

## **Candidate Campaign Information Pack Clerical Officer**

Dear Candidate,

Thank you for your interest in the post of – Clerical Officer

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:

**Rosemary Cullen, Business Manager, Louth/Meath email: [rosemary.cullen2@tusla.ie](mailto:rosemary.cullen2@tusla.ie) ,  
mobile: 087-6890903**

Should you have any specific queries in relation to the recruitment process please get in touch by emailing : Tusla Clerical applications [Clericalapplications@tuslajobs.ie](mailto:Clericalapplications@tuslajobs.ie)

Kind Regards,

Tusla Recruitment Team



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Job Specification

<b>Job Title, Grade and Grade Code</b>	Clerical Officer- Louth/Meath Grade Code: 0609
<b>Campaign Reference Approval Code</b>	G3LM2022
<b>Applications considered Via</b>	<a href="https://forms.ttmgroup.ie/223341534848862">https://forms.ttmgroup.ie/223341534848862</a>
<b>Opening date for Applications</b>	01/12/2022
<b>Closing Date for Applications</b>	09/12/2022
<b>Proposed Interview date(s)</b>	ASAP once campaign is closed. - may be subject to change based on volume of candidates and availability of Service resources.
<b>Contact for Informal Enquiries</b>	<i>Making an <b>informal enquiry</b> gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
<b>Location of Post</b>	Current and future vacancies within Tusla Louth/Meath area
<b>Details of Service</b>	<p>The Child and Family Agency was established on 1<sup>st</sup> January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure.</p> <p>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.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Family Support</li> <li>• Alternative Care</li> <li>• Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Domestic Sexual and Gender Based Violence (DSGBV)</li> <li>• Children's Service Regulation</li> </ul>

	<ul style="list-style-type: none"> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p>
<b>Purpose of Role:</b>	The job of a Grade III Clerical Officer can be extremely broad based and varies greatly. The duties will be such as may be assigned to the officer from time to time
<b>Reporting Relationship</b>	Head of Department or other delegated manager.
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p>The Clerical Officer will be responsible for the day to day administrative functions of the Department under the direction of the assigned supervisor/manager. The role covers all aspects of clerical and administrative work to ensure the effective running of the Department</p> <p>The Clerical Officer is required to have sufficient knowledge of the relevant procedures and practices to perform the role efficiently and ensure the standards set are maintained.</p> <p><b>General Administrative Duties:</b></p> <ul style="list-style-type: none"> <li>• Day to day office duties eg. Correspondence, post, typing, Dictaphone typing, faxing, photocopying, filing etc.</li> <li>• Logging all enquiries/telephone calls, complaints etc. Prioritising same, dealing with queries keeping supervisor/manager informed of progress and activities.</li> <li>• Assist in the drafting and issue of letters, memos and general information to internal customers, clients and general public</li> <li>• Populate, maintain and update local databases and records</li> <li>• Work closely with all functions within the service to deliver planned services of your department</li> <li>• Have an understanding of the Child and Family Agency and how it works</li> <li>• Understand how your department impacts on the service users</li> <li>• Understand how neighbouring departments and functions must combine their efforts to achieve optimum services levels</li> <li>• Use knowledge of the organisation's structures and traditions to help achieve results</li> <li>• Act in a manner that is consistent with the organisation's values and vision</li> <li>• Treat all information and service users with confidentiality and discretion</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Interpreting and providing written and oral information to staff and service users, i.e. by phone, letter, etc and contribute positively to the public image of Tusla - Child and Family Agency.</li> <li>• Liaise and co-operate with other members of staff in the interest of providing the best possible service to service users.</li> <li>• Understand service users by being approachable and by listening to them.</li> </ul> <p><b>Legislative Compliance and Record Keeping:</b></p> <ul style="list-style-type: none"> <li>• Have awareness of the guidelines and legislation that governs your area of work and ensure compliance when issuing advice and documentation</li> <li>• Ensure compliance with Data Protection Act and Record Keeping/Retention</li> <li>• Assist in the implementation of new legislation/guidelines and associated reports and tasks</li> </ul>

	<p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria Qualifications and / or Experience</b></p>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Proficient with Microsoft Office; Excel, Word and PowerPoint and Excel</li> </ul> <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Have obtained at least Grade D (or a pass), in Higher or Ordinary level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• have passed an examination of equivalent standard</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• have satisfactory relevant experience which encompasses demonstrable equivalent skills.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• have had at least two years previous service in an office of Grade 111, Grade 11, Grade 11 typist or Grade 1 under a local authority or health board in the State.</li> </ul> <p><b>Health</b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<p><b>Professional Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of the Child and Family Agency and how it works</li> <li>• Demonstrate competent word processing and database MS Excel skills</li> <li>• Efficient use and maintenance of filing and document management systems</li> </ul>

	<ul style="list-style-type: none"> <li>• An ability to generate and present documents in a professional manner</li> </ul> <p><b>Planning and organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Assumes personal responsibility for and delivers on agreed objectives/goals</li> <li>• Demonstrate an ability to manage day to day activities and assigned projects with capacity to plan and prioritise</li> <li>• Assists in ensuring deadlines are met to ensure outputs are delivered to a high standard in an efficient manner</li> </ul> <p><b>Effective Team Working</b></p> <ul style="list-style-type: none"> <li>• Can work independently demonstrating self-sufficiency or work as a member of a team</li> <li>• Demonstrates flexibility, adaptability and openness to working effectively in a changing environment</li> <li>• Be co-operative and work in harmony with other teams and other disciplines</li> <li>• Flexibility, adaptability and openness to working effectively in a changing environment.</li> <li>• The ability to work effectively within a multi-disciplinary organisation in a complex and pressured environment.</li> </ul> <p><b>Communication and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates ability to communicate in a fluent, logical and clear manner verbally and in writing</li> <li>• Maintains a strong focus on meeting the needs of internal and external customers</li> <li>• Works effectively</li> </ul>
<b>Other requirements of the role</b>	The post holder will require access to appropriate transport as the post may involve travel.
<b>Application Process</b>  <b>Campaign Specific Selection Process</b>  <b>Shortlisting / Interview</b>	<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>
<b>Code of Practice</b>	<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 <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p>

	Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
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Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description and reporting relationships may be reviewed and updated.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

**Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.**

**All roles within Tusla carry responsibility towards the protection of personal and sensitive data.**

<b>Tenure</b>	<p>The current vacancies available are permanent/temporary and whole time/part-time.</p> <p>The posts are pensionable.</p> <p>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.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	<p>The Salary scale for the whole time equivalent of this post is as of 1<sup>st</sup> Oct ‘21          €25,101 €26,718 €27,115 €27,924 €29,103 €30,285 €31,468 €32,326 €33,299          €34,428 €35,226 €36,344 €37,471 €39,587 <b>€41,092LSI</b></p>
<b>Working Week</b>	<p>The standard working week applying to the whole time equivalent of this post is: 35 hours</p>
<b>Annual Leave</b>	<p>The annual leave associated with the whole time equivalent of this post is 26 days per annum.</p>
<b>Superannuation</b>	<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>
<b>Probation</b>	<p>Every appointment of a person who is not already a permanent officer of the Child &amp; Family Agency/ Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	<p>The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.</p>
<b>National Standards for Children and Family Services</b>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>

**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**

<b>1. Who should apply?</b>
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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:magdalena.basinska@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.

<b>2. How do I apply for this post?</b>
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You must complete the online application particular to this post. All posts are posted on the following links:

<https://forms.ttmgroup.ie/223341534848862>

- Please ensure that you have completed the application in full and you are happy that the information you have provided is accurate.
- 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 online application process.
- We can only accept complete applications received by while the campaign is open for applications as 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.

We will contact you mainly by mobile phone and emails. Therefore, we recommend you specify in your application your personal mobile number. It is your responsibility to ensure you have access to your mobile voice mails, text messages and e-mails. Please ensure that you have registered 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 on line. 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.
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- 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/>

<b>4. Acceptance / Declination of a Job Offer</b>
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The time lines 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](mailto: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 Practice 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](http://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](http://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.disclosurescotland.co.uk)

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

[www.north-wales.police.uk](http://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](http://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](http://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 2012)**

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](mailto: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](mailto:datacontroller@tusla.ie).

### **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 Practice 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 arguments
- 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.**