



Candidate Campaign Information Pack Regional Facilities Coordinator

Dear Candidate,

Thank you for your interest in the post of Regional Facilities Coordinator.

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.

For any informal enquiries regarding the position and job specification please contact:
National Manager Facilities; Aisling Regan, aisling.regan@tusla.ie / 087 638 2809.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: tuslarecruit@tusla.ie or Tusla Recruit Campaign Manager; Denise Nugent, denise.nugent@tusla.ie / 087 712 3651.

Kind Regards,
Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Regional Facilities Coordinator
Campaign Reference Approval Code	Approval Reference Number
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	21 st March 2024
Closing Date for Applications	12 noon, 8 th April 2024
Proposed Interview date(s)	April 2024 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	National Manager Facilities; Aisling Regan, aisling.regan@tusla.ie / 087 638 2809 <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	This vacancy is based in Brunel Building, Heuston South Quarter. For Tusla Region/ Areas please look at list of Local Area Services
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 €800m 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: <ul style="list-style-type: none"> • Child Protection and Welfare • Family Support • Alternative Care • Adoption • Tusla Education Support Services (TESS) • Domestic Sexual and Gender Based Violence (DSGBV) • Children’s Service Regulation • Counselling and Therapeutic Supports

	Further information is available on www.tusla.ie
Purpose of Role	To manage the delivery of FM services in a defined geographical area or building/buildings. To support the design and operation of a national FM solution across the country.
Reporting Relationship	The postholder in respect of the initial vacancy will report to the National Facilities Manager.
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Office Management</p> <ul style="list-style-type: none"> • Where deemed necessary (i.e. the Brunel Building), the successful candidate will be the Person in Charge (PIC) on site, and have operational responsibility for the safe, efficient, and effective management of the specific Building(s), including but not limited to management of the onsite team, reception, security, cleaning, meeting rooms, etc. • Management of accommodation requirements including continued analysis and oversight of same. <p>Management</p> <ul style="list-style-type: none"> • Supervise the efficient operation and effective management & maintenance of all Tusla-operated facilities in the specific area designated, visiting work locations and overseeing relevant work and operations. • Developing and implementing maintenance programmes for all FM services, ensuring compliance with regulatory requirements and industry best practice. • Induct, Permitting, (encompassing all H&S requirements i.e. RAM's) supervise and control of external/internal contractors engaged in FM operations in respect of Tusla buildings and services. • Make decisions within relevant policies, procedures, guidelines and best practise in respect of the Facilities Department. • Liaise with the National Facilities Manager in keeping service management informed on a planned basis, in relation to energy consumption, plant performance, energy conservation, planned preventative evaluation, contractor performance and standards. • Manage and be accountable, within agreed parameters, for the budgetary performance of FM services. • To support, where required capital and minor capital projects. • Involvement in governance and performance management of current and future relevant SLA(s) and term contracts including procuring same. • Assist service management in the setting up and implementation of planned preventative maintenance programmes (PPM's), review and approve PPM reports, ensuring appropriate follow-up is carried out as required and reporting on same to relevant stakeholders on a quarterly basis. • Assist in the development and implementation of policies, best practices and efficient procedures in the FM area.

- Oversee the decoration, maintenance, upkeep and repair of all buildings in the specific designated area
- Participate on Project Teams as required.
- Ensuring all premises under Tusla's remit comply with statutory requirements including but not limited to fire, health and safety obligations.
- Ensuring the appropriate testing of all fire detection and firefighting equipment in association with the Fire & Infrastructural Risk Manager, and local Fire Officers as appropriate.
- Plan and supervise existing or proposed rota arrangements and participate in on-call rota if required. There may be a requirement to work overtime or flexi-time occasionally, and/or to work alternate working times to ensure all staff are supervised and buildings / equipment are secured at all applicable times.
- Assist in various programmes on energy conservation.
- Be expected to co-operate with the implementation of new technology.
- Supervise, manage and develop staff reporting to them.
- Be a motivator of staff to ensure corporate objectives are met, provide leadership and motivation conducive to good staff relations and work performance.
- Deal with staff issues where applicable and liaise with management regarding any issues requiring referral to other parties including involvement in the handling of disciplinary issues.
- Deputise as required, and where appropriate, for the National Facilities Manager.
- Demonstrate pro-active commitment to all communications with internal and external stakeholders.
- Carry out such duties as may be assigned to them from time to time by a nominated officer, including various other nominated managers.

Professional / Technical

- Ensure statutory and best practice compliance with mechanical and electrical installation services and equipment, therein.
- Be involved in the repair / upkeep of all boundary walls, fences, roadways, paths etc., which are the responsibility of Tusla.
- Be involved in the maintenance, repair, upkeep and efficient operation of water and sewage systems on Tusla premises.
- Schedule, manage and supervise contract work being undertaken , in line with all Tusla policies.
- Prepare and/or procure the preparation of reports, estimates, specifications and drawings as required for the proper carrying out of work.
- Supervise the Digital Adoption of an Integrated Workplace Management System (IWMS) for Facilities Management and Common Data Environment (CDE) for Capital Projects

- Keep appropriate records, checks and tests as may be required.
- Supervise and direct staff assigned to him/her.
- Supervise and/or ensure the maintenance of all machinery, plant and equipment and all gas, electrical and steam installations in buildings owned or occupied by Tusla
- Induct, and manage outside contractors engaged in maintenance programmes, ensuring compliance with tax, insurance, garda vetting, training and health & safety legislation.
- Act as a liaison between contractors and the service / PIC in relation to communication and timelines.
- Monitor the implementation and effectiveness of all maintenance contracts in place, in each location.
- Prepare annual planned maintenance work programmes for all buildings, plant and equipment at the appointed location(s) in liaison with the National Facilities Manager.
- Assist in the planning of minor capital works in consultation with the designated Regional Estates Project Coordinator.
- Prepare and update progress reports on all planned maintenance work programmes.
- Act as maintenance/FM representative at design team and project team meetings on major capital projects as requested. Assist in the generation of snag lists at walk down and handover stage.
- Review project handover and safety files with the designated Regional Project Co-ordinator, prior to substantial completion being signed off.
- Keep such records as required and submit for checking. Keep drawings, commissioning files, manuals properly stored, accessible, and revise when required.
- Be responsible for the ordering, or requisitioning where appropriate, of materials etc using OGP protocols, required in the execution of his/her duties.
- Arrange to be available on-call on a rostered basis in case of emergency or when requested by the service or Line Manager
- Sustainable management of waste
- Ensure the proper maintenance of all facilities / mechanical, electrical and water systems including but not limited to:
 - Catering facilities
 - Air conditioning units, chiller units
 - Clean air systems, AHUs heating/cooling/dehumidification/humidification
 - Cold water distribution systems, water storage cisterns, hot water distribution systems, hot water colorifiers and plate heat exchangers
 - Foul and surface water drainage systems
 - Sanitary fittings
 - LPHW boilers, MTHW boilers and steam boilers and associated plant, under

floor heating, radiator heating and associated controls including weather compensation, TRV's and frost protection.

- Oil burners, natural gas burners, LPG and dual fuel burners including fuel storage.
- Building/energy management systems
- Standby generators
- Hydraulic and electric driven passenger / goods lifts
- Water treatment systems including water softeners, filtration systems, and dosing systems
- Fire detection equipment and emergency lighting equipment
- Roofing, building fabric maintenance and repairs
- Manage and supervise Legionella control programmes in accordance with the relevant statutory and legislative requirements, guidelines and best practice.
- Drive and support sustainability and energy management initiatives/programmes across Tusla occupied properties.

Education & Training

- Maintain own knowledge of relevant policies, procedures, guidelines, and practices to perform the role effectively and to ensure standards are met.
- Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety legislation, Employment legislation, GDPR and Data Protection Acts 2018, FOI Acts, etc.
- Ensure that the provision and maintenance of all aspects of facilities management are compliant with the relevant Tusla, National and EU policies, procedures and guidelines, regulatory bodies standards and legislation (i.e., HIQA, EPA, SEAI, Health and Safety Authority), and risk management and insurance requirements (e.g., State Claims Agency)
- Develop processes to ensure compliance with statutory and regulatory obligations for FM.
- Undertake training as required to enhance his/her capacity and safety at work.
- Contribute to the training and induction of other categories of staff, as requested.
- Ensure all mandatory training required to meet the requirements of any staff assigned to him/her.

Administrative

- Assist the Line Manager in the preparation of budgets for energy and general maintenance.
- Liaise as appropriate with the National Facilities Manager in the procurement and roll out of contracts for the maintenance and management of facilities for which he/she is responsible.

- Maintain all appropriate personnel records associated with any staff assigned,
- Keep all logs and records as are considered necessary.
- Adhere to approved procedures for quotations, ordering and processing of payment to comply with National Financial Regulations. Ensure all policies, procedures, protocols and guidelines in addition to risk assessments, are updated and reviewed as required.
- Prepare and submit Requisitions and certify invoices as appropriate.
- Ensure compliance with the Prompt Payments Act in relation to invoicing.
- Process approval for payments.
- Ensure value for money in purchasing of materials and awarding of contracts in line with HSE NFR procurement policy.

Health & Safety

- Ensure that all requirements, statutory and recommended, needed to maintain a safe environment, for service users, staff and others are met and the provisions of all relevant Safety, Health and Welfare at Work legislation are fully complied with.
- Have a working knowledge of relevant Health & Safety Legislation
- Have a working knowledge of the purpose and function of the Health & Safety Authority (HSA). The post holder may be asked to participate in inspections as appropriate.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient service.
- Possess a good knowledge of Legionella management and control in water systems, and of the risks associated with Legionella.
- Support the development, implementation and testing of Safety Statements, Emergency Response Plans and Risk Assessments
- Have a working knowledge of the procedures for compiling Risk Assessments and for responding appropriately to Risk Assessments received.
- 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.
- Manage contractor induction, work permitting systems, health and safety systems (i.e. LOTO). 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

	<p>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.</p>
<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Mechanical, Electrical, or Civil Services. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Facilities Management. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Have successfully served a Craftsman apprenticeship of not less than four years and qualified as a Craftsman as recognised by the Irish Standards Authority ETB (Education and Training Board). <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Possess the National Craft Certificate issued by FETAC. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Possess the Senior Trades Certificate issued by Department of Education. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Have 3 years’ experience of maintaining buildings, of which 1 year experience must be in the management of a small maintenance or facilities management team. • Have the requisite knowledge and administrative ability (including a high standard of management ability) for the proper discharge of the duties of the office. <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge</p> <ul style="list-style-type: none"> • Demonstrate significant building management systems knowledge to carry out the duties and responsibilities of the post.

- Demonstrate a good level of understanding of safety management systems.
- Demonstrate significant knowledge of facilities management problem-solving.
- Demonstrate an understanding of water management and electrical systems and programmes.
- Demonstrate significant knowledge and experience in budget management and contract management.
- Demonstrate evidence of computer skills as relevant to the role.
- Demonstrate knowledge of corporate governance structure and its relationship with both internal and external stakeholders

Operational Excellence – Managing and Delivering Results

- Evidence of effective planning and organising skills including awareness of resource management and the importance of value for money.
- Demonstrate the ability to effectively project manage including planning, managing, and coordinating resources and prioritising effectively including the ability to work to agreed timescales.
- Demonstrate the ability to use resources effectively and challenge processes to improve efficiencies where appropriate.
- Show evidence of a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change and producing business plans where required.
- Demonstrate the ability to ensure all outputs are delivered to a high standard and in an efficient manner.

Communication and Interpersonal Skills

- Highly effective communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.
- Excellent presentation and facilitation skills to deliver complex information in understandable terms.
- Excellent written communication skills including report writing.
- Capacity to communicate effectively across a wide range of professionals and agencies.
- Ability to work with a variety of stakeholder groups.

Team and Leadership Skills

- The ability to effectively lead others and achieve results including the ability to effectively manage change and organisational development.
- Ability to build and maintain relationships in inter-agency and multi-disciplinary environments.
- The ability to work on own initiative and as part of a team.
- A track record as an effective leader who has shown a capacity for sound practical judgment and attention to detail.
- Flexibility, adaptability, and openness to working effectively in a changing environment.
- Diplomacy, discretion, and an ability to negotiate.
- Ability to contribute to the development of an effective team.

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. The post holder may be required to participate in on-call arrangements/emergency callouts. The post holder will be required to undertake regular CPD as relates to their role.
Application Process Campaign Specific Selection Process Shortlisting / Interview	<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 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.</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
Code of Practice	<p>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.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p>
<p>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.</p> <p>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.</p> <p>Tusla values individual’s rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</p>	

Tenure	<p>The current vacancies available are permanent and whole time. 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 & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
Remuneration	<p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/10/2023: €48,085, €49,560, €51,038, €52,538, €54,048, €55,809, €57,573</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>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 a currently serving civil or public servant.</p>
Working Week	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours.</p>
Annual Leave	<p>The annual leave associated with the whole time equivalent of this post is:</p> <ul style="list-style-type: none"> • 0 to 5 years' experience – 29 days per annum • 5+ years' experience – 30 days per annum
Superannuation	<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>
Probation	<p>A probation period of six (6) months shall apply from the commencement employment, during which 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 period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period.</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>
Responsibilities under Children First National Guidance for the	<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</p>

Protection and Welfare of Children (2017)	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	<p>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.</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>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale</p> <p>NOTE</p> <p>THIS SECTION REFERS TO POSTS AT €73,209 PLUS</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 31st 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 http://www.sipo.gov.ie/</p>

This document contains important information regarding this campaign. We recommend that you read this document before making application. In this document we lay out the regulations by which the campaign will be run, and we explain the recruitment and selection process. This document outlines what we require from you and in what format it is required. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

Recruitment Process

1. Who should apply?

We are very interested to receive applications from all suitably qualified individuals who are interested in working with Tusla – Child and Family Agency.

For each post there are criteria that apply to applicants which will determine if you are eligible or ineligible. Eligibility criteria are detailed on the Job Specification for each post.

If I have a disability, can I still apply?

The Disability Act 2005 sets out a legal obligation on public service bodies to take all reasonable measures to promote and support, in so far as possible, the employment of persons with a disability.

Tusla Recruit has a key role to play in attracting candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for any competition.

Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential.

If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report with your application.

The purpose of the report is to provide Tusla Recruit with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests

conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

If you would like to talk about your application or any accommodations that may be of benefit during the recruitment process, please contact our Accessibility Champion, Magda Basinska on [magdalena.basinska@tusla.ie](mailto:magdalenabasinska@tusla.ie)

Tusla Recruit still expects that any person appointed to a position will have demonstrated an ability to effectively carry out the duties and responsibilities of the role.

Further eligibility information is available on the appendices detailed below:

- For information on “Non-European Economic Area Applicants” please see Appendix 1.
- For information on Security Clearance please see **Appendix 2**.
- Please note information regarding applicants who are in receipt of pensions from particular superannuation schemes, please see **Appendix 3** for more information on this.

2. How do I apply for this post?

You must complete the Tusla Recruit online application particular to this post. All posts are posted on the following links:

- <http://www.tusla.ie/about/careers-in-tusla> or <http://www.tusla.ie/staff/tusla-internal-jobs> you need to access the link and follow online application instructions.
- Please ensure that you have completed your Tusla Recruit Profile in full and you are happy that the information you have provided is accurate.
- 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.

- As we require the same information from all candidates in order to make fair decisions on their applications, we will not be able to process applications by any method other than that of the Tusla Recruit online application process.
- Tusla Recruit can only accept complete applications received by the closing date and time specified on the Job Specification.
- You are required to answer **all questions** asked of you on the application form and provide specific dates and details as requested. If you omit information pertinent to your eligibility in the questions asked it may result in your application being deemed ineligible and subsequently not called forward to interview. Information must be clear and outlined in format requested. The onus is on the candidate to provide all information requested in format required on the on-line application form.
- There is no need to sign on-line applications; we will request candidates to sign their application form at interview if called to attend.
- We will not be able to process applications by CV or any other method than that requested.
- Support is available with on-line applications from the Tusla Recruit Team, if you need support, please send an email request to tuslarecruit@tusla.ie and put the words **System Support** in the subject bar of the email. Provide a contact number in the email and then a member of the team will the contact you directly.

We will contact you mainly by mobile phone and emails to your Tusla Recruit Profile. Therefore, we recommend you specify in your application your personal mobile number and you fully complete your Tusla Recruit profile. It is your responsibility to ensure you have access to your mobile voice mails, text messages and your Tusla Recruit Profile. If you choose to use your work mobile and you do not have access to Tusla Recruit you may receive communications that have a time deadline requirement while working away or on leave. Please also ensure that you have registered your profile with an email address that you have access to inside and outside of working hours. If you use your work email and do not have access to this at all times you may miss communications and deadlines. It is your responsibility to be available for Tusla Recruit communications.

3. How will the selection process be run?

- You must complete the official application form in full online. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
- A selection panel of senior managers will assess your application form against the eligibility criteria to see how your experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore, it is very important that you think about your experience in light of those requirements and provide the detail requested.
- There may be a number of stages of selection and short-listing, or a ranking exercise may take place. Applicants who meet the eligibility criteria may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment process. Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge sections of the job specification and the information supplied in the competency-based application form or eligibility questions, whichever is used. It is therefore very important that you think about your experience in light of those requirements and that you provide a detailed and accurate account of your qualifications and experience in your application. Please provide dates and details as requested.
- While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Tusla Recruit may decide that a number only will be called to interview. In this respect, Tusla Recruit provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert panel will examine the application forms against a predetermined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.
- Any applicant who did not meet the eligibility criteria/ was not shortlisted will be informed of that decision and the reason why.

- Any candidate invited to interview will be given more details regarding the interview or other additional assessment stages at a later date.
- The selection process may involve additional assessments, for example:
 - Short listing of candidates on the basis of the information contained in their application.
 - Online and/or paper- based assessment/ tests/questionnaire(s)
 - A qualifying preliminary interview – competency based.
 - Work sample/role play/ media exercise
 - A competency-based interview which may include a presentation and any other tests or exercises that may be deemed appropriate. Applicants deemed eligible, will be notified of these additional stages if applicable and may be required to attend additional assessments and interview.
- Candidates who are successful at interview may be placed on a panel (Talent Pool) in order of merit.
- We will offer the posts to the candidates with the highest scores on the panel (Talent Pool).
- Weighting may take place in situations whereby 2 or more candidates are placed in the same position on a panel (Talent Pool). The candidate with the highest score in professional knowledge will be ranked highest.
- If a candidate declines the post, we will offer it to the next highest scoring candidate etc.
- Tusla Recruit must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. Tusla Recruit determines the merit, appropriateness and relevance of references. Tusla Recruit reserves the right to remove candidates from specific recruitment panels (Talent Pools) and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note Tusla Recruit may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. Tusla Recruit reserves the right to retract a job offer should the successful

candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Please note:

Where Qualifications are deemed essential within the eligibility criteria, unless otherwise stated on the job specification all qualifications essential are to be in full and complete.

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on the date specified within the Job Specification/Candidate Information Pack, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.

Please note that, given the volume of applications, Tusla Recruit is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out above. Tusla Recruit reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the campaign at any stage.

An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Where QQI is referred to within the essential criteria further detail can be found here:

<https://www.qqi.ie/>

4. Acceptance / Declination of a Job Offer

The timelines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel (Talent Pool).

Please note that any such communications will be made via the email address that you have registered your Tusla Profile with. As such please also ensure that you have registered your profile with an email address that you have access to inside and outside of working hours. If you use your work email and do not have access to this at all times you may miss communications and deadlines. It is your responsibility to be available for Tusla Recruit communications.

Please note that some appointments are also subject to internal HR sequencing arrangements and legal obligations/agreements.

5. Campaign Time Scales

The Closing date for this position is as stated in the Job Specification.

It is anticipated that interviews will be scheduled on the dates as specified in the Job Specification. Therefore, we advise that you note these dates in your diary now as due to the limited availability of the interview board it is unlikely that an alternative interview date and time can be offered. Interviews will be held in person only; therefore, candidates must be available to present for interview.

6. Security Clearance

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career with Tusla we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 2** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

7. Commission for Public Service Appointments – Codes of Practice

Appointments in Tusla are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled to request a review of any part of the appointment process or make a complaint regarding any part of the process that they feel is unfair or has been applied unfairly to them.

Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 review **or** a Section 8 complaint. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure.

Candidates should in the first instance make an informal request for review to the Tusla Recruit Campaign Manager via tuslarecruit@tusla.ie. Please note that informal reviews prior to interview must be requested within 2 working days of receipt of a decision. Informal appeals after interview must be requested within 5 working days of notification of a decision.

Please note:

A Candidate who is simply seeking clarification on the basis for the decision reached about their candidature should obtain this feedback from the Tusla Recruit Campaign Manager. They do not need to invoke any of the procedures referred to above. Such feedback will be properly managed by the Tusla Recruit Campaign Manager as an integral part of the appointment process.

In addition, The Public Services Management (Recruitment and Selection) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 5 and Section 9 of the Code of Practise under the Act.

These obligations are as follows:

Section 5

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

- Knowingly or recklessly make a false or a misleading application.
- Knowingly or recklessly provide false information or documentation.
- Canvass any person with or without inducements.
- Impersonate a candidate at any stage of the process.
- Knowingly or maliciously obstruct or interfere with the recruitment process.
- Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it.
- Interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence and it is the policy of Tusla to report any such above contraventions to An Garda Síochána.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment/selection process, then, in accordance with the Public Services Management (Recruitment and Selection) Act 2004:

- Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;
- Where s/he has been appointed as a result of that process, s/he shall forfeit that appointment.

Section 9

Any unreasonable conduct by the candidate may result in their contact being restricted.

Candidates shall not display the following types of behaviour which the Commission considers:

- 'Unreasonable Conduct'
- Unreasonable persistence
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviour

Examples of Unreasonable Conduct include:

- Insisting that an issue be reviewed again by another officer.
- Expecting immediate responses to requests or communications.
- Insisting their version of events be accepted as fact where there is no objective evidence to support this.
- Impolite or aggressive conduct.

The decision to restrict access may include:

- Requesting the individual make contact in a particular form, for example by letter only.
- Requiring contact to take place with a named officer only.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting telephone calls from the individual to specified days and timeframes.
- Restricting access to the offices of an organisation.
- Asking the customer to enter into an agreement about their future conduct.
- Refusal to pursue a complaint or request for a review.
- Terminating all contact with the complainant.

We encourage you to visit www.cpsa.ie for further information on the Code of Practice.

Appendix 1

(i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway and Switzerland.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

And

A scanned copy of your current Certificate of Registration (GNIB card/IRP Card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

Or

A scanned copy of your current Certificate of Registration (GNIB card/IRP Card) showing Stamp 3 and scanned copies of the following:

Marriage/Civil Partnership Certificate

And

Spouse's passport showing their identification and current immigration stamp and their current GNIB card/IRP card showing Stamp 1, 4 or 5

Or

If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration stamp and their current GNIB card/IRP card showing Stamp 2 and documentary evidence from the relevant educational institution showing that they are a PhD student.

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website www.dbei.ie

Please note:

Tusla Recruit welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

Appendix 2

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland, you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career with Tusla we would strongly advise that you commence seeking international security clearances now.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

Metropolitan Police Service - Your right to information

www.disclosurescotland.co.uk

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

www.north-wales.police.uk

The <http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia.

New Zealand

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise, the job offer will be withdrawn. When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Appendix 3

Persons in receipt of a pension from specified Superannuation Schemes

Former health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a

Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension Schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme
- Among the Voluntary Early Retirement Schemes referred to above are the following:
 - Incentivised Scheme of Early Retirement (ISER)
 - Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by Tusla, Child & Family Agency before applying for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 20120)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new posts, exceeds the updated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective whether the relevant pension was accrued in the same Pension Scheme which applied to the new appointment, or in another Public Pension Scheme.

Appendix 4

General Data Protection Regulation for Tusla Recruit

Contact details for the Data Protection Office are as follows:

Our Data Protection Officer can be contacted by email at datacontroller@tusla.ie or by telephone on +353 1 771 8500 or by post at Brunel Building, Heuston South Quarter, Dublin 8.

The basis for processing your personal data is to process your application for the position you have applied for with Tusla Child and Family Agency.

Storage period – your application will be retained for one year from the date a panel for the position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (Panels in some cases may be extended for a further one year or two years).

You have a right to make a data access request to Tusla Child and Family Agency and this can be done in writing to datacontroller@tusla.ie

Appendix 5

Incremental Credit

Incremental credit may be given on appointment for certain types of relevant previous experience in administrative, allied health professional and associated grades, nursing and non-nursing grades.

Social Worker Grades

Relevant service in public and private social work services is reckonable for incremental service, if it is deemed that role required the candidate to hold the same qualification and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

Social Care Worker Grades

Relevant service in public and private social care services is reckonable for incremental service, if it is deemed that role required the candidate to hold the same qualification and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

Nursing Grades

All relevant service in public and private healthcare is reckonable for incremental service.

Management/ Administrative Grades

Incremental credit is granted for all relevant Public/Civil Service (Ireland or abroad).

Private Service is not reckonable service for Management/ Administrative Grades.

Relevant public/civil service is reckonable for incremental purposes, if it is deemed that role required the candidate to carry out the same duties and responsibilities (deemed 'like for like') at same or equivalent grade. Job specifications may be referred to for role clarity on verification of service.

EWO Grades

Relevant service in public and private sectors is reckonable for incremental purposes if it is deemed that the previous role required the candidate to hold the same qualifications and the duties and responsibilities are deemed 'like for like'. Job specifications may be referred to for role clarity on verification of service.

Relevant previous experience must be in one of the following areas:

- Youth Work
- Social Care
- Social Work
- Community Development
- School Completion Programme
- Teaching at primary or secondary school level
- Home School Community Liaison
- Garda Diversion Project
- NGO associated with families and children

The onus is on the candidate to claim incremental credit for previous service. Candidates claiming credit for previous service will be required to give comprehensive and accurate information in support of their claim. Credit for previous service will not be awarded until the employing department has satisfactorily completed such measures as it considers appropriate to authenticate the claim.

- All Verification of Service forms received should be stamped and signed by the relevant organisation.
- Where part-time or agency is stated as employment or it is unclear what the weekly hours worked were, confirmation of hours per week should be sought to ensure that they have worked more than 4 hours per week.

- Where it is not clear that the grade and the duties are at the same or equivalent grade a job description should be sought so a comparison of the duties and required qualifications can be made before awarding incremental credit.
- When calculating incremental credit, the dates of service should not overlap.

General Declaration

It is important that you read this Declaration carefully and then sign it in the space below.

Part 1:

Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Services Management (Recruitment and Selection) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 5 and Section 9 of the Code of Practise under the Act.

These obligations are as follows:

Section 5

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

- Knowingly or recklessly make a false or a misleading application.
- Knowingly or recklessly provide false information or documentation.
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process.
- Knowingly or maliciously obstruct or interfere with the recruitment process.
- Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it.
- Interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of Tusla to report any such above contraventions to An Garda Síochána.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment/selection process, then, in accordance with the Public Services

Management (Recruitment and Selection) Act 2004:

- Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;
- Where s/he has been appointed as a result of that process, s/he shall forfeit that appointment

Section 9

Any unreasonable conduct by the candidate may result in their contact being restricted.

Candidates shall not display the following types of behaviour which the Commission considers

- 'Unreasonable Conduct':
- Unreasonable persistence
- Unreasonable lack of cooperation
- Unreasonable argument
- Unreasonable behaviour

Part 2:

Declaration: 'I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Child and Family Agency to the making of such enquiries, as the Child and Family Agency deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Child and Family Agency to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Child and Family Agency with any information relevant to my application or to my continued employment with the Child and Family Agency or

where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.'

Failure to sign application will render it invalid.*

Signed: _____

(Candidate Name) Date: _____

***Important: If you are submitting your application via Tusla Recruit online we will accept the Declaration unsigned once you have confirmed understanding of the document via the system process but you will be required to sign the Declaration at interview should you be invited to attend.**