Candidate Campaign Information Pack

Head of Third Party Oversight & Risk Management

Dear Candidate,

Thank you for your interest in the post of **Head of Third Party Oversight & Risk Management.**

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: Assumpta Corley, Assumpta.Corley@tusla.ie / 087 365 4060.

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 / 087 4341974.

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 Third Party Oversight & Risk Management Grade Code: Q137
Campaign Reference Approval Code	TRCORP20262167
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 16th November 2026. This application process is fully outlined from page 10 / section 2 of the 'recruitment process' this Candidate Information Pack. Please take note of the guidance given relating to CV, statement and also the provision of an organisation chart indicating your current (or mo position within the Senior Management team in your organisation/company
Opening date for Applications	Thursday, 22nd October 2026
Closing Date for Applications	12 noon, Monday 16th November 2026
Proposed Interview date(s)	November 2026 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Assumpta Corley, Assumpta.Corley@tusla.ie / 087 365 4060 *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 The 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 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 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 A significant proportion of the Agency's services and supports are delivered through, or purchased from, third parties. The Agency currently engages with over 3,000 third-party providers, accounting for approximately €874.7m in annual non-payroll expenditure, spanning clinical, care, goods, other services and cash allowances. The Agency is therefore establishing a national Third-Party Oversight & Risk Management (TPO&RM) function within Finance & Corporate Services, to deliver a single, risk-based operating model across the full third-party lifecycle. This post is the senior leadership post for that function and will also be responsible for leadership of the National Procurement Unit. Further information is available on www.tusla.ie
Purpose of Role	The post holder will provide strategic ownership, leadership and accountability for third-party oversight and risk management across the Agency's for profit third-party portfolio of 3,000+. As the senior accountable officer for the function, the post holder will oversee the implementation and embedding of the Agency's Third-Party Oversight & Risk Management Operating Model. The post holder will maintain accountability for a cross-agency system, involving stakeholders across a variety of relevant Functions and Directorates, that supports safeguarding, regulatory and contractual compliance and value-for-money outcomes arising from third-party arrangements. The post holder will also champion proportionate, risk-based oversight and provide assurance and reporting to senior leadership, the Executive Management Team and the Board. The post holder also holds senior accountability for the Agency's National Procurement function, providing leadership across the end to end third party lifecycle from sourcing and contracting through to oversight, assurance and exit.
Reporting Relationship	Reports to the National Director of Finance and Corporate Services.
Duties and Responsibilities	**Strategic Leadership and Operating Model Implementation** • Provide strategic ownership and accountability for the implementation and business as usual leadership of the third-party oversight and risk management programme across the Agency.

	• Lead the establishment, implementation and continuous improvement of the national Third-Party Oversight & Risk Management ("TPO&RM") Operating Model, including the risk-based tiering methodology, service catalogue and lifecycle controls. • Develop and drive the Agency's multi-annual third-party oversight strategy, aligning it with the Corporate Plan, the Corporate Procurement Plan and the Agency's risk appetite statement. • Lead the transition of temporary arrangements into a sustainable national function, including phased implementation of ongoing monitoring capacity. • Lead the Agency's National Procurement function, providing oversight across the end to end third party lifecycle from sourcing and contracting through to oversight, assurance and exit. • Provide senior oversight and direction to the implementation of the Agency's Procurement Operating Model, ensuring alignment and sequencing with the TPO&RM Operating Model, shared tiering logic, and a single provider data source. • Collate long-term procurement strategies e.g. three-year Corporate Procurement Plan and multi-annual plans to ensure purchasing activities align with the new model's objectives. • Other transformation or change programmes, as assigned by the National Director of Finance and Corporate Services. **Governance, Risk and Assurance** • Maintain accountability for third party due diligence process, working with multidisciplinary, cross functional teams to provide safeguarding and compliance assurance in respect of third-party providers, including the defensibility of Garda vetting, reference and qualification-validation controls, data protection arrangements and other relevant risk domains. • Manage the Agency's central view of third-party risk and performance, ensuring risks are identified, escalated, mitigated and reported through the Agency's risk management framework. • Provide Executive Management Team, Audit & Risk Committee and Board reporting on systemic third-party risks, compliance outcomes, key trends and portfolio performance. • Champion proactive, planned monitoring and assurance, ensuring monitoring standards, cadence and quality assurance are applied consistently nationally. • Act as the senior escalation point for systemic non-compliance, serious provider performance failure, and decisions on provider suspension, exit or non-re-engagement. • Ensure decisions, records and controls are consistent, evidence-based, auditable and defensible to Tusla Internal Audit, the Comptroller and Auditor General, HIQA and other regulators. • Hold accountability for procurement compliance with national and EU public procurement law, including the reduction of non-compliant expenditure. **Commercial Oversight and Value for Money** • Maintain accountability for a system that fosters value-for-money outcomes across

	third-party expenditure, working with Services and Integration, Finance, Legal, Commissioning and the wider Agency. • Ensure proportionate, risk-based contracting standards are applied nationally, and determine which arrangements must be centrally governed. • Provide specific support in the oversight of high-value, complex and high-risk third-party arrangements, including contracts above agreed thresholds. • Ensure third-party master data, contract and compliance records support accurate financial control, reporting and forecasting. • Manage the Agency's contracts register and central contract repository, ensuring that provider onboarding, contract award and ongoing monitoring operate from consistent, accurate and auditable data. **Stakeholder Relationship Management** • Represent the Agency at senior level with the Department of Children, Disability and Equality, regulators, the HSE, Office of Government Procurement, other State bodies and representative bodies. • Build effective relationships with Regional Chief Officers, Service Directors and national leads so oversight supports service delivery. • Engage constructively with providers to communicate standards, expectations and improvement requirements. • Respond to audit queries, Freedom of Information requests, Parliamentary Questions and Departmental queries. **Leadership and People Management** • Lead, manage and develop the national TPO&RM function, directly line-managing staff from Grade VIII to General Manager, with overall accountability for the Assessment, Ongoing Monitoring, and administrative teams. • Lead National Procurement Unit, directly line-managing the General Manager – National Procurement Unit Manager. • Build capability across the function and wider Agency, including national training and guidance for budget holders and service managers. • Foster continuous improvement, professional curiosity, accountability and child-centered decision-making. **General Responsibilities** • Any ad hoc duties as assigned by the National Director of Finance and Corporate Services. • Maintain confidentiality and comply with the Data Protection Acts, GDPR and Agency information governance policy. • Comply with safeguarding legislation, Children First, the National Vetting Bureau Acts, and Agency policies and procedures. • Comply with Health and Safety legislation, HIQA standards and Agency protocols, and promote sustainable energy, waste and green procurement initiatives. • Keep up to date with developments in third-party risk management, public sector governance, safeguarding and public procurement.

	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:** **<u>Essential</u>** • A recognised professional accountancy qualification (Chartered Institute of Public Finance and Accountancy, Institute of Chartered Accountants, ACCA, CIMA, CPA, Institute of Incorporated Public Accountants) **<u>And Or</u>** • Relevant Level 8 Finance or Business Degree. • A minimum of five years' post-qualification experience. • A minimum of five years' management experience in a large-scale public or private entity as relevant to the role. • Demonstrable understanding of governance, procurement, regulatory and compliance frameworks. • Significant management experience leading, motivating and developing multidisciplinary teams. • Proven experience designing and implementing a new operating model, control framework or major change/reform programme. **<u>Desirable</u>** • Excellent IT skills, experience of Third-Party Vendor Management software an advantage. • Experience reporting to Executive Management. • Strong technical skills, analytical capability and judgement. • Experience building collaborative cross-functional relationships with internal and external stakeholders, including regulators. **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. • 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. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
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:** €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 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 €82,258 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/