Candidate Campaign Information Pack
General Manager – Board Secretary

Dear Candidate,

Thank you for your interest in the post of **General Manager – Board Secretary.**

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**

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

peopleandchange@tusla.ie

Should you have any specific queries in relation to the recruitment process please contact Magdalena Basinska, magdalena.basinska@tusla.ie 0871517513.

Kind Regards,

Tusla Recruit

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	General Manager – Board Secretary Grade Code: 0041
Campaign Reference Approval Code	2026GMBSEC
Applications considered Via	Applications are invited by CV, together with a personal statement clearly stating suitability for the role (250 words max) by 12 noon on 19th Oct 2026 to magdalena.basinska@tusla.ie This application process is fully outlined within section 2 of the 'recruitment process' secti Candidate information Pack. Please take note of the guidance given relating to CV and statement
Opening date for Applications	1st October 2026
Closing Date for Applications	12 noon, 27th October 2026
Proposed Interview date(s)	October 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	For any informal enquiries regarding the position and job specification please contact: peopleandchange@tusla.ie *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.*
Location of Post	The current vacancy is in Brunel Building, Heuston South Quarter, Dublin 8. A panel may be created for the purpose of filling the current vacancy. Once this vacancy is appointed the panel will cease.
Details of Service	The Child and Family Agency was established on 1st 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 services through over 5,500 people in 259 locations across the Country.

	The Child and Family Agency has responsibility for the following range of services: • 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 Further information is available on www.tusla.ie
Purpose of Role	The Board Secretary reports to the Chairperson of the Board and has a pivotal role in supporting the Board's effective functioning by providing administrative, legal and governance advice ensuring regulatory compliance, managing information flow between the Executive and the Board; development, management and review of governance policies and procedures, and advising the Chairperson and Board on Governance best practice.
Reporting Relationship	The Board Secretary reports directly to the Chair of the Board (and the CEO for Administrative Purposes).
Duties and Responsibilities	**Main Duties and Responsibilities** The specific duties of the role include, but are not limited to: • Directly support the Chairperson and Board Members in the discharge of their duties and functions. • Responsible for the smooth and efficient running of the meetings of the Board and all the relevant committees ensuring compliance with applicable law, governance and other statutory and regulatory obligations, along with compliance in internal governance and management policies and procedures in order to ensure that Tusla complies with the highest standards of governance • Manage all Board and all committee meeting logistics, including initial drafting and agreement of agendas (approved by Chairperson(s) and CEO), providing a timely flow of information to the Executive Management Team. Attendance at all meetings, recording of agreed minutes and actions; and dissemination of all Board member papers and material pre and post meetings. • Monitor and report on the Agency's compliance with corporate governance, legislative and regulatory requirements including the Code of Practice for the Governance of State Bodies 2016. • Support the Chairperson in the development of the Board/Committees Annual Operating Plans and the ongoing and strategic development of the Board's activities. • Provide a smooth channel of information and communication for the members of the Board and be primary link between the Board and the Office of the Chief Executive. • Support Board members with their roles and responsibilities, facilitate the formal induction of new Board members and assist in Board members' training and development as required.

	• Ensure Board members are informed as to their legal responsibilities and bring to their attention any legal or other changes that affect their duties and responsibilities. • Lead the annual Board/Committee self-effectiveness reviews. • Prepare the Board and Committee's annual performance reports and Governance Statement for the Annual Report. • Act as the custodian of key corporate documents including Board minutes and papers, the Declarations of Interest Confidential Register, Declarations of Interest under Ethics in Public Office Act (s) and the Register for the company seal. • Lead the operational and strategic management of the Board Office, leading the business support team to achieve objectives, and to ensure compliance with national standards and legislative requirements. • Support the preparation of necessary briefing material and relevant documentation for the Board. • Create a positive working environment, which contributes to maintaining and enhancing effective working relationships. • Lead by example, motivate and encourage others, build team commitment. • Commitment to providing a quality service • Ensure cover for periods of leave for Board Office as required. **Teamwork, Building & Maintaining Relations** • Be accountable for own work and that of direct reports as appropriate. • Work collaboratively with colleagues in the Office of the CEO and the Executive Management Team. • Liaise with colleagues relevant Departments and other Stakeholders as required. **Human Resources** • To promote a culture that values diversity and respect in the workplace. • To provide with leadership and motivation conducive to good staff relations and work performance. • Where appropriate, establish and maintain records of attendance, statistical information, annual returns, and any other information as requested. **Education & Training** • Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. • Engage in career and professional development planning. • Promote staff development and training, supporting ongoing education, mentoring, and training. • Keep updated with current and relevant policies, procedures and legislation. **Health & Safety** • 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. **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.**
Eligibility Criteria Qualifications and / or Experience	**Applicants must by the closing date of application have the following:** • Have a third level qualification in a discipline such as Corporate Governance, Compliance, Risk Management, Legal, Public Administration, Communication, Business, Public policy or as relevant to the requirements of the role. • Have a minimum of 5 years' senior management experience at a level that demonstrates the necessary leadership, management and interpersonal skills required for this role. • Sound understanding of governance principles, regulatory compliance and risk management and in-depth knowledge of the Code of Practice for the Governance of State Bodies. • Excellent planning and organisational skills including the ability to manage deadlines and multiple tasks with capacity to operate strategically and proactively. • Effective communications, interpersonal and influencing skills at Executive/Board level and ability to interact positively with a complex range of stakeholders. • The ability to maintain independence of thought and judgement and to uphold best practice in corporate governance. Ability to maintain a high level of integrity and confidentiality and establish trust with a diverse range of stakeholders. **Desirable** • Experience of working in a Board Secretary/Company Secretary position in either the public or private sector; knowledge and experience of how the public sector system functions and interacts with the civil service and government system.

	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. **Character** Each candidate for and any person holding the office must be of good character.
Skills, competencies and/or knowledge	**Tusla Leadership Competency Framework** The Tusla Leadership Competency Framework describes the behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral 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. The Tusla Leader Framework relevant for this role is Leading Service Please access this Leading Service link to fully familiarize yourself with the impact of this **Leading Service** proficiency for Tusla. **The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.**
Other requirements of the role	• The post holder will require a current driving licence and access to appropriate transport as the post will involve travel. • Have awareness of children and young people's participatory practice
Application Process **Campaign Specific Selection Process** **Shortlisting / Interview**	Applications are invited by CV, together with a personal statement clearly stating suitability for the role (250 words max) by 12 noon on 19th Oct 2026 to Magdalena Basinska, magdalena.basinska@tusla.ie This application process is fully outlined within section 2 of the 'recruitment process' section of the Candidate information Pack. Please take note of the guidance given relating to CV and personal statement. Assessment of Applications will commence on the closing date and will be based on the written submissions. 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. Short listing where relevant will be carried out on the basis of information supplied in your personal statement 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 and that you

	provide demonstrated evidence of your competency as relevant to the role and linked to examples within your personal statement. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. The selection process may also involve additional assessments, for example: o Online and/or paper- based assessment/ tests/questionnaire(s) o A qualifying preliminary interview – competency based o Work sample/role play/ media exercise o 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.
Code of Practice	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. 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. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014

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.

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 for Corporate/National. 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.

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.

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease. 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.
Remuneration	The Salary scale for the whole time equivalent of this post is: **01/06/2026:** €87,470, €89,679, €93,178, €96,703, €100,200, €103,707, €108,804 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. 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. Different terms and conditions may apply if the appointee is currently a serving civil or public servant.
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	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. 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.
Responsibilities under Children First National Guidance for the Protection and Welfare of	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

Children (2017)	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	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. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)
Ethics in Public Office 1995 and 2001 **Positions remunerated at or above the minimum point of the Grade VIII salary scale** **NOTE** **THIS SECTION REFERS TO POSTS AT €83,081 PLUS**	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. 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. 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. 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/