### Principal Registration & Inspection Officer
#### Early Years Inspectorate

**Job Specification, Terms and Conditions**

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<tr>
<th>Job Title and Grade</th>
<th>Principal Registration &amp; Inspection Officer, Early Years Inspectorate Grade Code T089</th>
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<tbody>
<tr>
<td>Campaign Reference</td>
<td>NRS02579</td>
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<tr>
<td>Closing Date</td>
<td>12noon on Thursday 16th July 2015</td>
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<tr>
<td>Proposed Interview date(s)</td>
<td>Week Commencing 24th August 2015</td>
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<tr>
<td>Taking up Appointment</td>
<td>A start date will be indicated at job offer stage</td>
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<td>Location of Posts</td>
<td>Please note the panel created from this recruitment campaign will be used to supplement the existing national panel for Principal Registration &amp; Inspection Officer, Early Years Inspectorate and will be used to fill vacancies at all sites as appropriate. There is a current live vacancy in HSE South – National Early Years Inspection Office South. Posts will be assigned to National Office for Children &amp; Families and based in locations aligned to the current CFA Regional administrative areas.</td>
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<td>Details of Service</td>
<td>The National Early Years Inspectorate is responsible for the supervision and the inspection of all prescribed early years services under Part 12 of the Child &amp; Family Agency Act 2013.</td>
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<tr>
<td>Reporting Relationship</td>
<td>National Manager Early Years Services. Informal enquires: Fiona McDonnell, Interim National Manager, Early Years Inspectorate Tel: 061 461344 or Mob: 087 6468421 Email:- <a href="mailto:fionam.mcdonnell@tusla.ie">fionam.mcdonnell@tusla.ie</a>,</td>
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<tr>
<td>Purpose of the Post</td>
<td>The Principal Registration and Inspection Officer, will be responsible for the implementation of the requirements of Part 12 of the Child &amp; Family</td>
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Agency Act 2013. The post holder will be responsible for a predetermined geographical area and will manage and support the inspection and administrative team in that area.

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<th>Principal Duties and Responsibilities</th>
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<td>• Manage the statutory inspections of Early Years Services in their operational area.</td>
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<td>• Manage the investigation of complaints received in respect of all registered Early Years Services.</td>
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<td>• Register Early Years Services under Part 12 of the Child and Family Agency Act 2013.</td>
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<td>• Under the direction of the National Manager Early Years Services, monitor performance and attainment of performance indicators in their operational area against benchmarks set by the National Office.</td>
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<td>• Work closely with National Manager, National Registrar and other Principal Inspectors and others as appropriate.</td>
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<td>• Liaise as appropriate with the NGO sector, service providers and other statutory bodies in relation to service improvement.</td>
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<td>• Line management of Early Years Inspection Team.</td>
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<td>• Oversee the planning of Inspection Schedules.</td>
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<td>• Lead, motivate, support and supervise teams of inspectors to deliver high quality inspections that promote the safeguarding and well being of children.</td>
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<td>• Ensure quality assurance processes are in place that support the delivery and implementation of an effective inspection service.</td>
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<td>• Manage external relationships with other regulatory bodies and key stakeholders.</td>
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<td>• Provide editorial oversight, guidance and advice to inspectors regarding the production of Inspection reports, and ensure all reports are prepared to the highest standards for public dissemination.</td>
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<td>• Take a lead role in the implementation of all policy, procedures, and standard operating procedures as agreed by National Office.</td>
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<tr>
<td>• Assist the National Manager and National Registrar in the development of the National Early Years Inspection Services.</td>
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**Additional Duties**

- Convene regional interagency meetings to identify impediments at local and regional levels to the effective and efficient progress of the inspection service.
- Ensure and maintain all data collection as a basis for driving high quality statistics and database.
- Monitor and evaluate service provision.
- Be responsible for the overall management and performance of work activity within the designated Early Years service area in keeping with good professional practice and subject to agreed policy directives and priorities.
- Provide professional leadership in the delivery of a high quality service.
- Ensure the implementation of current and evolving legislation, policies and procedures, guidelines, protocols and standardised
operating procedures.

- Ensure anti-discriminatory practice and cultural competence, at individual and service levels.
- Ensure the provision of appropriate professional supervision to staff.
- Avail of appropriate clinical supervision to ensure own ongoing competency to supervise other staff.

**Education & Training**

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning.
- Oversee the provision of a framework for the promotion of staff development and training by making recommendations with regard to the ongoing education, mentoring, training and in-service needs of Early Years Inspectors.

**Health & Safety**

- Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management**

- Report and advise on staffing needs.
- Ensure Early Years service complies with relevant HR and other policies, procedures and guidelines.
- Contribute to the development of policies, procedures and guidelines in relation to the Early Years service, engaging staff as appropriate.
- Participate in and contribute to service planning and development.
- Provide service delivery reports as required e.g. service plan, annual report.
- Ensure that there are appropriate systems in place to gather relevant information.
- Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and the Freedom of Information (FOI) Act.
- Oversee service user and data confidentiality.
- Collaborate with National Manager Early Years Services in developing the role of the Principal Inspection Officer and the team e.g. through planning, audit, production of standards, continuing education,
quality improvement initiatives and research.

- Any other duties that may be assigned to him/her by the National Manager Early Years Services or designated Manager.

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.

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<tr>
<th>Eligibility Criteria Qualifications and / or Experience</th>
<th>Candidates must possess on the latest date of receiving completed application forms for the office:</th>
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<td>• A relevant professional qualification which can include psychology, social care, education, social work, nursing or other relevant professional qualifications.</td>
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<td>• Significant experience of working in a management position, as relevant to this role.</td>
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<td>• Experience of inspection or quality assurance, as relevant to this role.</td>
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<td>• Experience, understanding and knowledge of inter-agency, cross sectoral and multidisciplinary working.</td>
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<td></td>
<td>• 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.</td>
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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.

Skills, competencies and / or knowledge
- Demonstrate significant clinical and professional knowledge to carry out the duties and responsibilities of the role.
- In-depth knowledge of all Child Care Legislation and theory including child development etc.
- Demonstrate an ability to apply knowledge to best practice.
Demonstrate the capacity to manage, plan and deliver the service in an effective and resourceful manner within a model of person-centred care.

Demonstrate the ability to manage and develop self and others in a busy and complex working environment.

Demonstrate effective supervision skills.

Display high level interpersonal and communication (verbal and written) skills including skills in multi-disciplinary/ cross sectoral working and the ability to collaborate with colleagues, multiple stakeholders etc.

Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service delivery.

Ability to analyse, interpret and advise on Early Years services and related matters.

Demonstrate ability to facilitate change and improve service delivery.

Demonstrate initiative and innovation in identifying areas for service improvement.

Demonstrate a commitment to delivering a quality user-centred service.

Demonstrate the ability to empathise with and treat others with dignity and respect.

Demonstrate strong leadership and team skills.

Demonstrate willingness to develop IT skills relevant to the role.

Demonstrate commitment to continuing professional development.

Access to own transport as the post may require travel.

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.

The National Recruitment Service, on behalf of the 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. Additional information on the NRS’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.

Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on www.cpsa.ie.
## Tenure
The current vacancy is whole-time and permanent. The post is pensionable.

A panel may be created from which current and future permanent or specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.

Appointment as an employee of the Child and Family Agency is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.

## Remuneration
The Salary Scale (as at 01/07/13) for the post is:

€63,886–€73,754 per annum

## Working Week
The standard working week applying to the post is: 37 hours

## Annual Leave
The annual leave applying to the post will be outlined at job offer stage.

## Superannuation
All pensionable staff become members of the pension scheme.

## Probation
Every appointment of a person who is not already a permanent officer of the Child and Family Agency or the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.

## Protection of Persons Reporting Child Abuse Act 1998
As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.2010) 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 Officer 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 the Child & Family Agency 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 Officer. 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 Officer.


All Employees must have a working knowledge of HIQA Standards as they apply to the role.