagement with teams/users across the region to promote alignment to practice, good record keeping and data quality. The team will also provide input on behalf of the region to new developments and represent the region in national groups established to co-ordinate these initiatives.</p> <p><b>Please note: This is not a technical role.</b> The technical remit for digital and data systems comes under the Tusla ICT Directorate.</p>
<p><b>Reporting Relationship</b></p>	<p>The post holder will report directly to the General Manager Regional Services. The regional data manager will work closely with members of the regional management team as well as colleagues in the Tusla ICT Directorate, the office of the Chief Social Worker, and National Reporting functions.</p>
<p><b>Duties and Responsibilities</b></p>	<p><b>Main Duties and Responsibilities</b></p> <p><u><b>Management</b></u></p> <ul style="list-style-type: none"> <li>• Manage the Regional Data Management Team and resources (staff and budget) to ensure strong performance in the delivery of the services/functions under its remit across the region</li> <li>• Ensure the team’s compliance with HR, financial and all other applicable policies and procedures and guidelines</li> <li>• Manage the ongoing professional and performance development of the team</li> <li>• Working with other managers under the Regional Chief Officer to support the operations of the region</li> </ul> <p><u><b>Data Management</b></u></p> <ul style="list-style-type: none"> <li>• Responsible for all information management related functions as required by TUSLA, the National Child and Family Agency to ensure that data standards established for the agency are being followed.</li> <li>• Manage the collection, validation, quality assurance, compilation and reconciliation of performance management information – monthly, quarterly and annual performance metrics across the Region</li> <li>• Manage the provision of information reporting to local, regional and national management</li> <li>• Deliver presentations on performance and management information data to internal and external stakeholders as required</li> <li>• Support for requests for data from external stakeholders such as regulators, parliamentary questions, media queries, partners and representative groups</li> <li>• Manage the analysis and interpretation of regional data to inform decision making and policy development</li> <li>• Manage data quality reporting and improvement initiatives across all services in the region</li> <li>• Develop expertise in using the business intelligence, reporting, geo-spatial and other platforms delivered by the ICT Directorate to support the information needs of the region</li> <li>• Contribute to compliance with Data Protection, FOI legislation and regulatory standards.</li> <li>• Manage initiatives to continuously enhance alignment to security and data protection/privacy best practice in the processing of data across the region</li> <li>• Manage the implementation of Tusla’s national data related polices and standards in the region</li> </ul>

	<p><b><u>Digital Systems</u></b></p> <ul style="list-style-type: none"> <li>• Support the implementation in the region of the digital systems delivered by the national ICT Directorate. This includes the Agency’s national front door system (the Tusla Portal) and national case management system (the Tusla Case Management System)</li> <li>• Manage the engagement/liaising with social work, social care, family support, administration and other teams to support their use of the systems</li> <li>• Responsible for identifying, promoting and leading areas of improvement in systems, practice guidance and processes as they relate to the data and digital environment for the region.</li> <li>• Responsible for identifying, promoting and leading areas of improvement in user learning/training and use of systems to ensure good case file/record keeping; and adherence to practice guidance and to data quality standards</li> <li>• In conjunction with the Workforce Development team, ensure that staff in the region receive the appropriate training to support their use of the systems</li> <li>• Manage opportunities to improve operational efficiency and effectiveness in the region by maximising the use and benefits of these systems</li> <li>• Manage initiatives to continuously enhance data security and data protection/privacy good practice in the use of these systems across the region</li> <li>• Work in collaboration with the national office under the Chief Social Worker to contribute to requirements development; change implementation; practice guidance; and other initiatives to improve the systems and their adoption in the region</li> </ul> <p><b><u>Records Management</u></b></p> <ul style="list-style-type: none"> <li>• Support the local delivery of records related initiatives coordinated by the National Records Management office under the ICT Directorate.</li> <li>• Support the implementation of Tusla’s national records management related polices and standards</li> <li>• Support monitoring and reporting on progress in relation to improvement initiatives</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• 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.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>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.</b></p>
<b>Eligibility Criteria</b>	<b>Applicants must by the closing date of application have the following:</b>

<p><b>Qualifications and / or Experience</b></p>	<ul style="list-style-type: none"> <li>• Hold a third level qualification level qualification relevant to the delivery of this role</li> <li>• Have at least 3 years’ relevant experience in data management or digital systems with a track record of achievement in a complex organisation</li> <li>• Have at least 3 years’ management experience – managing staff and general administration</li> <li>• Strong knowledge of data management including analytics, records management and data quality</li> <li>• Good knowledge of social work, social care and family support practice</li> <li>• Have the capacity to deliver and present professional and timely information and reports.</li> <li>• The ability to work independently as well as work with a wider multidisciplinary team in a complex and changing environment.</li> <li>• Possess the requisite knowledge and ability for the proper discharge of the duties of the office, including a clear understanding of policy as it relates to this role.</li> </ul> <p><b>Health</b></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><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><a href="#"><u>Tusla Leadership Competency Framework</u></a></p> <p>The <a href="#"><u>Tusla Leadership Competency Framework</u></a> 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 <a href="#"><u>Leading Service</u></a></p> <p>Please access this <a href="#"><u>Leading Service</u></a> link to fully familiarise yourself with the impact of this <a href="#"><u>Leading Service</u></a> proficiency for Tusla.</p> <p><b>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</b></p>
<p><b>Other requirements of the role</b></p>	<ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> <li>• Have awareness of children and young people’s participatory practice</li> </ul>
<p><b>Application Process</b></p> <p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></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</p>

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.

**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](http://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 Dublin Mid Leinster Region. 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><b>Tenure</b></p>	<p>The current vacancies available are permanent/temporary and whole time/part-time.</p> <p>The post is pensionable.</p> <p>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<p><b>Remuneration</b></p>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/02/2026:</b> €83,081, €83,827, €87,105, €90,397, €93,663, €96,943, €100,205</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><a href="#">Candidate Information Pack - Recruitment Process</a></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>
<p><b>Working Week</b></p>	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours.</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the whole time equivalent of this post is 30 days per annum.</p>
<p><b>Superannuation</b></p>	<p>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.</p>
<p><b>Probation</b></p>	<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.</p>

	<p>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>
<p><b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b></p>	<p>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.</p>
<p><b>National Standards for Children and Family Services</b></p>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) 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>
<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale</b></p> <p><b>NOTE</b></p> <p><b>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</b></p>	<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 Executive not later than 31<sup>st</sup> 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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>