

The logo for TúsLA, featuring the word 'TúsLA' in a bold, white, sans-serif font. The 'i' in 'Tús' has a dot, and the 'A' is a simple capital letter. The background of the entire page consists of several overlapping, semi-transparent circles in various shades of purple and lavender, creating a modern, abstract design.

TúsLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

**Candidate Campaign
Information Pack
Grade VIII – Board Secretary**

Candidate Campaign Information Pack

Grade VIII – Board Secretary

Dear Candidate,

Thank you for your interest in the post of **Grade VIII – 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:

Informal Contact (position, Mobile Number and Email).

Board Secretary, Kay Keilthy; kay.keilthy@tusla.ie / 087 342 6751

Should you have any specific queries in relation to the recruitment process please contact,
Recruitment Services Manager, Lisa Watters; lisa.watters@tusla.ie / 087 700 6450

Kind Regards,

Tusla Recruit

Grade VIII – Board Secretary

Job Specification and Terms and Conditions of Employment

Job Title and Grade	Grade VIII – Board Secretary Grade Code 0655
Campaign Reference Approval Code	TRCOR20251642
Application Process	Applications are invited by CV, together with a personal statement clearly stating suitability for the role (250 words max) by 12 noon 17th November 2025 to Lisa Watters; lisa.watters@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.
Opening Date for Applications	23rd October 2025
Closing Date for Applications	12 noon, Monday 17 th November 2025
Proposed Preliminary Interview date/s	November 2025 <i>Please note interview dates will be subject to change dependant on availability of interview board members and volume of campaign. In the current public health restrictions where it is deemed necessary to conduct interviews this will be by remote methodology.</i>
Informal Enquiries	Board Secretary, Kay Keilthy; kay.keilthy@tusla.ie / 087 342 6751 <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 initial vacancy is in Brunel Building, Heuston South Quarter, Dublin 8 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/ Areas please look at list of Local Area Services
Organisational Details	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 Further information is available on www.tusla.ie
Reporting Relationship	The Board Secretary reports directly to the Chair of the Board (and the CEO for Administrative Purposes).
Scope and Purpose of the Post	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.
Eligibility Criteria	Applicants must by the closing date of application possess the following:

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, Business or as relevant to the requirements of the role. • 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. Age Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age
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	Restrictions to eligibility Persons who availed of the Incentivised Scheme for Early Retirement (ISE) in the Public Service or the Voluntary Early Retirement Scheme or Voluntary Redundancy Scheme in the Public Health Sector are not eligible to apply for this position in line with the terms and conditions of the schemes Restrictions to eligibility Persons who availed of the Incentivised Scheme for Early Retirement (ISER) in the Public Service or the Voluntary Early Retirement Scheme or Voluntary Redundancy Scheme in the Public Health Sector are not eligible to apply for this position in line with the terms and conditions of the schemes.
Other requirements of the role	● The post holder will require access to appropriate transport as the post may involve travel. ● Have awareness of children and young people's participatory practice
Application Process Campaign Specific Selection Process Shortlisting / Interview	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. 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 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

	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.
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 regions to 30 networks. The initial assignment will be to Corporate/National Brunel Building. 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.	



Terms and Conditions of Employment

Grade VIII – Board Secretary Child & Family Agency (Tusla)

Tenure	The current vacancies available are 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. 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	Effective Date in line with Government Pay Policy: The Salary scale for the whole time equivalent of this post is: 01/08/2025: €82,258, €82,997, €86,243, €89,502, €92,736, €95,983, €99,213

	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). 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.
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	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	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/
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