

## **Candidate Campaign Information Pack**

### **Principal Social Worker**

### **Local Integrated Service Delivery Programme**

### **(Specified Purpose Contract)**

Dear Candidate,

Thank you for your interest in the post of **Principal Social Worker – Local Integrated Service Delivery Programme (Specified Purpose Contract)**.

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.

**Please ensure that your application is discussed with your line manager before you proceed.**

For any informal enquiries regarding the position and job specification please contact:  
LISD Programme Delivery Lead; Sue Kane, [lsd@tusla.ie](mailto:lsd@tusla.ie)

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [recruitcorponat@tusla.ie](mailto:recruitcorponat@tusla.ie) or Tusla Recruit Campaign Manager: Alan Burns, [alan.burns@tusla.ie](mailto:alan.burns@tusla.ie) / 087 434 1974.

Kind Regards,  
Tusla Recruitment Team

### Job Specification

<b>Job Title, Grade and Grade Code</b>	Principal Social Worker  Local Integrated Service Delivery Programme  (Specified Purpose Contract)  Grade Code: 350Y
<b>Applications considered Via</b>	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 <a href="mailto:RecruitCorpoNat@tusla.ie">RecruitCorpoNat@tusla.ie</a> by 12:00 midday Tuesday, 3 <sup>rd</sup> February 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 the CV and personal statement
<b>Opening date for Applications</b>	15 <sup>th</sup> January 2026
<b>Closing Date for Applications</b>	12:00 Midday, Tuesday 3 <sup>rd</sup> February 2026
<b>Proposed Interview date(s)</b>	February 2026  Interviews to be held in person in the Brunel Building, Heuston South Quarter, Dublin 8  - <i>May be subject to change based on volume of candidates and availability of Service resources.</i>
<b>Contact for Informal Enquiries</b>	LISD Programme Delivery Lead; Sue Kane, <a href="mailto:lisd@tusla.ie">lisd@tusla.ie</a>  <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>
<b>Location of Post</b>	The vacancy location will be confirmed on appointment and is subject to appropriate flexibility with attendance in Brunel Building as required.  For Tusla Region/ Networks please check the following link: <a href="#">Find My Network</a>
<b>Details of Service</b>	The Child and Family Agency was established on 1 <sup>st</sup> 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.

	<p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> <li>• Tusla Education Support Services (TESS)</li> <li>• Children's Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p> <p>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 and to improve our staff experience.</p> <p>The Local Integrated Service Delivery programme is a key change project under the integrated reform programme. Further details are available here: <a href="#">Tusla Integrated Reform Programme</a></p> <p>We are looking for an experienced PSW to join the Programme team and bring specialist practice knowledge to inform the implementation planning</p>
<b>Purpose of Role</b>	<p>To support the embedding and stabilisation of the LISD programme – specifically the transition from current 17 areas to the 30 networks.</p> <p>To support the development of integrated practice across the new 30 networks.</p> <p>To bring specialist knowledge to support the development of practice guidance, procedures, and to embed integrated practice across all response pathways: Family Support, Safety and Welfare, and Care.</p>
<b>Reporting Relationship</b>	<p>The Principal Social Worker will report to directly to the LISD Programme Delivery Lead</p>
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p>The Principal Social Worker will:</p> <ul style="list-style-type: none"> <li>• Under the direction of the programme lead be responsible for leading and delivering on projects required to support the transition from 17 areas to 30 Networks specifically related to service delivery</li> <li>• Support the development or realignment of procedures and business processes that may be required to transition from 17 Areas to 30 Networks (pending the outcome of the final approved model design).</li> <li>• In partnership with key stakeholders support the development or realignment of forms and data record sets for inclusion/migration to TCM standard</li> <li>• In partnership with communication and engagement workstream, organise, lead or support engagement sessions with Tusla staff to inform or consult on implementation planning</li> <li>• Participate in and contribute to implementation planning and development.</li> </ul>

- Ensure the implementation planning is aligned to current and evolving legislation, policies and procedures, guidelines and protocols impacting on service delivery to children and families.
- 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. Support the programme team in ensuring implementation planning is compliant with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards.
- Provide professional leadership at meetings, committees and/or other fora as required.
- Avail of appropriate clinical supervision to ensure own ongoing competency to supervise other staff.

### **Management**

The Principal Social Worker will:

- Keep updated on current and impending legislation and the perceived impact on practice.
- Keep abreast of developments in national policies and strategies and international best practice.
- Keep up to date with national and organisational developments within the Child and Family Agency – Tusla.
- Ensure implementation planning for service delivery corresponds to best national and international practice.
- Provide project status reports using the agreed reporting templates and in line with agreed programme plan
- Provide additional reports to the programme lead or Programme Manager or steering group as required
- Attend steering group or programme board meetings/workshops as required
- Manage dependencies across other projects in LISD or other reform projects with support from programme lead and programme Managers

### **Education & Training**

The Principal Social Worker will:

- 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.
- Act as a resource by participating in the education and training of Social Work colleagues and other health professionals as required.
- Build and communicate an understanding of the role and contribution of social work within Tusla services.

### **Health & Safety**

The Principal Social Worker will:

- 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.

	<p>Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.</p> <ul style="list-style-type: none"> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>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.</b></p>
<b>Eligibility Criteria Qualifications and / or Experience</b>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Be currently employed by Tusla as a Social Worker.</li> </ul> <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Must be registered in the Social Workers Register maintained by the Social Workers Registration Board at CORU.</li> </ul> <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Maintain live annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU.</li> </ul> <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Have 5 years' experience of managing a duty/intake or Assessment team with experience and knowledge of the TCM CPAC system.</li> </ul> <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Must have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office including experience of leading change projects.</li> </ul> <p><b>Health</b></p> <p>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.</p> <p><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p>

<b>Skills, competencies and/or knowledge</b>	<p><b><a href="#">Tusla Leadership Competency Framework</a></b></p> <p>The <b><a href="#">Tusla Leadership Competency Framework</a></b> 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.</p> <p>The Tusla Leader Framework relevant for this role is <a href="#">Leading Service</a> Please access this <a href="#">Leading Service</a> link to fully familiarise yourself with the impact of this <a href="#">Leading Service</a> proficiency for Tusla.</p> <p><b>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role and include:</b></p> <ul style="list-style-type: none"> <li>• Experience of managing a Duty/Intake or Assessment team</li> <li>• An understanding of Programme Management and Project management</li> <li>• Knowledge of the TCM CPAC system</li> <li>• Experience of the RED process</li> </ul>
<b>Other requirements of the role</b>	<ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post may involve travel.</li> <li>• Have awareness of children and young people's participatory practice</li> </ul>
<b>Application Process</b>  <b>Campaign Specific Selection Process</b>	<p>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 <a href="mailto:RecruitCorpoNat@tusla.ie">RecruitCorpoNat@tusla.ie</a> by 12:00 midday Tuesday, 3<sup>rd</sup> February 2026.</p>
<b>Shortlisting / Interview</b>	<p>This application process is fully outlined from page 10 / section 2 of the 'recruitment process' this <a href="#">Campaign Information Pack</a>. Please take note of the guidance given relating to the CV and personal statement.</p> <p>Assessment of Applications will commence on the closing date and will be based on the written submissions.</p> <p>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.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<b>Code of Practice</b>	<p>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,</p>

	<p>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.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p>
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**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 agreed upon appointment. 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.**

<b>Tenure</b>	<p>The current vacancy is whole time and temporary, for the duration of the Local Integrated Service Delivery Programme.</p> <p>A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease.</p> <p>Appointment as an employee of the Child &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<b>Remuneration</b>	<p><b>01/08/2025:</b> €80,299, €82,625, €86,255, €89,884, €93,512, €98,506</p> <p>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).</p> <p>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.</p>

	<p>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.</p> <p>Different terms and conditions may apply if the appointee is currently a serving civil or public servant.</p>
<b>Working Week</b>	The standard working week applying to the whole time equivalent of this post is: <b>35</b> hours.
<b>Annual Leave</b>	The annual leave associated with the whole time equivalent of this post is <b>30</b> days per annum.
<b>Superannuation</b>	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.
<b>Probation</b>	<p>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.</p> <p>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.</p>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	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.
<b>National Standards for Children and Family Services</b>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-work/childrens-services">https://www.hiqa.ie/areas-work/childrens-services</a>) and / or the Adoption Authority of Ireland Standards as they apply to the role.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>
<b>Ethics in Public Office 1995 and 2001</b>	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.
<b>Positions remunerated at or above the minimum point of the Grade VIII salary scale</b>	<p>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 31<sup>st</sup> January in the following year.</p> <p>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</p>

	<p>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.</p> <p>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>
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