



Candidate Campaign Information Pack Head of Regulatory Function, Children's Services Regulation

Dear Candidate,

Thank you for your interest in the post of **Head of Regulatory Function, Children's Services Regulation**.

It is a position on the Senior Leadership Team who regulate four different regulatory systems for the age range for children 0 – 18 years

This Candidate Pack includes the following information:

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

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

For any informal enquiries regarding the position and job specification please contact: Fiona McDonnell, National Service Director, Children's Services Regulation, fionam.mcdonnell@tusla.ie; 087 6468421 and alternative number – 087 1619315.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: RecruitCorpoNat@tusla.ie or Tusla Recruit Campaign Manager: Alan Burns, alan.burns@tusla.ie

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Head of Regulatory Function, Children's Services Regulation Grade Code: Q137
Campaign Reference Approval Code	TNCORP20262042
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 alan.burns@tusla.ie by 12 noon, Monday 2nd November 2026. 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	Thursday, 8 th October 2026
Closing Date for Applications	12 noon, Monday 2 nd November 2026
Proposed Interview date(s)	November 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Fiona McDonnell, National Service Director, Children's Services Regulation, fionam.mcdonnell@tusla.ie 087 6468421 and alternative number – 087 1619315. <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	There is an immediate vacancy for the post of Head of Regulatory Function in Children's Services Regulation which initially will support the Early Years Inspectorate. The location of this Post is Flexible and to be agreed with successful candidate on commencement of role, post holder at times will be required to attend meetings in Estuary House Limerick & Brunel Building, Dublin A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease.

	For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/
Details of Service	The Child and Family Agency was established on 1st January 2014 and is responsible for improving wellbeing and outcomes for children. It represents the most comprehensive reform of services for the development, welfare and protection of children and the support of families ever undertaken in Ireland. It is an ambitious move which brings together some 4,000 staff who were previously employed within Children and Family Services of the Health Service Executive, the National Educational Welfare Board and the Family Support Agency. The Child and Family Agency has responsibility for the following range of services: • Child Welfare and Protection Services, including family support services. • Family Resource Centers and associated national programmes. • The statutory regulation and inspection of prescribed children's services. • Educational Welfare responsibilities including School completion programmes and Home School Liaison. • Services related to the psychological welfare of children. Further information is available on www.tusla.ie Post Specific Service: <u>Children's Services Regulation</u> Children's Services Regulation: Children's Services Regulation (CSR) is part of Tusla's Quality & Regulation Directorate and has responsibility for providing public assurance that Tusla's regulatory functions operate to a high standard, in accordance with legislation and evidence-based practice. CSR's remit includes the Early Years Inspectorate, the Alternative Education Assessment and Registration Service, the Alternative Care Inspection and Monitoring Service and the Child Safeguarding Statement Compliance Unit. CSR continues to strengthen its governance, quality, data and assurance arrangements through implementation of the CSR Strategy 2025–2030, the CSR Governance Framework, the Quality Management System, internal quality assurance audit activity and the ongoing development of digital and case-management systems to support consistent, proportionate and child-centred regulation. This is underpinned by adherence to CSR Culture Statement and Quality Policy. Early Years' Inspectorate: The Early Years' Inspectorate is the independent statutory regulator of Early Years' Services and is responsible for registering and inspecting pre-schools, playgroups, crèches, day care, school age care, childminding and similar services. Its role is to promote the quality, safety, and appropriate care of children by robust regulation of the sector. Alternative Education Assessment: Children who are educated at home or who attend a non-recognised school (i.e. a school that is not funded by the Department of Educational and Skills) must be registered with Tusla by their parents/guardians. The registration process requires that an assessment or assessments be carried out to determine whether the child is receiving a

	certain minimum education and therefore can be placed on the statutory register of children educated outside of a recognised school. Children who are educated in an independent school setting can also be placed on the register where it is determined that the school is providing a minimum education to the pupils who are enrolled there. Alternative Care Regulation: The team monitors and reports on alternative care settings for children who cannot live with their families. The service is responsible currently for the registration and inspection of non-statutory residential care settings for young people, as well as the monitoring and audit of non-statutory foster care providers. Child Safeguarding Statement Compliance Unit (CSSCU): The CSSCU has a national centralised function for the receipt and processing of referrals and notifications of failure to furnish Tusla with a copy of a relevant agency's safeguarding statement made under Article 12(1) of the Children First Act 2015. The office is also responsible for appropriately supporting relevant agencies to achieve compliance under section 12 (1) – (5) of the legislation. Regulatory Practice Development: The Regulatory Practice Development Team is responsible for a range of functions to provide support to Children's Services Regulation. There are five distinct functions which are; management and analysis of data and business process design and re-design, implementation and maintenance of the Quality Management system across Children's Services Regulation, co-ordination and delivery of Learning and Development, provision of expert advice and guidance on matters relating to children attending early years services and management of Children's Services Regulation communications which includes the website and the publication of inspection reports.
Purpose of Role	The main purpose of the role is to provide excellence in direction and leadership in order to effectively deliver high quality, intelligence driven and responsive statutory regulation of Children's Regulated Services. This will be done in accordance with relevant legislation, regulations, standards and adhere to Tusla policy. This post holder will support the implementation of any new or existing regulatory function within CSR. Initially the post holder will support the Early Years Inspectorate function. Supporting implementation of systems and processes for the registration, escalation and use of regulatory enforcement powers where relevant to regulated and unregulated services. This post holder will also be responsible for leading and driving continuous improvement in the Inspectorate to ensure that it is risk-based, proportionate and responsive and makes the best use of resources and regulatory interventions. The role demands the capability to successfully lead and manage multiple functions as well as ensure the development of staff and teams by building their capacity and capability. In addition, understanding and influencing regulatory policy and working with and influencing senior

	decision makers in the system in line with government policy.
Reporting Relationship	The post holder will report to the National Service Director, Children Services Regulation.
Duties and Responsibilities	Main Duties and Responsibilities Leadership and Management • Provide strong leadership in the continuous development and implementation of the CSR regulatory systems. • Provide support to the National Service Director, Children Services Regulation in relation to matters concerning inspection methodology and outputs. • Account for the effective strategic and administrative delivery of the functions. • Represent Tusla in an informed, professional and credible manner. • Participate in the development and review of the Regulation Strategy for the agency. • Active participation in the Children Service Regulatory Senior Management Team, contributing to the strategic development the service. • Lead the registration and/or inspection teams and associates to ensure effective and efficient management and delivery of services. • Contribute to building of synergies between the Children's Services Regulation teams and other Tusla wide directorates. • Undertake proactive engagement with, and leadership and advice to the Department of Children, Disability and Equality and other Government Departments to ensure that the relevant policies are appropriate and that the necessary resources are secured and phased for the operational delivery of the regulatory programme prior to any commencements. • Develop strong and effective relationships with key stakeholders and other regulatory bodies both within Ireland and internationally. • The successful candidate will at times be requested to deputise for the National Service Director. Operational Management • Manage and appropriately escalate relevant regulatory matters to the National Service Director. • Lead and manage a high quality, effective and person-centred service both operationally and administratively. • Ensure that the agency is organised and managed to fulfil the breadth of regulatory responsibilities in a fit for purpose manner that incorporates the effective behaviours, decision-making, systems and processes and learning requirements to drive a high-quality regulatory model. • Establish and maintain the appropriate systems for measuring and monitoring the key components of high performing regulatory inspectorate with clear articulation of the required objectives, targets and key performance indicators at function, team and individual levels. • Work closely with other Senior Managers within CSR other regulatory functions and within the agency's different directorates to ensure a seamless and integrated

	approach to regulation, business partnering and other functions within Tusla. • Ensure that regulatory function activities contribute to, and are compliant with, the organisational requirements for quality management, health and safety, relevant HR and other legislation, and the general duty of care. • Maintain awareness and knowledge of contemporary operational regulation development theory and methods and provide suitable interpretation to directors, managers, and staff within the organisation. • Ensure the effective and successful management of a diverse and distributed workforce with a style that supports and enables people through strong performance management, active communication, and personal development. • Lead the effective management and delivery of organisational change programmes, and organisational re-design as appropriate, for staff within the various teams. • Ensuring and driving consistency in practice and judgement within the registration, inspection, and assessment processes. • Ensure that a risk management system is in place and working effectively at all levels of operations. • Ensure that registration and inspection processes follow the policies, processes and procedures defined by Tusla and are to the highest standards of objectivity and quality. • Be responsible for the quality and accuracy of reports both internal and publicly produced. • Work with the Head of Registration and Enforcement during enforcement case preparation and represent Tusla in court as required. • Develop appropriate policies, service plans, targets, and work programmes, to ensure the effective and timely registration of services. • Develop appropriate policies, service plans, targets, and work programmes, to ensure an integrated delivery and implementation of high quality, cost effective, child centred regulatory inspection. • Identify training needs for staff assigned and assist in the design and delivery programmes. • Supervise, assign and monitor performance of staff in areas of responsibility. • Collect/collate data/statistics/information as required in a timely manner. • Ensure that regulatory practices are delivered to the highest standards of integrity and accountability. • Effective stakeholder management, negotiation and influencing skills. Information, Complaints, Adverse Incident Reporting & Unsolicited Information • Ensure that appropriate systems and processes are in place to engage with and respond to individuals who express concerns (and or complaints) in an informative, public-friendly, and respectful manner, and that the management of complaints by providers is effectively regulated. • Ensure compliance with the incident management system. • Act as Freedom of Information (F.O.I.) Review Officer for the regulatory functions. • To ensure that the National Service Director, Children Services Regulation is provided
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	with updates and information concerning the management of high-risk services. • Ensure timely and high-quality responses to parliamentary questions and political representations. • Provide effective oversight of issues arising from the administration of regulatory processes and by applicants including appropriate systems of customer service and feedback. • Provide analytical and insight into the findings from inspections. • Contribute to CSR publications. • Act as required as complaint/review officer. • Prepare documents and cases for presentation at regulatory enforcement forums. • Ensure that available resources are utilised effectively. General • Inform and contribute to the work of the Quality and Regulatory Directorate Management Team. • Contribute to the corporate and business planning process within Tusla. • Provide support to the wider management team as required. • To brief and prepare relevant information for Tusla legal advisors in respect of cases those being escalated to or have been appealed in the courts system. 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: • Relevant 3rd level qualification. • Have a minimum of 5 years' experience at senior management level in an organisation of comparable scale and complexity. • Experience of at least 3 years at senior management level with experience in the delivery of regulatory programmes. • Possess 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	Tusla Leadership Competency Framework 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	The post holder will require access to appropriate transport as the post may involve travel.
Application Process Campaign Specific Selection Process Shortlisting / Interview	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 alan.burns@tusla.ie by 12 noon, Monday 2nd November 2026. 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. Assessment of Applications will commence on the closing date and will be based on the written submissions. 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. The selection process may also involve additional assessments, for example: 1. Online and/or paper- based assessment/ tests/questionnaire(s) 2. A qualifying preliminary interview – competency based 3. Work sample/role play/ media exercise 4. 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
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: €107,382, €112,606, €117,470, €122,331 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. Candidate Information Pack - Recruitment Process 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 a currently 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 six (6) months shall apply from the commencement employment, during which 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 period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period. 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 €73,209 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/