

Job Specification

Job Title, Grade and Grade Code	Head of Recruitment and Talent Management – General Manager Grade Code: 0041
Campaign Reference Approval Code	TRGM2026
Applications considered Via	To apply, candidates must submit a cover letter clearly demonstrating how their experience, skills, competencies, and achievements meet the requirements set out in the role profile, together with a curriculum vitae of no more than three pages. Applications must be submitted to peopleandchange@tusla.ie by 5.00 pm on Thursday 24 th September 2026.
Opening date for Applications	Thursday, 3 rd September 2026
Closing Date for Applications	Thursday, 24 th September 2026, 5pm
Proposed Interview date(s)	Interviews are expected to take place in 2 nd week of October, subject to change. As part of the interview process, candidates may be asked to complete an exercise on the day of the interview. The interviews will take place in Corporate Office at Brunel Building, Heuston South Quarter, Dublin.
Contact for Informal Enquiries	Laura Slevin, Assistant National Director, People and Change, laura.slevin@tusla.ie mobile: 087 4343124 <i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and role profile. This informal enquiry contact is available only for the duration of the application process.</i>
Location of Post	Corporate Office at Brunel Building, Heuston South Quarter, Dublin. Tusla's Blended Working Policy applies to this role.
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 The People and Change Directorate supports the Agency to plan, recruit, develop, engage, and retain the workforce required to discharge its statutory function. Further information is available on www.tusla.ie
Purpose of Role	The Head of Recruitment and Talent Management is a senior management role within the People and Change Directorate. The role provides national strategic and professional leadership for workforce supply, recruitment, and retention. The role is accountable for national recruitment, talent management, and retention policy, the recruitment operating model, recruitment systems, workforce supply and retention planning, candidate experience, performance and management reporting, and assurance. Whilst retention is a shared Agency responsibility, and line management is accountable for workforce planning and retention, this role is accountable for the national retention framework, analysis and reporting. The role is accountable for ensuring systems are in place to demonstrate Tusla's compliance, as a licence holder, with the Public Service Management (Recruitment and Appointments) Act 2004, as amended, and the CPSA Code of Practice.
Reporting Relationship	The role reports to the Assistant National Director HR Operations or an assigned alternative. The National Recruitment Operations Manager reports to the Head of Recruitment and Talent Management and is accountable for the day to day operational management of the recruitment function.
Duties and Responsibilities	The core duties and accountabilities of the role are set out below. The list is not exhaustive, and the post holder may be required to perform other duties appropriate to the post which may be assigned to him / her from time to time, and to contribute to the development of the role. The duties and accountabilities may be reviewed to reflect Agency reform, service requirements, public policy, and legislative changes. • Prepare and implement a multiannual national recruitment, retention, and talent management plan, to position Tusla as an employer of choice, delivering a compelling Employee Value Proposition (EVP), aligned with the Agency's Corporate Plan, Business Plan, Performance Statement, People Strategy, approved workforce plans, funded establishment and pay numbers' requirements, and advise on performance and workforce risks. • Establish and maintain national recruitment policy, procedures, service standards, ICT systems, governance, performance and assurance arrangements, Ensure that recruitment and selection processes are merit based, fair, consistent, transparent, and accessible, with appropriate standards for role analysis, eligibility, assessment selection boards, reasonable accommodation, records and pre-employment requirement, and demonstrably compliance with the Public Service Management (Recruitment and Appointments) Act 2004, as amended, and the CPSA Code of Practice. Ensure candidates are effectively engaged and supported through the full life cycle of the recruitment experience, from application to induction. • Translate approved workforce demand, in partnership with operational management, national and regional HR, and the workforce planning function, into national and

	regional recruitment plans by grade, service, function, and network, prioritising critical posts that are challenging to attract and retain. • Determine the appropriate national, regional, or approved external delivery arrangement for recruitment campaigns within authorised delegations and procurement requirements. • Develop sustainable workforce career pathways through partnerships with third level educational institutions, apprenticeships, graduate recruitment, student placements, return to practice arrangements, and appropriately governed national, and international recruitment. • Develop and maintain the national retention framework, analyse and monitor turnover, and coordinate targeted measures with national and regional HR, operational management, and relevant People and Change functions. • Set up systems to report KPIs for workforce supply, vacancy levels, time to appointment, appointment outcomes, early retention, internal mobility, succession, equality, candidate experience, compliance and value for money (VFM) and use findings to improve recruitment and retention. Ensure consistent processes, data definitions, information quality, and governance for automation, and reporting. • Lead, manage and develop assigned staff, nurturing specialist expertise and best practice in recruitment, retention, and talent management, ensuring the function is recognised as a professional, specialist team, that delivers for the Agency. Manage budgets, contracts and external service providers in accordance with public sector governance, administrative law requirements, procurement and financial requirements. Monitor devolved recruitment performance and compliance. • Manage the recruitment and talent management function's risk, control and assurance arrangements and oversee corrective action arising from performance monitoring, review, complaints and audit. Respond to parliamentary questions, representations and FOI requests, as required. • Build effective relationships across the Agency, with relevant government departments, professional regulators, education providers, professional bodies, staff partners, and represent Tusla on appropriate forums.
	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.

Eligibility Criteria	Applicants must, by closing date of application, possess the following:
Qualifications and / or Experience	• A relevant qualification at Level 8 or higher on the National Framework of Qualifications (or international equivalent) in human resource management, organisational development, organisational psychology, business, management, or a related discipline. • Not less than 5 years' relevant management experience in an area related to the delivery of a recruitment and talent management function, change management, project management or a relevant business function in a large and complex public or private sector organisation. • Experience of leading staff, managing significant budgets, contracts and service providers. • Experience of working through national, regional and / or devolved management arrangements and establishing clear responsibilities, standards and assurance arrangements. • Experience of designing and using management information and analysis to advise senior management, identify Agency risk and support decision making. • Experience of managing and working collaboratively with multiple internal and external stakeholders to achieve results. • A proven track record of delivering significant change in a complex, fast paced, multi stakeholder environment. • The requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. 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	The Tusla Leadership Competency Framework describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is Leading Service Please access this Leading Service link to fully familiarise 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	• Access to appropriate transport is required, as the post involves national travel. • An understanding of the Agency’s statutory purpose is required. • Have awareness of children and young people’s participatory practice.
Campaign Specific Selection Process	To apply, candidates must submit a cover letter clearly demonstrating how their experience, skills, competencies, and achievements meet the requirements set out in the role profile, together with a curriculum vitae of no more than three pages. Applications must be submitted to peopleandchange@tusla.ie by 5pm on Thursday 24th September 2026. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process Candidate Information Pack This application process is fully outlined from page 2 of the ‘recruitment process’ section of this Candidate Information Pack. Please take note of the guidance given relating to CV and cover letter. 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 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 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 in person. 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
--	--

Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description may be reviewed.

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 whole time and permanent. 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 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 NOTE THIS SECTION REFERS TO POSTS AT €83,912 PLUS	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/