Candidate Campaign Information Pack Tusla
Grade IV Separated Children Seeking International Protection

Dear Candidate,

Thank you for your interest in the post of **Grade IV** in the **Separated Children Seeking International Protection** area

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:

Name: Alice O'Neill
Phone: 0871868692
Email: Alice.ONeill@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: Clericalapplications@tuslajobs.ie

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	**Grade IV – Separated Children Seeking International Protection** Grade Code: 0558
Campaign Reference Approval Code	DML202606G4 SCSIP
Applications considered Via	https://www.rezoomo.com/job/105551/
Opening date for Applications	22nd October 2026
Closing Date for Applications	This campaign will close when a sufficient number of applications have been received
Proposed Interview date(s)	ASAP once campaign is closed *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Name: Alice O'Neill Phone: 0871868692 Email: Alice.ONeill@tusla.ie *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	Initial permanent post available in **Herbert Place, Dublin 2.** A panel may then be formed for future vacancies both temporary and permanent which may arise across Tusla Region within Separated Children Seeking International Protection. *For Tusla Regions & Networks please check the following link:* *https://www.tusla.ie/get-in-touch/local-area-offices/*
Details of Service	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
Purpose of Role:	To provide administrative support to the department.
Reporting Relationship	To a designated supervisor who will be assigned at job offer stage.
Duties and Responsibilities	**Main Duties and Responsibilities** **Professional** • Ensure the efficient day-to-day administration of area of responsibility. • Maintain own knowledge of relevant procedures, practices and legislation to perform the role effectively and to ensure standards are met by own team. • Ensure the management and maintenance of all records in an orderly and secure manner. • Use appropriate technology to ensure work is completed to a high standard and engage in ICT developments as they apply to service administration. • Maintain confidentiality. • To plan and organise work of the department/section • Meet the deadlines for time and attendance entry, specifically the weekly entry deadlines in a timely and effective manner • To keep informed of relevant legislation, regulations, guidelines • To enhance internal and external service delivery by good communications • Provide cross cover for other Time and Attendance Super-users in the region • Work as part of a team and to ensure that all members are treated with dignity and respect. **Personnel** • Ensure policies and procedures are well documented and understood by staff within your section. • Support the preparation and issuing of office documentation (correspondence, reports etc) to the highest possible standard by monitoring and reviewing team work to ensure quality and accuracy. • Where appropriate to supervise and ensure the wellbeing of assigned staff. • Where appropriate manage attendance and absenteeism. • To promote a culture that values diversity and respect in the workplace. • To provide assist with leadership and motivation conducive to good staff relations and work performance. • Where appropriate establish and maintain records of attendance, statistical information, annual returns, and any other information as may be requested. • Work as part of a team and to ensure that all members are treated with dignity and respect.

	<u>Education and Training</u> • To maintain continuous personal development and participate in team based development, education, training and learning. • To complete all mandatory training. • Where appropriate, arrange for the induction and training for assigned staff, as required to maximise skill resources, (to include workplace experience placements where applicable). • Where appropriate, provide supervision and assist in the development of knowledge, skills of relevant staff under your supervision. • To participate in performance evaluation / review, identifying areas for improvement and appropriate plans / measures to achieve them. • To ensure policies and procedures exist for all areas. **<u>Health & Safety</u>** • 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) Have satisfactory one year experience as a minimum Clerical Officer with Tusla – Child and Family Agency, the HSE or within other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38/39 of the Health Act 2004 or within a body that provides services on behalf of Tusla under Section 56 or Section 59 of the Child and Family Act 2013. **Or** (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. **Or** (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.

	Or (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI). Note 1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria **and** Have a good level of proficiency of Microsoft Office- Word, PowerPoint and Excel **and** Possess sufficient and relevant administrative capacity to discharge the functions of the grade/post. **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 behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral 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 self Please access this Leading self link to fully familiarise yourself with the impact of this Leading self proficiency for Tusla.
Other requirements of the role	The post holder will require access to appropriate transport as the post may involve travel.
Application Process **Campaign Specific Selection Process** **Shortlisting / Interview**	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
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. 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	The current vacancies available are permanent/temporary and whole time/part-time. The posts are 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: **Date 01/06/2026** €36,470, €38,623, €39,488, €41,673, €43,672, €45,423, €47,118, €49,403, €51,066, €52,757, €54,367, €56,018 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. 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 a currently 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 28 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)