

**Early Years Inspector (Assistant Director of Public Health Nursing)
Job Specification & Terms and Conditions**

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| Job Title and Grade | Early Years Inspector – (Assistant Director of Public Health Nursing) (Grade Code 281X) |
| Campaign Reference | NRS1353 |
| Closing Date | Wednesday, 7 th January 2015 |
| Proposed Interview Date (s) | Early February 2015 |
| Taking up Appointment | A start date will be indicated at job offer stage. |
| Location of Posts | <p>A National panel will be created from which all permanent or specified purpose vacancies of full time or part time duration will be filled.</p> <p>There are currently vacancies in the following locations:-</p> <ul style="list-style-type: none"> • National Inspection Early Years Office, Dublin South East /Wicklow • National Inspection Early Years Office, Dublin West & South West & Dunlaoghaire Wicklow • National Inspection Early Years Office, Dunlaoghaire Wicklow • National Inspection Early Years Office, Dublin West & South West • National Inspection Early Years Office, Galway/Mayo • National Inspection Early Years Office, Carlow/Kilkenny • National Inspection Early Years Office, North Cork • National Inspection Early Years Office, Dublin South Central <p>Further details about the posts can be sought from: - Name: - Ms Fiona Mc Donnell Tel: - 061-461344 Email: - fionam.mcdonnell@tusla.ie</p> |
| Organisational Area | TUSLA National |
| Reporting Relationship | The Early Years Inspector will report to the Principal Registration & Inspection Officer for Early Years inspection Services of the Child and Family Agency. The professional reporting relationship will be to nominated Director of Public Health Nursing. |
| Purpose of the Post | <p>The appointee will act as a Designated Officer under Part 12 of the Child & Family Act 2013, and the relevant regulatory framework and any amendments to same.</p> <p>The Child & Family Act 2013 places responsibility on the Child and Family Agency to carry out the functions as laid down by the Act, in terms of the</p> |

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| | <p>health, welfare and safety to children in Early Years Services as prescribed in the Act.</p> <p>The appointee to this post will work within the Child & Family Agency as part of a National Early Years Inspection Service in delivering a co-ordinated service.</p> |
| Principal Duties and Responsibilities | <ul style="list-style-type: none"> • To make recommendations to the designated Principal Registration & Inspection officer with regard to the Registration of designated services • To inspect prescribed Early Years Services in their assigned operational area • To investigate complaints received in regard to Early Years services • To prepare reports in respect of Inspection, reviews & complaints to a level suitable for public dissemination. <p><u>Professional / Clinical</u> The Early Years Inspector will ;</p> <ul style="list-style-type: none"> • Liaise with other professionals in relation to early years services. • provide advice and information to early years providers including external agencies as appropriate • Undertake duties in connection with the organisation, delivery and evaluation of the early year's services as required. • Undertake duties as required in the context of new legislation and relevant national guidelines, standards and policies. <p><u>Management</u> The Early Years Inspector will:</p> <ul style="list-style-type: none"> • Collect statistical and information as appropriate and to keep such records as are required • Liaise with County Childcare Committees, and participate in CCC meetings as representative of Child AND Family agency if required, and national voluntary organisations and other external agencies. • Prepare Inspection reports and advise the Principal Registration & Inspection Officer on Registration of Early Years Services. • Work to agreed priorities and objectives to assist in implementing the Child and Family service and operational plans. • Participate in the consultation process for the appraisal of funding applications where requested • Investigate and monitor complaints in services within the sector • Assist in the formation of policies and guidelines • Participate on working groups where requested • To implement all policies, standard operating procedures and guidance issued by the National office <p><u>Education and Training</u> The Early Years Inspector will;</p> <ul style="list-style-type: none"> • Provider mentoring to new Early Years Inspectors (ADPHN) and assist with Induction training. • Provide consultation and guidance to early years providers, where |

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| | <p>appropriate.</p> <ul style="list-style-type: none"> • Co-operate with any on-going development of early years Inspection services • To assist & support in the implementation of any agreed audit programme for early Years service • To participate in the implementation of any ICT support initiative. <p><u>Health & Safety</u></p> <p>The Early years Inspector will:</p> <ul style="list-style-type: none"> • Ensure the health, safety and welfare of all children attending early year's services in accordance with relevant legislation and standards. <p>Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.</p> <p>To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</p> <p>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.</p> |
| <p>Eligibility Criteria</p> <p>Qualifications and/or experience</p> | <p>Each candidate must have at the latest date of application: -</p> <p>Be registered in the Public Health Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or entitled to be registered</p> <p>and</p> <p>Have not less than 5 years satisfactory experience as a Public Health Nurse in the Irish Health Sector or in an analogous post in another jurisdiction, or an aggregate of five years such experience</p> <p>and</p> <p>Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the post.</p> <p>Health</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>Character</p> <p>Each candidate for and any person holding the office must be of good character</p> <p>Age</p> |

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| | Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| Post Specific Requirements | Demonstrate experience and/ or knowledge of early year's services. |
| Other requirements specific to the post | Access to transport as the post will involve travel |
| Skills, competencies and/or knowledge | <p><u>Knowledge and Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate the knowledge of Inspection & regulation systems • Demonstrate excellent knowledge of evidence based practice • Demonstrate knowledge of legislative requirements relating to the early year's and child and family services • Commitment to continuous professional development and knowledge sharing • Demonstrate knowledge of clinical risk management • Demonstrate knowledge of the whole child perspective within child development. • Demonstrate knowledge in the assessment and analysis of key information pertaining to quality service provision • Demonstrate the knowledge of Inspection & regulation systems <p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Demonstrate ability to plan, organize and deliver services in an efficient, effective and resourceful manner. • Demonstrate an ability to write and edit Inspection reports • Demonstrate ability to manage deadlines and effectively handle multiple tasks <p><u>Team Skills</u></p> <ul style="list-style-type: none"> • Demonstrate flexibility and openness to change and ability to support others in a changing environment • Demonstrate effective problem solving and decision making skills. • Demonstrate the ability to participate in a continuous improvement in service delivery. • Demonstrate ability to work effectively with members of the early Years team and other disciplines as necessary. • Demonstrate ability to be flexible to support colleagues with cross cover as necessary <p><u>Commitment to Quality Care</u></p> <ul style="list-style-type: none"> • Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality services |

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| | <ul style="list-style-type: none"> • Demonstrate an ability to monitor and evaluate service performance and support audit of the service <p><u>Communication and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback • Demonstrate competency in general use of information technology- computers, office functions, internet for research purposes, email, preparation of presentation materials etc. |
| <p>Campaign Specific Selection Process</p> <p>Short listing / Interview</p> | <p>Short listing may be carried out on the basis of information supplied in your application form. 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><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the short listing stage of this process (where applied) will be called to interview.</p> |
| Code of Practice | <p>The Health Service Executive on behalf of the Child and Family Agency, TUSLA will run this campaign in compliance with the Code of Practice prepared by the Commissioners 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, feedback facilitates for 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. Additional information on the NRS/TUSLA review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates.</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled “Code of Practice, Information for Candidates or on www.cpsa.ie.</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> | |

Terms and Conditions of Employment

Early Years Inspector - Assistant Director of Public Health Nursing

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| Tenure | <p>The initial vacancies are as follows: -</p> <ul style="list-style-type: none"> • National Inspection Early Years Office, Dublin South East/Wicklow (Permanent, 1 wte) • National Inspection Early Years Office, Dublin West & South West & Dunlaoghaire Wicklow (Permanent, 1 wte) • National Inspection Early Years Office, Dunlaoghaire Wicklow (Permanent, 1 wte) • National Inspection Early Years Office, Dublin West & South West (Permanent, 1 wte) • National Inspection Early Years Office, Galway/Mayo (Specified Purpose, 1 wte) • National Inspection Early Years Office, Carlow/Kilkenny (Permanent, 1 wte) • National Inspection Early Years Office, North Cork (Permanent, 1 wte) • National Inspection Early Years Office, Dublin South Central (Permanent, 1 wte) <p>A National Panel will be created from which all permanent or specified purpose vacancies of full time or part time duration will be filled. The tenure of these posts will be indicated at 'expression of interest' stage.</p> <p>Appointment as an employee of the Child and Family Agency is governed by and Family Agency Act 2013</p> |
| Remuneration | <p>The Salary Scale for the post is: - €54,339 – €57,380 – €58,629 – €59,780 – €60,943 – €62,535</p> |
| Working Week | <p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> |
| Annual Leave | <p>The Annual Leave applying to the post is to be confirmed at Job Offer stage and as determined by the Organisation of Working Time Act 1997.</p> |
| Superannuation | <p>All pensionable staff become members of the pension scheme.</p> <p>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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005</p> |

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| | pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31 st December 2004 |
| Probation | Every appointment of a person who is not already a permanent officer of the public service shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| Protection of Persons Reporting Child Abuse Act 1998 and Children First 2011 | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998 and Children First, 2011, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| Infection Control | All Employees must have a working knowledge of HIQA Standards as they apply to the role, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |