



Candidate Campaign Information Pack Area Manager- National Court Liaison

Dear Candidate,

Thank you for your interest in the post of – Area Manager National Court Liaison.

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. [Candidate Information Pack - Recruitment Process](#)

For any informal enquiries regarding the position and job specification please contact:

Patricia Finlay Regional Chief Officer Dublin Mid Leinster- RCO.DML@tusla.ie

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

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Area Manager- National Court Liaison Grade Code: Q137
Campaign Reference Approval Code	TRCORP20261917
Applications considered Via	Applications are invited by CV, together with a personal statement clearly stating suitability for the role as linked to the stated competencies (250 words max) to aimee.power@tusla.ie by 12 noon Monday 9 th March 2026. This application process is fully outlined in section 2 of the ‘recruitment process’ section of this Candidate Information Pack. Please take note of the guidance given relating to CV, personal statement and also the provision of an organisation chart indicating your current (or most recent) position within the Senior Management team in your organisation/company.
Opening date for Applications	Thursday 19 th February 2026.
Closing Date for Applications	12 noon, Monday 9 th March 2026.
Proposed Interview date(s)	March / April 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Patricia Finlay Regional Chief Officer Dublin Mid Leinster- RCO.DML@tusla.ie <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	The current vacancy is Negotiable with requirements to attend High Court and District Courts in Dublin on a weekly basis. However, the initial assignment will be confirmed upon appointment. A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. For Tusla Region/ Networks please check the following link: Find My Network
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 of circa €1.2billion and delivers its

	<p>services through over 5,500 people in 259 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"> • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children’s Service Regulation • Counselling and Therapeutic Supports <p>Further information is available on www.tusla.ie</p>
<p>Purpose of Role</p>	<p>The National Court Liaison Manager will have oversight of Tusla operational matters before the High Court and District Court, act as a liaison between the Agency and the Court as appropriate, and provide expert professional advice to the CEO, Executive Management Team, Regional Chief Officers and Senior Management in respect of such matters.</p>
<p>Reporting Relationship</p>	<p>The National Court Liaison Manager will report operationally to Patricia Finlay, Regional Chief Officer Dublin Mid-Leinster, with a strategic relationship directly to the Chief Executive Officer.</p>
<p>Duties and Responsibilities</p>	<p>Main Duties and Responsibilities</p> <p>Professional Knowledge:</p> <ul style="list-style-type: none"> • A working knowledge and strategic understanding of legislation, policy, research and practice relevant to the Child and Family Agency. • Demonstrate the ability to plan, develop and ensure the achievement of short-, medium- and long-term priorities and goals. • Have an in-depth knowledge of the issues and developments and current thinking about Special care legislation and strategic development of the special care service. • Awareness of children and young people’s participatory practice. • Demonstrated track record of strategic thinking and planning with proven outcomes. • Proven ability to form strategic alliances, partnerships and relationships with all stakeholders, both internal and external. • Proven track record in verbal, written and communication skills. • To strategically lead Tusla operational matters before the District Court and High Courts. This role will not replace line management responsibilities but to oversee key strategic and operational issues arising and support plans to address these. • To oversee all Special Care cases/matters before the High Courts and be the liaison between Tusla Office for Legal Services, Community & Residential Services in relation to same. • To provide expert professional advice to the CEO, Executive Management Team, and Senior Management in relation to any matters arising of an operational nature. • Through engagement with internal and external key stakeholders, identify key themes/issues arising and as required lead/support development of service improvement plans to address. • To be the operational national lead for strategic engagement with the newly established GAL service ensuring strong collaboration ensuring best interests of children and their rights.

- To engage with Office for Legal Services and Member Firms in relation to any matters arising.
- To provide line management to the Court Liaison Manager with responsibility for oversight of operational matters before for non-Dublin District Courts.
- To promote a high standard of operational excellence in the District Court and High Court.
- To participate in the National Integrated Committee for Special Care, responsible for the referral and discharge process to and from Special Care.

Leadership and development:

- To manage, coordinate, and lead the Tusla National Court Liaison Service.
- To provide support and informal leadership to Regional Chief Officers, Service Directors, Area Managers and Principal Social Workers in addressing any issues of concern and promoting a culture of excellence.
- To lead, manage, organize and motivate staff to function effectively in a changing environment
- To promote a positive work ethic within the Tusla National Court Liaison Team

Communications and Stakeholder Management:

- To proactively engage with internal staff, and management in relation to operational and practice matters before the District and High Courts.
- To proactively engage with the Tusla Office for Legal Services and Member Firms in relation to operational and practice matters before the District and High Courts.
- To develop strong working relationships with internal and external stakeholders to promote excellence in practice and operational matters before the District and High Court.
- To represent Tusla at strategic planning level including representation and membership of high-level groups to lead and develop inter-departmental collaborative approaches and interventions in relation to operational matters.

Education & Training:

- To conduct training needs analysis in relation to matters evident before the District and High Courts to improve standards and drive a culture of excellence.
- To provide, or commission training for relevant staff in respect of same.
- To develop standardized templates/reports and provide training webinars as appropriate in relation to implementation.
- To maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.

Quality and Risk:

- To contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
- To lead on annual audits (with PASM service) for each region/service relating to review quality of Tusla Court reports, compliance with Court directions and engagement with RCOs/Area Managers/PSWs/ AND Alternative Care & Service Director for CRS on required service improvement plans.
- To provide support/guidance to networks/regions as required when queries arise relating to requests from Courts for notification of cases to National Review Panel/requests for case reviews (in line with Tusla's Incident Management Policies).
- To have a working knowledge of the Health Information and Quality Authority (HIQA)

	<p>Standards as they apply to the service for example National Standards for Child Protection and Care and Special Care Regulations 2018 and to comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</p> <ul style="list-style-type: none"> • To implement Tusla Risk Management and Incident Management Policies as relevant to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Health & Safety</p> <ul style="list-style-type: none"> • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <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 Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • A minimum QQI Level 8 Qualification as relevant to the requirements of the role. • Have a minimum of 5 years’ experience at senior management level in the delivery of social care or health services in a comparable size organisation to the remit of this role. • A working knowledge and strategic understanding of legislation, policy, research and best practice relevant to Tusla. • Have minimum 5 years’ experience in Child Care or Constitutional and Administrative law matters before the District/ High Court • Child Care Law and District/Circuit Court Advocacy would be an advantage <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>Tusla Leadership Competency Framework</p> <p>The Tusla Leadership Competency Framework describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work.</p> <p>The Tusla Leader Framework relevant for this role is Leading Service</p> <p>Please access this Leading Service link to fully familiarise yourself with the impact of this Leading Service proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
<p>Other requirements of the role</p>	<ul style="list-style-type: none"> • The post holder will require a current driving licence and access to appropriate transport as the post will involve travel. • Have experience working with Child Care Legislation, Child Protection/ alternative care, have a strong operational knowledge and experience of child care proceedings before District and High Courts. • Have experience in Child Care and Court Advocacy • Have awareness of children and young people’s participatory practice
<p>Application Process</p> <p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</p>	<p>The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been ‘dormant’ for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully 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>AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process.</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>

<p>Code of Practice</p>	<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. 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>The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families.</p> <p>Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 areas to 30 networks. The initial assignment will be to Dublin Mid Leinster Region. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role.</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>	
<p>Tenure</p>	<p>The current vacancy available is permanent and whole time.</p> <p>The post is pensionable.</p> <p>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.</p> <p>Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<p>Remuneration</p>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/08/2025: €105,266, €110,387, €115,155, €119,921</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 currently a serving civil or public servant.</p>
Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 30 days per annum.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Probation	<p>A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts.</p> <p>Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.</p>
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	<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>
Ethics in Public Office 1995 and 2001	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

<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 €82,258 PLUS</p>	<p>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>
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