

Candidate Campaign Information Pack
Deputy Data Protection Officer – General Manager –
****Updated Extended Closing Date****

Dear Candidate,

Thank you for your interest in the post of – Deputy Data Protection Officer – General Manager.

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:

- **James Plunkett, Data Protection Officer - James.plunkett@tusla.ie / 0877695332**

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: Lisa Watters: lisa.watters@tusla.ie / 087-700-6450 .

Kind Regards,

Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Deputy Data Protection Officer Grade Code: 0041
Campaign Reference Approval Code	TNCOR2021180
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 lisa.watters@tusla.ie by 12:00 midday on Monday 13th December 2021 This application process is fully outlined from page 10 / 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	18 th November 2021
Closing Date for Applications	**Updated Closing Date from Monday 13th December 2021 to 12:00 midday Monday 20th December 2021.
Proposed Interview date(s)	January 2022 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	James Plunkett, Data Protection Officer - James.plunkett@tusla.ie / 0877695332 <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	Flexible location, requiring regular travel to Tusla Corporate Office, Brunel Building, Heuston South Quarter, Dublin 8.
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:

- Child Protection and Welfare
- Family Support
- Alternative Care
- Adoption
- Tusla Education Support Services (TESS)
- Domestic Sexual and General Based Violence (DSGBV)
- Children's Service Regulation
- Counselling and Therapeutic Supports

Further information is available on www.tusla.ie

Data Protection Unit

Tusla, Child and Family Agency, invites applications from suitably qualified persons for a number of key roles within its Data Protection Unit (DPU). These roles will appeal to candidates looking to work as part of a multi-disciplinary team implementing a strategic transformation programme of agency-wide improvements to ensure Tusla has effective people, processes and systems in place to support its statutory and regulatory obligations. The roles offer an opportunity to work in a fast paced, dynamic environment across a variety of projects and assignments in the area of Data Protection and FOI including, but not limited to DPU Operations; Data Protection and FOI Compliance; and the GDPR Programme, which includes Operating Model Design and Implementation; Data Protection Impact Assessments (DPIAs) and Third Party Privacy Risk Management; Regulatory Engagement; and Change Management, Training & Communications. Whilst the location/base of the role is flexible, attendance at Tusla Head Office in Dublin will be a requirement of the successful candidate at a frequency agreed with the Data Protection Officer.

Tusla processes a large volume of highly sensitive personal data on a daily basis in order to deliver the critical services it provides to Children and Families across the State. In doing this, Tusla must ensure that it has adequate organisational and technical measures in place; that the rights and freedoms of Tusla service users are respected and that privacy risks to those rights and freedoms are minimised; and that a fit for purpose operating model for Data Protection and Freedom of Information (FOI) and is implemented. These are the three objectives of Tusla's GDPR Programme, a multi-annual strategic transformation programme which is now in its third phase of implementation. The GDPR programme focuses on driving a wide range of improvements in Tusla's data protection and FOI compliance and control environment, including for example:

- Data Protection Operating Model Design and Implementation, such as policy and process enhancements or organisation design changes, including the establishment of regional privacy network;
- Data Protection Impact Assessments and Third Party Privacy Risk Management, to assess complex data processing activities and third party data sharing arrangements to identify the required privacy safeguards and controls;
- Regulatory Engagement with the Data Protection Commission and the Office of the Information Commissioner in relation to Tusla's regulatory obligations; and

	<ul style="list-style-type: none"> • Change Management, Training & Awareness, to embed best practice data protection across Tusla and ensure all staff fully understand their roles and responsibilities in relation to data protection and FOI compliance.
Purpose of Role:	The Deputy Data Protection Officer is a senior management role within Tusla. The appointee will be responsible for supporting the DPO in the strategic oversight of multiple sub-functions within the Data Protection Unit (DPU). The role requires a dynamic and progressive approach to service delivery, engaging with 3 rd parties, staff and the wider public sector.
Reporting Relationship	This role will report to the Data Protection Officer.
Key Relationships / Interfaces	<ul style="list-style-type: none"> • The General Managers within the Data Protection Unit (DPU) and broader staff within the DPU. • Director of Corporate Services • Tusla's GDPR+ Programme Strategic Partner • Data Protection Commission Staff • Tusla Senior Management Team (SMT) and the Department of Children & Youth Affairs (DCYA) • Tusla Service Directors and Operational Staff • Tusla's Board • Legal Department • IT Department • FOI / Parliamentary Affairs Units • Workforce Learning and Development • Communications Department • Commissioning • Finance & Procurement • Policy • External data protection / IT security vendors
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Support the DPO in leading on internal and external stakeholder engagement with regard to matters of data protection and FOI governance within Tusla. • Consult and build a strong relationship with the Data Protection Commission (DPC) and Office of the Information Commissioner (OIC). Support the DPO in acting as the point of contact for the DPC on all data protection issues, in accordance with Article 39.1(d) and (e) of the GDPR. <p>Data Protection Advisory</p> <ul style="list-style-type: none"> • Support the DPO in informing and advising all employees of Tusla on their obligations under the GDPR, as per Article 39.1(a). • Support the DPO in navigating the complex legislative environment within Tusla that surrounds the GDPR and provide advice on these issues to senior stakeholders. • Propose to the DPO technical and organisational measures to ensure appropriate security of Tusla personal data as well as developing and implementing organisational controls, policies and procedures that may be required to implement to mitigate any risks identified.

- Provide support to the DPO in his role as Chair to Tusla's Privacy Council, a cross-functional working group tasked with determining Tusla's official position on complex issues relating to the GDPR.
- Act as the Data Protection representative on various governance forums.
- Be the independent advocate for data protection and privacy within the Agency by providing inputs to internal training courses and building a culture of data privacy.
- Advise the DPO on decisions that pose data protection implications for the Agency including opining on service and functional processes and systems to assist data controllers in designing same cognisant of data protection legislative requirements.
- Play a key role in assessing and understanding the technical and operational requirements in the data landscape and operating environment of Tusla, from a data protection and privacy compliance perspective and how these will likely impact Tusla's staff and service users.

GDPR Compliance

- Support Tusla in discharging its responsibilities under Article 5(1)(f) of the GDPR by leading SME input of identification of data protection and privacy risks generally and in particular, the risk of unauthorised or unlawful processing, accidental loss, destruction or damage to Tusla personal data.
- Assist the DPO in improving Tusla's compliance with the GDPR, Law Enforcement Directive and Data Protection Act 2018.
- Support the DPO in monitoring compliance with data protection and privacy laws as per Article 39.1(b) of the GDPR, develop and implement a Data Assurance Programme.
- Support the DPO in reviewing completed data privacy impact assessments (DPIAs) as per Article 39.1(c) of the GDPR, and assess implementation of recommendations through compliance assurance visits.
- Support the DPO in discharging responsibilities under Article 28 of the GDPR by identifying associated data protection and privacy risks, and ensuring that sufficient guarantees of appropriate technical and organisational measures are in such a manner that processing will meet the requirements of the GDPR.
- Assist in the preparation of data protection compliance, breaches and other relevant management information to senior management and the Data Protection Commission, and support associated briefings and engagement.
- Report on significant data protection and privacy risk and compliance issues and relevant updates and significant programme developments to the DPO.
- Develop and maintain a privacy risk register and associated standard operating procedures (SOPs) and policies required.
- Drive the implementation of the periodic revision of the Agency's Data Protection Management System to reflect changes in laws, regulatory or company policy and standards and ensure timely adoption and execution.
- Oversee the development and maintenance of accountability mechanisms, including but not limited to a central register of records of processing activity (ROPA).

Business Unit Effectiveness

	<ul style="list-style-type: none"> • Drive the enhancement of policies, procedures, standards, guidelines, best practices, templates and checklists to enable the Agency to meet data protection obligations and ensure consistency in application. • Ensure that Tusla’s ISO 27001 policy set remains fit for purpose for Tusla’s data landscape and operating environment. <p><u>Health & Safety</u></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> <p>Qualifications</p> <ul style="list-style-type: none"> • Have a minimum Level 9 qualification on the National Framework of Qualifications in Ireland (or equivalent in another jurisdiction) in a relevant discipline, and / or have a formal Data Protection certification / qualification or relevant prior experience as a Data Protection Officer (DPO). <p>Experience</p> <ul style="list-style-type: none"> • Have at least 5 years’ experience as a Senior Manager in Data Protection or a related field. • A proven track record in operating within large data governance programs. • Experience in managing enterprise data assets in large complex organisations would be desirable. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrate the ability to engage and influence a wide range of stakeholders so as to drive understanding, commitment and compliance with data protection obligations. • Demonstrate specialist data protection, legal or technical skills. • Demonstrate an understanding of how to effect change in a public sector environment. • Demonstrate knowledge of the work of Tusla, Child & Family Agency and the data processing and sharing activities carried out.

	<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>Core Skills and Competencies</p> <ul style="list-style-type: none"> • Have a significant and demonstrable track record of achievement in strategic and operational management. • Demonstrate an understanding and belief in the core principles and values of the Child and Family Agency. • Have the required leadership skills, vision and competencies to lead and manage whole systems change within a complex environment. • Plan, develop and ensure the achievement of short, medium and long-term priorities and goals. • Demonstrate a drive to achieve excellence, with and through others. • Understand the critical components within children and families’ services, and the interdependencies that contribute to successful service delivery. • Demonstrate initiative and energy and have the capacity to lead organise and motivate staff to function effectively in a changing environment. • Have proven ability to organise people and resources at both strategic and operational level to ensure that objectives can be met within budget and specified timeframes to high standards. • Be open to new and different information in the formation of ideas and decision-making. • Communicate ideas and information with clarity and inspiration, bringing out the best in others. • Have excellent interpersonal influencing and networking skills. • Be action-focused, whilst ensuring due consideration and consultation. • Demonstrate the courage to challenge when standards are being compromised. • Operate to a high standard of personal integrity. <p>Professional Knowledge and Skills</p> <ul style="list-style-type: none"> • Have experience working in a legal, regulatory or technical environment in a medium to large organisation • Have experience in at least two of the following areas: <ul style="list-style-type: none"> ○ Constitutional or Regulatory Law, ○ Child Protection or wider social services, ○ Corporate governance, ○ Contract and / or Employment Law, ○ Data Protection and Disclosure, ○ Data Management and Governance, ○ Regulatory compliance. • Demonstrate an understanding and belief in the core principles and values of the Child and Family Agency. • Demonstrate knowledge of the Child Care System.

	<ul style="list-style-type: none"> • Demonstrate detailed knowledge of the statutory and regulatory context surrounding data protection and wider privacy principles, as well as current best practice and international trends in privacy within the public sector. <p>Personal Drive for Results</p> <ul style="list-style-type: none"> • Understand, identify and be committed to the core values of the Child and Family Agency. • Demonstrate a drive to achieve excellence, with and through others. • Demonstrate initiative and energy and have the capacity to lead organise and motivate staff to function effectively in a changing environment. <p>Team Work and Leadership Skills</p> <ul style="list-style-type: none"> • Have experience of working as part of a team and managing multiple projects. • Have excellent interpersonal skills. • Be open to new and different information in the formation of ideas and decision making. • Have proven ability to organise people and resources at both strategic and operational level to ensure that objectives can be met within budget and specified timeframes to high standards <p>Evaluating Information and Judging Situations / Communication</p> <ul style="list-style-type: none"> • Be capable of demonstrating strategic thinking in the work place. • Communicate ideas and information with clarity and inspiration, bringing out the best in others.
Other requirements of the role	The post holder will require access to appropriate transport as the post may involve travel.
Application Process Campaign Specific Selection Process Shortlisting / Interview	<p>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 lisa.watters@tusla.ie by 12:00 midday on Monday 13th December 2021.</p> <p>This application process is fully outlined from 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.</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>Assessment of Applications will commence on the closing date and will be based on the written submissions.</p> <p>Short listing where relevant will be carried out on the basis of information supplied in your cover letter as linked to the stated competencies. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure</p>

	<p>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 in person.</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>	

Terms of Employment

Tenure	<p>The current vacancy available is permanent and fulltime. 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>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: €74,090, €75,963, €78,926, €81,912, €84,874, €87,843, €90,799.</p>

Working Week	The standard working week applying to the whole time equivalent of this post is: 37 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	Every appointment of a person who is not already a permanent officer of the Child & 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.
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>
<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>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</p>

	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/
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An Ghníomhaireacht um
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Child and Family Agency

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.

Further eligibility information is available on the appendices detailed below:

1. For information on “Non-European Economic Area Applicants” please see Appendix 1.
2. For information on Security Clearance please see **Appendix 2**.
3. 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 application process relevant for this post and as outlined within this Candidate Information Pack and Job Specification. Please ensure that you have completed your application in full and you are happy that the information you have provided is accurate.

2. Your CV should be no longer than 3 pages in length and should clearly state your relevant achievements and experience in your career to date.
3. For each position you outline within your CV, please ensure you clearly indicate your Management Level, the Budget you were responsible for and the Number of Staff reporting to you.
4. Your personal statement should very clearly state your suitability for the role as linked to the stated competencies within this Job Specification.
5. If requested, we would appreciate it if you would forward a copy of an organisation chart indicating your current (or most recent) position within the Senior Management team in your organisation/company. This will assist the selection panel to help them understand your level with your current/most recent organisation. If you are an Independent or have not been part of an organisation recently, a chart is not necessary.
6. 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 specified within this document.
7. Tusla Recruit can only accept complete applications received by the closing date and time specified on the Job Specification.
8. You are required to submit all information asked of you within the application process 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.

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 your Tusla Recruit Profile if applicable. If you choose to use your work mobile and you do not have access to email you may receive communications that have a time deadline requirement while working away or on leave.

3. How will the selection process be run?

1. You must complete the official application process in full and on time. 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).
2. 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.

It is noted that this recruitment process includes the request of a personal statement stating suitability for the role. Failure to include information clearly stating your suitability for this role as relevant to the requirements outlined with the eligibility criteria and skills, competencies and/or knowledge section of this job specification may result in you not being called forward to any further stage of the selection process.

3. Any applicant who did not meet the eligibility criteria/ was not shortlisted will be informed of that decision and the reason why.
1. 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:

1. Short listing of candidates on the basis of the information contained in their application
 2. Online and/or paper- based assessment/ tests/questionnaire(s)
 3. A qualifying preliminary interview – competency based
 4. Work sample/role play/ media exercise
 5. 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.
2. Candidates who are successful at interview may be placed on a panel (Talent Pool) in order of merit.
 3. We will offer the posts to the candidates with the highest scores on the panel (Talent Pool).
 4. 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.
 5. If a candidate declines the post we will offer it to the next highest scoring candidate etc.
 6. 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:

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.

4. Acceptance / Declination of a Job Offer

The time lines and panel (Talent Pool) 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).

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:

1. Knowingly or recklessly make a false or a misleading application
2. Knowingly or recklessly provide false information or documentation
3. Canvass any person with or without inducements
4. Impersonate a candidate at any stage of the process
5. Knowingly or maliciously obstruct or interfere with the recruitment process
6. Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it
7. 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:

8. Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;

9. 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’:

1. Unreasonable persistence
2. Unreasonable lack of cooperation
3. Unreasonable arguments
4. Unreasonable behaviour

Examples of Unreasonable Conduct include:

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

1.

The decision to restrict access may include:

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

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

Appendix 1

1. 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.

2. 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.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:

1. Local Government Superannuation Scheme (LGSS)
2. Health Service Executive Employee Superannuation Scheme
3. Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
4. Nominated Health Agencies Superannuation Scheme (NHASS)
5. Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

1. Incentivised Scheme of Early Retirement (ISER)
2. 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.

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:

1. Knowingly or recklessly make a false or a misleading application
2. Knowingly or recklessly provide false information or documentation
3. Canvass any person with or without inducements
4. Impersonate a candidate at any stage of the process
5. Knowingly or maliciously obstruct or interfere with the recruitment process
6. Knowingly and without lawful authority take any action that could result in the compromising of any test material or any evaluation of it
7. 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:

8. Where s/he has not been appointed to a post, s/he shall be disqualified as a candidate and;
9. 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':

3. Unreasonable persistence
4. Unreasonable lack of cooperation
5. Unreasonable arguments
6. 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.**