Please note the National Recruitment Service (NRS) is recruiting on behalf of TUSLA, the Child and Family Agency. HSE policies and legislation related to public service recruitment will be applied in Child and Family Agency Appointments.

Additional Campaign Information
Principal Registration & Inspection Officer, Early Years Inspectorate
Child and Family Agency
Supplementary Recruitment Campaign
NRS02579

Dear Candidate,

Thank you for your interest in the post of Principal Registration & Inspection Officer Early Years Inspectorate, Child and Family Agency.

This document outlines how the recruitment process will be run and the important dates linked to the recruitment campaign.

1. Who should apply?

We are very interested to receive applications from all suitably qualified individuals who are interested in working as a Principal Registration & Inspection Officer Early Years Inspectorate, Child and Family Agency.

There are criteria that apply to applicants being deemed eligible or ineligible. Information on this is available in the appendices detailed below:

- For more details on the qualifications and eligibility criteria please see Appendix 1. (Please also refer to the Job Specification for Principal Registration & Inspection Officer, Early Years Inspectorate, Child and Family Agency).
- For information on “Non-European Economic Area Applicants” please see Appendix 2.
- Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes, please see Appendix 4 for more information on this.
2. Candidates who CANNOT APPLY

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

You cannot apply if you are already on the existing National Panel for Principal Registration & Inspection Officer, Early Years Inspectorate Child and Family Agency NRS1289. Candidates on the existing National Panel will have received a communication regarding this new campaign. The existing Principal Registration & Inspection Officer, Early Years Inspectorate Child and Family Agency National Panel for NRS1289 will take precedence over the supplementary panel created through this campaign. This means that you and all remaining candidates on the existing panel will be placed in a higher order of merit than the new national panel.

Persons who are currently in receipt of a pension from any of the following superannuation schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital’s Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS)

   (Please see Appendix 4 for further details.)

3. How do I apply for this post?

You must complete the Application Form particular to this post.

- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
- E-mail applications will receive a response to let you know that we have received your e-mail. We check eligibility of the applicants after the closing date therefore it is important that you ensure you have fully demonstrated your eligibility for the campaign in your application form.
- The National Recruitment Service can only accept complete applications received by the closing date and time i.e. Thursday 16th July 2015 at 12 Noon.

We will contact you mainly by mobile phone and email. Therefore we recommend you specify in your application form your personal mobile number and personal e-mail that you check on and have access to on a regular basis (rather than a work mobile or e-mail address which you may have limited access to). If you choose to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal email and mobile number that you have regular access to.

We will text you every time we send you an e-mail or a letter to alert you to the communication.
4. How will the selection process be run?

- You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
- A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual educational qualifications, experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification.
- It is useful for you to think of your experience in light of the post you are applying for. You should compare your experience to the needs of the post and highlight in your career that which is relevant to the requirements of the post.
- Short listing may take place on applicants. Applicants who demonstrate a high level of the requisite skills and experience will be called to the next stage of the selection process. There may be a number of stages of interview and additional assessment methods such as presentation etc. Any candidate called forward to the next stage of the selection process will be given more details regarding assessments and interview at a later date.
- Any applicant who did not meet the eligibility criteria or was not short listed will be informed of that decision and the reason why.
- Candidates who are successful at interview will be placed on a panel in order of merit.
- We will offer the post to the candidate with the highest score on the panel.
- If this candidate declines the post we will offer it to the next highest scoring candidate etc.
- We would like to highlight that interviews form a part of the selection process. The National Recruitment Service reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past/current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the National Recruitment Service may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The National Recruitment Service reserves the right to retract a job offer should the successful candidate be unable to fulfil the provision/criteria of the specific post in line with service need.
- The National Recruitment Service reserves the right to extend the life of the panel to fill future vacancies that may arise. The National Recruitment Service may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

5. Acceptance / Declination of a Job Offer

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Please see Appendix 5 for a full outline of the panel management rules.

6. Campaign Time Scales

Closing date for Principal Registration & Inspection Officer, Early Years Inspectorate, Child and Family Agency is Thursday 16th July 2015 at 12noon.

It is expected that interviews/selection assessment will be held in the week commencing 24th August 2015. Therefore we advise that you note these dates in your diary now as due to the
limited availability of the interview board it is unlikely that an alternative interview date and time can be offered.

7. **Security Clearance**

Our office will seek Garda Vetting for all of your residences in the Republic of Ireland and Northern Ireland. Please see Appendix 3 for more information on international clearances.

8. **Appeal Procedures**

Appointments are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled appeal any part of the appointment process that they feel is unfair or has been applied unfairly to them. Candidates are entitled to one of two forms of review procedure which are mutually exclusive - a Section 7 or a Section 8 review. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to the Campaign Manager Mary Fox at maryb.fox@hse.ie Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

**We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.**
Appendix 1

Eligibility Criteria- Qualifications and experience:
Candidates must possess on the latest date of receiving completed application forms for the office:

- A relevant professional qualification which can include psychology, social care, education, social work, nursing or other relevant professional qualifications.
- Significant experience of working in a management position, as relevant to this role.
- Experience of inspection or quality assurance, as relevant to this role.
- Experience, understanding and knowledge of inter-agency, cross sectoral and multidisciplinary working.
- Must have 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

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 on the first day of the month in which the latest date for receiving completed application forms for the office occurs.
Appendix 2

(i) EEA Nationals
EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE
In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

And

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 1, Stamp 4/4EUfam, Stamp 5

Or

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

- Marriage/Civil Partnership Certificate

And

- Spouse’s passport showing their identification and current immigration stamp and their current GNIB card showing Stamp 1, 4 or 5

Or

- If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration stamp and their current GNIB card showing Stamp 2 and documentary evidence from the relevant educational institution showing that they are a PhD student.

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further. This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

For more details on EEA countries please see visit the Department of Jobs, Enterprise and Innovation website www.djei.ie

Please note:
The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.
Appendix 3

All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

**PLEASE NOTE:** the Garda clearance form which you complete and return only covers addresses in the Republic of Ireland and Northern Ireland. However all addresses from birth, including overseas addresses must be provided on our Garda Clearance form.

All Northern Ireland addresses on vetting applications must include a Postal Code. 
Further information in respect of Postal Codes is available on the following websites:  
www.royalmail.com/find-a-postcode  
www.postoffice.co.uk/postcode-finder

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

London:  
http://content.met.police.uk/Site/informationaboutyourself  
Metropolitan Police Service - Your right to information  
www.disclosurescotland.co.uk  
http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/  
www.north-wales.police.uk

The [http://www.police.uk/forces/](http://www.police.uk/forces/) website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

[https://www.gov.uk/browse/working/finding-job](https://www.gov.uk/browse/working/finding-job) (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).
Australia  
www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia.

New Zealand  
www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America  
Please note that valid Security/Overseas Clearance from the USA must be obtained from the FBI only,  

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries  
For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**
Candidates who CANNOT APPLY

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

Persons in receipt of a pension from specified Superannuation Schemes

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

1. Local Government Superannuation Scheme (LGSS)
2. HSE Employee Superannuation Scheme
3. Voluntary Hospital's Superannuation Scheme (VHSS) (Officers or Non Officers Schemes)
4. Nominated Health Agencies Superannuation Scheme (NHASS).

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Former Health Service and public sector employees must ensure that they adhere to their contractual obligations where they have previously availed of the Incentivised Scheme of Early Retirement (ISER), 2010 Voluntary Early Retirement Scheme (VER) or 2010 Voluntary Redundancy Scheme (VRS).

You cannot apply if you are already on the existing National Panel for Principal Registration & Inspection Officer, Early Years Inspectorate Child and Family Agency NRS1289. Candidates on the existing National Panel will have received a communication regarding this new campaign. The existing Principal Registration & Inspection Officer, Early Years Inspectorate Child and Family Agency National Panel for NRS1289 will take precedence over the supplementary panel created through this campaign. This means that you and all remaining candidates on the existing panel will be placed in a higher order of merit than the new national panel.
Appendix 5

Panel Management Rules

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The timelines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Frequently used terms:

Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

Formal Job Offer: You are formally offered the job i.e. if you accept the formal job offer you will move to the next stage of the selection process - reference checking, occupational health clearance etc.

Order of Merit: The order of merit is initially decided by your score achieved at assessment/interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

Permanent Whole Time Posts

You will have one working week in which to express an interest in a permanent post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the last date by which you may express an interest. You will also receive a description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so.

The National Recruitment Services may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered will not be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates who formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel or will be removed completely. The individual rules relating to whether you will be moved to the end or removed completely from the panel will be notified to you at expression of interest/job offer stage.

Candidates who formally accept a permanent post will no longer be eligible for any further expressions of interest/job offers, and will be removed from the panel on their appointment.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. (Panel members who have accepted a specified purpose contract are considered active panel members)
++ Where Service need requires the time span in which to express interest may be less than five working days. The time span and deadline for expressing interest will be clearly indicated on your text alert and in the expression of interest email. We strongly advise candidates to pay due attention to expiry times.

Permanent Part Time Posts
Vacancies may arise that constitute less than one full time post (i.e. less than one full working week). Where possible we will endeavour to merge vacancies together in order to create a full time post. If this is not possible we will offer the part time post to candidates in order of merit. Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally offered will not be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates who formally accept a post and subsequently decline the post will be moved to the end of the overall newly formed panel or will be removed completely. The individual rules relating to whether you will be moved to the end or removed completely from the panel will be notified to you at expression of interest/job offer stage.

Candidates who accept a permanent post will no longer be eligible for any further expressions of interest/job offers, and will be removed from the panel on their appointment.

Please note that candidates successful at interview and placed on the panel formed through this campaign will not be considered as applicants for any supplementary campaigns to add to this panel. This applies if you are still active on the panel, if you have accepted a permanent post from the panel or if you have been appointed permanently from the panel. (Panel members who have accepted a specified purpose contract are considered active panel members)

Specified Purpose Whole Time or Part Time Job Offers
You will have 24 hours in which to express an interest in a specified purpose post. You will be made aware by an “alert” text to your mobile phone to advise you of an e-mailed letter regarding the details of the post and the time by which you may express an interest in the job. You will also receive a description of the post/service and contact details for the Service Manager to discuss the service/department if you wish to do so.

The National Recruitment Services may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will be offered the post. Candidates who do not express an interest or who reject a post when formally offered will not be moved on the panel and their ranking on the panel will not change. If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email. It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates, who accept a specified purpose post will not receive any further expressions of interest/job offers for specified purpose posts, and will be classified as “dormant”. This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify the National Recruitment Services. At any time, after you take up duty should you be
about to become available for specified purpose work again, you can contact the National Recruitment Services, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel.

Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest / job offers for permanent positions.

Interviews form a part of the selection process. The National Recruitment Service/TUSLA reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

Note on References: The National Recruitment Service/TUSLA must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The National Recruitment Service/TUSLA determines the merit, appropriateness and relevance of references. Please note the National Recruitment Service/TUSLA may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need.

The National Recruitment Service/TUSLA reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.