



Candidate Campaign Information Pack

Area Manager – Network Manager – Donegal

(Temporary Appointment)

Dear Candidate,

Thank you for your interest in the post of **Area Manager – Network Manager – Donegal (Temporary Appointment)**.

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: Regional Chief Officer; Paddy Martin, rco.wne@tusla.ie / 087 230 3514.

Should you have any specific queries in relation to the recruitment process please contact Tusla Recruit Campaign Manager: Katie Power, Katie.Power1@tusla.ie / 087 092 1714.

Kind Regards,
Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Area Manager – Network Manager – Donegal (Temporary Appointment) Grade Code: Q137
Campaign Reference Approval Code	TRWNW20261438
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 to Katie.Power1@tusla.ie by 5:00pm Monday 14 th September 2026. <i>Guidance that candidates may find useful in relation to the personal statement is that a word count of 250 should sufficiently allow candidates to fully demonstrate their competence as linked to the specific requirements and seniority of the role – using examples.</i>
Opening date for Applications	Thursday, 27 th August 2026
Closing Date for Applications	Monday, 14 th September 2026, 5:00pm
Proposed Interview date(s)	September/October 2026 - Please note interview dates will be subject to change dependant on availability of interview board members and volume of campaign.
Contact for Informal Enquiries	Informal enquiries should be made to the relevant Regional Chief Officer; Paddy Martin, rco.wne@tusla.ie / 087 230 3514 <i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
Location of Post	The current vacancy is Sheil House, College Street, Ballyshannon, Co Donegal F94XK07. 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 1 st 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 Further information is available on www.tusla.ie
Purpose of Role	• Be accountable for the overall management and delivery of relevant Tusla Services in the Network Area in line with Tusla Local Integrated Service Delivery Model. • Ensure integration with other Tusla National Services in line with agreed operating model. • Be a member of the Regional Management Team, and work in partnership with other Area Managers in the Region, and wider management team, to ensure high quality service delivery across the Region, in line with Tusla's Business and Corporate Plan, national and regional performance targets, and standards. • As part of the Regional Management Team, lead on practice, structural and cultural reform as part of Tusla's Integrated Reform Programme. • Have oversight of the development and implementation of an evidence informed commissioning plan for the network in line with national operating model. • Contribute to, lead and influence regional and national initiatives and projects, as may be agreed with the relevant Regional Chief Officer. • Engage and collaborate with key external stakeholders to promote inter-agency collaboration and promote joint working. • Ensure compliance with relevant financial, statutory, regulatory and legislative regulations and requirements. • Ensure that Tusla services and partners are working together to make the lives of children and families better.
Reporting Relationship	The post holder will report directly to the Regional Chief Officer, Tusla, Child and Family Agency.
Duties and Responsibilities	Governance • Ensure the delivery of Tusla services in the Network in line with Tusla Local Integrated Service Delivery Model. • Ensure high standards in all aspects of practice and services delivered to children and families, the working environment, with the wider organisation and funded partners. • Ensure compliance with relevant financial, statutory, regulatory, and legislative regulations and requirements. • As part of the Regional Management Team, ensure appropriate governance structures and systems are in place across Networks to ensure all staff work in accordance with and are supported to fulfil their roles and responsibilities in relation to governance and oversight. • Ensure compliance with Health Information and Quality Authority (HIQA) Standards as they apply to the service, and staff fulfil their roles and responsibilities in implementing and maintaining these standards as appropriate to the role and are supported to do so.

- Ensure that the local regional and national data and trend analysis is used to help inform decision making and the effective use of resources.
- In line with Tusla's values of Kindness, Respect, Empowerment and Trust, support the staff to promote a culture of openness, integrity, and accountability across all services.

Management & Leadership

- Manage the designated staff resources, ensuring that staff levels and skill mix are appropriate and within agreed resources allocation.
- Supporting the retention and recruitment of staff through local, regional and national initiatives, leading by example.
- Actively work towards ensuring that staff are supported and empowered to fulfil their roles and responsibilities.
- Support staff to deliver to the highest standards of excellence in all aspects of their work, ensuring the appropriate supports are available to staff when required and addressing issues around performance in a manner that is fair to all and in line with the guidance.
- Ensure all staff engage with and are supported in Personal Development Planning and Performance Achievement meetings are in place ensuring personal goals, performance and Agency objectives are aligned.
- Through the Training Needs Analysis process and in conjunction with WLD lead on identification of training and development needs of individual staff and teams and ensure the implementation of appropriate training in conjunction with relevant partners.
- Build and sustain good relationships and ensure proactive, timely and positive communication with staff and wider stakeholders in the Network.
- Review what is working well and identify gaps in the service. In conjunction with key stakeholder's plan and implementing actions to address service needs in a complex operating environment, which is built on good communication at all levels across the agency.
- Lead staff by example, holding oneself accountable to the highest standards of excellence in service delivery, expected by Tusla's service users.

Resource Management

- Promote integrated multidisciplinary team working in line with Local Integrated Services Delivery Model.
- Be responsible for the allocation of resources, including staff, to achieve the best outcomes for children and families, in line with the Agency's Local integrated Service Delivery Model, Corporate and Business plans.
- Demonstrate the effective use of influencing skills in respect of resources not directly controlled.
- Support all relevant internal processes related to the provision of resources within the Network.

Financial Management

- Hold budgetary responsibility and be accountable for ensuring that services operate within the agreed budgetary levels in the Network, and in compliance with approved procedures within the Child and Family Agency.

- Ensure all staff under responsibility are complying with National Financial Regulations.
- Ensure that appropriate financial information is provided to the relevant management team.
- Maintain such financial records as required by the Child and Family Agency.
- Ensure appropriate Service Level Agreements/Cotracets are in place for all services commissioned, engaged, contracted, or procured in the Network.

Risk Management

- Demonstrate a clear knowledge of the framework within which risk is managed in the Agency.
- Under our QRSI process ensure a Risk Register is maintained reviewed and managed in line with Risk Management Policy.
- Ensure the timely notification of existing or emerging risks to RCO.
- Support the development of a culture which manages risk wisely and proportionately, involving the Agency's partners, and children, families, and communities as appropriate.
- Demonstrate the ability to deal with complex ethical issues and make informed judgements.
- Ensure learning and service improvements are identified and implemented internal and external review processes.

Change Management

- Contribute to the planning and implementation of the Tusla Integrated Reform Programme.
- Lead on the implementation of change programmes (for e.g. TCM, GDPR Programme) at network and regional level.
- Actively managing the changes required and ensuring all actions required to introduce, embed, and maintain change is taken by relevant staff.
- Demonstrate a positive and proactive approach to change management and engagement at Network and Regional level.
- Lead change through courage, reflection and proportionate actions if ethics and values are compromised.

Culture & Vision

- Champion the implementation of Tusla vision, mission, and values, across all services.
- Actively promote Tusla values across the agency and with all service partners, through collaboration, co-creation, clear communication and a relationship based approach.
- Lead by example in the development and maintenance of an organisation culture in line with Tusla values and characterised by creativity, innovation, collaboration, and candour.
- Lead on the reform of culture at network, regional and agency level in line with the Tusla Integrated Reform Programme.
- Lead on implementation of communication and engagement strategy in the Network/Region in line with national strategy and KPIs.

Communication & Engagement

- Clearly articulate and communicate the Agency's vision in a range of contexts.

	• Ensure a proactive, timely and effective approach to communication and engagement in locally, regionally and nationally. • Ensure the network area staff to act in accordance with, the highest standards of professionalism, efficiency, and accuracy in all communications, internally and externally. Support any challenges to this approach. • Ensure high quality written communication relating to Tusla services and activities. Ensuring that Children and Families are communicated with in an age appropriate and relatable manner. Continuing Professional Development • Ensure CPD opportunities relevant to the role and ongoing development are prioritised in the context of reflective practice. • Support staff to pursue / access relevant CPD opportunities in line with agreed performance processes including PDP's. • Demonstrate the ability to apply learning into practice. 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. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Support local, regional and national Health and Wellness initiatives in line with the organisational values. 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 must have the following: • Must be in employment within Tusla Child and Family Agency • Hold a relevant 3rd level qualification. • Have a minimum of 3 years' experience at senior management level in the Child and Family Agency. 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	<u>Tusla Leadership Competency Framework</u> The <u>Tusla Leadership Competency Framework</u> 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.
Other requirements of the role	The post holder will require a current driving licence and access to appropriate transport as the post will involve travel.
Application Process Campaign Specific Selection Process Shortlisting / Interview	Applications are invited by CV, together with a personal statement clearly stating suitability for the role as linked to the stated competencies to Katie.Power1@tusla.ie by 5:00pm Monday 14th September 2026. This application process is fully outlined from page 10 / section 2 of the 'recruitment process' section of this Candidate Information Pack. Please take note of the guidance given relating to CV and personal statement. Assessment of Applications will commence on the closing date and will be based on the written submissions. Short listing where relevant will be carried out on the basis of information supplied in your cover letter as linked to the stated competencies. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. <u>Guidance that candidates may find useful in relation to the personal statement is that a word count of 250 should sufficiently allow candidates to fully demonstrate their competence as linked to the specific requirements and seniority of the role – using examples.</u> Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. The selection process may also involve additional assessments, for example: ○ Online and/or paper- based assessment/ tests/questionnaire(s) ○ A qualifying preliminary interview – competency based ○ Work sample/role play/ media exercise ○ A competency based interview which may include a presentation and any other tests or exercises that may be deemed appropriate. Applicants deemed eligible,

	will be notified of these additional stages if applicable and may be required to attend additional assessments and interview.
Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
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 to West North-East Region. 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 are temporary 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	Effective Date in line with Government Pay Policy.

	The validated Salary scale for the whole time equivalent of this post is currently: <table><tr><td>01.06.2026</td><td>€107,382</td><td>€112,606</td><td>€117,470</td><td>€122,331</td></tr></table> The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience – more information available in Appendix 5. Candidate Information Pack - Recruitment Process Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is a currently serving civil or public servant.	01.06.2026	€107,382	€112,606	€117,470	€122,331
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Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours.					
Annual Leave	The annual leave associated with the whole time equivalent of this post is 30 days per annum.					
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.					
Probation	A probation period of six (6) months shall apply from the commencement employment, during which contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further period of up to four (4) months. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.					
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.					
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)					
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale 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.					

Positions remunerated at or above the minimum point of the Grade VIII salary scale NOTE THIS SECTION REFERS TO POSTS AT €73,209 PLUS	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/
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